Wayne State University
Medical Education Commons – Shiffman Library – Dr. Prasad Collaboration Space
WSU Project Number 608-261912
Prevailing Wage Work

FOR:
Board of Governors
Wayne State University
Detroit, Michigan

Owner's Agent:
Valerie Kreher, Senior Buyer
WSU – Procurement & Strategic Sourcing
5700 Cass, Suite 4200
Detroit, Michigan 48202
313-577-3720 / 313-577-3747 fax
rfpteam2@wayne.edu and copy leiann.day@wayne.edu

Owner's Representative:
Ekta Kamalia, Project Manager
Facilities Planning & Management
Design & Construction Services
5454 Cass
Wayne State University
Detroit, Michigan 48202

Consultant:
Stucky Vitale Architects
27172 Woodward Avenue
Royal Oak, MI 48067-0925

August 11, 2016
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INFORMATION FOR BIDDERS

OWNER: Board of Governors
Wayne State University

PROJECT: Medical Education Commons – Shiffman Library – Dr. Prasad Collaboration Space
Project No. 608-261912

LOCATION: Wayne State University
320 East Canfield, Detroit, MI 48201
Detroit, Michigan 48202

OWNER’S AGENT: Valerie Kreher, Senior Buyer
WSU – Procurement & Strategic Sourcing
5700 Cass, Suite 4200
Detroit, Michigan 48202
313-577-3720 / 313-577-3747 fax
rfpteam2@wayne.edu & copy leiann.day@wayne.edu

OWNER’S REPRESENTATIVE: Ekta Kamalia, Project Manager
Facilities Planning & Management
Design & Construction Services
Wayne State University
5454 Cass Avenue
Detroit, Michigan 48202

Architect: Stucky Vitale Architects
27172 Woodward Avenue
Royal Oak, MI 48067-0925

SPECIAL NOTE: Right to reject any and all proposals, either in whole or in part and to waive any irregularities therein is reserved by the Owner.

BIDS ADVERTISED: August 11, 2016

BIDDING: Bidding documents may be obtained by vendors from the University Purchasing Web Site at http://www.forms.procurement.wayne.edu/Adv_bid/Adv_bid.html beginning August 11, 2016. When visiting the Web Site, click on the "Construction" link in green. Copies of the RFP will not be available at the pre-proposal meeting.

MANDATORY Pre-Bid Conference: 2:00 pm, local time, August 18, 2016 to be held at Wayne State University – 320 E Canfield, Detroit, MI 48201, The Stapleton Room (room #111), Detroit, MI, 48202. Late Arrivals may not be permitted to submit bids.

OPTIONAL Second Walk Through: (if needed) To be determined at the conclusion of the pre-bid conference, by those in attendance.

DUE DATE FOR QUESTIONS: Due Date for questions shall be August 25, 2016 at 12:00 Noon. All questions must be reduced to writing and emailed to the attention of Valerie Kreher, Senior Buyer at rfpteam2@wayne.edu, copy to Leiann Day, Procurement Analyst at: leiann.day@wayne.edu.

Bids Due: Sealed proposals for lump-sum General Contract will be received at the office of the Procurement & Strategic Sourcing located at 5700 Cass Avenue, Suite 4200, Detroit, MI 48202 on September 1, 2016, until 2:00 p.m. (local time).

No public bid opening will be held.

Bid Qualification Meeting: Bidders must be available for bid prequalification meeting the day following the bid
opening. The lowest qualified bidder will be contacted and requested to meet with Facilities Planning & Management at their office located at 5454 Cass Avenue, Detroit, MI 48202. During the prequalification, the Vendor must provide a Project Schedule and a Schedule of Values, including a list of Contractor’s suppliers, subcontractors and other qualifications.

An unsigned contract will be given to the successful Contractor at the conclusion of the Pre Award meeting, if all aspects of the bid are in order. The Contractor has 5 business days to return the contract to the Project Manager for University counter signature. The contractor must also submit a Performance Bond as outlined above and a Certificate of Insurance in the same 5 business day period. In the event the Contractor fails to return the documents in this 5 day period, the University reserves the right to award the contract to the next most responsive bidder.

All available information pertaining to this project will be posted to the Purchasing web site at http://www.forms.procurement.wayne.edu/Adv_bid/Adv_bid.html. Information that is not posted to the website is not available/not known.
INSTRUCTIONS TO BIDDERS

OWNER: Board of Governors
Wayne State University

PROJECT: Medical Education Commons – Shiffman Library – Dr. Prasad Collaboration Space
Project No. 608-261912

LOCATION: Wayne State University
320 East Canfield, Detroit, MI 48201,
Detroit, Michigan 48202

OWNER’S AGENT: Valerie Kreher, Senior Buyer
WSU – Procurement & Strategic Sourcing
5700 Cass, Suite 4200
Detroit, Michigan 48202
313-577-3720 / 313-577-3747 fax
rfpteam2@wayne.edu & copy leiann.day@wayne.edu

1. PROPOSALS

A. The Purchasing Agent will receive sealed Proposals for the work as herein set forth at the place and until the time as stated in the "Information for Bidders", a copy of which is bound herewith in theses specifications. No public bid opening will be held.

B. Proposals shall be for a lump-sum General Contract for the entire work of the Project as provided in the Form of Proposal.

C. Proposals shall be submitted in duplicate on forms furnished with the Bidding documents. The forms must be fully filled out in ink or typewritten with the signature in longhand, and the completed forms shall be without alterations, interlineations, or erasures. Forms shall contain no recapitulations of the work to be done. Each proposal shall be delivered in an opaque sealed envelope, marked "PROPOSAL" AND SHALL BEAR THE NAME OF THE PROJECT AND THE NAME OF THE BIDDER. Proposals submitted by telephone or telegraph will not be accepted. Modifications by telephone or telegraph to previously submitted proposals will not be accepted.

D. (revised 5-29-2009) All base bids must be conforming to the detailed specifications and drawings provided by the University, including any Addenda issued. Voluntary Alternates will only be considered if the Contractor has also submitted a conforming base bid. Any stipulation of voluntary alternates or qualifications contrary to the Contract requirements made by the Bidder in or accompanying his proposal as a condition for the acceptance of the Contract will not be considered in the award of the Contract and will cause the rejection of the entire Proposal.

E. The competency and responsibility of Bidders will be considered in making the award. The Owner does not obligate himself to accept the lowest or any other bids. The Owner reserves the right to reject any and all bids and to waive any informalities in the Proposals.

2. PROPOSAL GUARANTEE (revised 3-22-2012)

A. A certified check or bank draft payable to the Owner, or satisfactory Bid Bond executed by the Bidder and Surety Company, in an amount equal to not less than five percent (5%) of the maximum proposal amount shall be submitted with each Proposal, which amount may be forfeited to the Board of Governors, Wayne State University, if the successful Bidder refuses to enter into a Contract within ninety (90) days from receipt of Proposals.

B. Bond must be issued by a Surety Company with an "A rating as denoted in the AM Best Key Rating Guide"
C. The bid deposit of all bidders except the lowest three will be returned within three (3) days after the bids are opened. After the formal Contract and bonds are approved, the bid deposit will be returned to the lowest three bidders, except when forfeited.

D. Bid bonds shall be accompanied by a Power of Attorney authorizing the signer of the bond to do so on behalf of the Surety Company.

E. Withdrawal of Proposals is prohibited for a period of ninety (90) days after the actual date of opening thereof.

3. **CONTRACT SECURITY (revised 3-22-2012)**

   A. The successful Bidder will be required to furnish a Performance Bond and Labor and Material Payment bond in an amount equal to 100% of the contract award amount, and include such cost in the Proposal, complying with the laws of the State of Michigan. The graduated formula no longer applies.

   B. Performance Bond and Labor and Material Payment Bond shall be from a surety company acceptable to the Owner and made payable as follows:

      (1) A bond for 100% of the contract award amount to the Board of Governors of Wayne State University, and guaranteeing the payment of all subcontractors and all indebtedness incurred for labor, materials, or any cause whatsoever on account of the Contractor in accordance with the laws of the State of Michigan relating to such bonds.

      (2) A bond for 100% of the contract award amount to the Board of Governors of Wayne State University to guarantee and insure the completion of work according to the Contract.

   C. The only acceptable Performance Bond shall be the AIA A312 – 2010.

   D. Bond must be issued by a Surety Company with an "A rating as denoted in the AM Best Key Rating Guide".

4. **BOND CLARIFICATION**

   For bids below $50,000.00,

   A. Bid bond will not be required.

   B. Performance Bond will not be required.

5. **INSPECTION**

   A. Before submitting his Proposal, each Bidder shall be held to have visited the site of the proposed work and to have familiarized himself as to all existing conditions affecting the execution of the work in accordance with the Contract Documents. No allowance or extra consideration on behalf of the Contractor will subsequently be made by reason of his failure to observe the Conditions or on behalf of any subcontractor for the same reason.

6. **EXPLANATION TO BIDDERS AND ADDENDA**

   A. Neither the Owner nor Representative nor Purchasing Agent will give verbal answers to any inquiries regarding the meaning of drawings and specifications, and any verbal statement regarding same by any person, previous to the award, shall be unauthoritative.

   B. Any explanation desired by Bidders must be requested of the Purchasing Agent in writing, and if explanation is necessary, a reply will be made in the form of an Addendum, a copy of which will be forwarded to each Bidder registered on the Bidders' List maintained by Procurement & Strategic
Sourcing.

C. All addenda issued to Bidders prior to date of receipt of Proposals shall become a part of these Specifications, and all proposals are to include the work therein described.

7. INTERPRETATION OF CONTRACT DOCUMENTS

A. If any person contemplating submitting a bid for the proposed Contract is in doubt as to the true meaning of any part of the drawings, specifications, or other Contract Documents, he may submit to the Purchasing Agent, a written request for an interpretation thereof. The person submitting the request will be responsible for its prompt delivery. Any interpretation of the Contract Documents will be made by an addendum duly issued. A copy of such addendum will be mailed and delivered to each registered Bidder. Each proposal submitted shall list all addenda, by numbers, which have been received prior to the time scheduled for receipt of proposal.

8. SUBSTITUTION OF MATERIALS AND EQUIPMENT*

A. Whenever a material, article or piece of equipment is identified on the Drawings or in the Specifications by reference to manufacturers’ or vendors’ names, trade names, catalog numbers, or the like, it is so identified for the purpose of establishing a standard, and any material, article, or piece of equipment of other manufacturers or vendors which will perform adequately the duties imposed by the general design will be considered equally acceptable provided that the material, article, or piece of equipment so proposed is, in the opinion of the Architect, of equal substance, appearance and function. It shall not be purchased or installed by the Contractor without the Architect’s written approval.

9. TAXES

A. The Bidder shall include in his lump sum proposal and make payment of all Federal, State, County and Municipal taxes, including Michigan State Sales and Use Taxes, now in force or which may be enacted during the progress and completion of the work covered.

10. REQUIREMENTS FOR SIGNING PROPOSALS AND CONTRACTS

A. The following requirements must be observed in the signing of proposals that are submitted:

(1) Proposals that are not signed by individuals making them shall have attached thereto a Power of Attorney, evidencing the authority to sign the Proposal in the name of the person for whom it is signed.

(2) Proposals that are signed for partnership shall be signed by all of the partners or by an Attorney-in-Fact. If signed by an Attorney-in-Fact, there must be attached to the Proposal a Power of Attorney evidencing authority to sign the Proposal, executed by the partners.

(3) Proposals that are signed for a corporation shall have the correct corporate name thereof and the signature of the President or other authorized officer of the corporation, manually written in the line of the Form of Proposal following the words “signed by”. If such a proposal is signed by an official other than the President of the Corporation, a certified copy of resolution of the Board of Directors, evidencing the authority of such official to sign the bid, shall be attached to it. Such proposal shall also bear the attesting signature of the Secretary of the Corporation and the impression of the corporate seal.

11. QUALIFICATIONS OF BIDDERS

A. The Owner may request each of the three (3) low bidders to submit information necessary to satisfy the Owner that the Bidder is adequately prepared to fulfill the Contract. Such information may include past performance records, list of available personnel, plant and equipment, description of work that will be done simultaneously with the Owner’s Project, financial statement, or any other pertinent information. This information and such other information as may be requested will be used in determining whether a Bidder is qualified to perform the work required and is responsible and reliable.
12. **SPECIAL REQUIREMENTS**

A. The attention of all Bidders is called to the General Conditions, Supplementary General Conditions, and Special Conditions, of which all are a part of the Specifications covering all work, including Subcontracts, materials, etc. Special attention is called to those portions dealing with Labor Standards, including wages, fringe benefits, Equal Employment Opportunities, and Liquidated Damages.

B. Prior to award of the project, the apparent low bidder will be required to produce a schedule of values which will include the proposed subcontractors for each division of work and whether the subcontractor is signatory or non-signatory. A contract will not be issued to the apparent low bidder until this document is provided. A contractor will have one week to produce this document. If the required document is not received within this time, the bidder will be disqualified.


A. The Proposal shall be deemed as having been accepted when a copy of the Contract (fully executed by both the vendor and the appropriate signatory authority for the University), with any/all Alternates, Addenda, and Pre-Contract Bulletins, as issued by the office or agent of the Owner has been duly received by the Contractor. After signing the Contracts, the Contractor shall then return all copies, plus any required bonds and certificates of insurance, to the office of the Owner's Representative, at 5454 Cass, Wayne State University, Detroit, MI 48202. Construction will begin when the fully-executed contract has been returned to the Contractor.

14. **TIME OF STARTING AND COMPLETION**

A. It is understood that the work is to be carried through to substantial completion with the utmost speed consistent with good workmanship and to meet the established start and completion dates.

B. The Contractor shall begin work under the Contract without delay, upon receipt of a fully-executed contract from the Owner, and shall substantially complete the project ready for unobstructed occupancy and use of the Owner for the purposes intended within the completion time stated in the Contract.

C. The Contractor shall, immediately upon receipt of fully-executed contract, schedule his work and expedite deliveries of materials and performance of the subcontractors to maintain the necessary pace for start and completion on the aforementioned dates.

15. **CONTRACTOR’S PERFORMANCE EVALUATION (2-2015)**

In an effort to provide continuous process improvement regarding the construction of various university projects, Wayne State University is embarking upon a process of evaluating the contractor’s overall performance following the completion of work. At the conclusion of the construction project a subjective evaluation of the Contractor’s performance will be prepared by the Project Manager and the supervising Director of Construction. The evaluation instrument that will be used in this process is shown in Section 00440-01 - Contractor’s Performance Evaluation.

16. **BIDDING DOCUMENTS**

A. Bid specifications are not available at the University, but are available beginning August 11, 2016 through Wayne State University Procurement & Strategic Sourcing’s Website for Advertised Bids: [http://www.forms.procurement.wayne.edu/Adv_bid/Adv_bid.html](http://www.forms.procurement.wayne.edu/Adv_bid/Adv_bid.html). The plans for this project can be viewed in advance and/or printed from the above website. Copies of the RFP will not be available at the pre-proposal meeting.

B. **DOCUMENTS ON FILE (revised 12-2007)**

   (1) Wayne State University Procurement & Strategic Sourcing’s Website.
All available information pertaining to this project will be posted to the Purchasing web site at http://www.forms.procurement.wayne.edu/Adv_bid/Adv_bid.html. Information that is not posted to the website is not available/not known.

(2) Notification of this Bid Opportunity has been sent to DUNN BLUE (for purchase of Bid Documents only), DODGE REPORTS, REED CONSTRUCTION, CONSTRUCTION NEWS and the CONSTRUCTION ASSOCIATION OF MICHIGAN (CAM).

(3) Please note: Effective December 1, 2007, bid notices will be sent only to those Vendors registered to receive them via our Bid Opportunities list serve. To register, to http://www.forms.procurement.wayne.edu/Adv_bid/Adv_bid.html, and click on the “Join our Listserve” link at the top of the page.

15. **Smoke and Tobacco-Free Policies (9-2015)**

On August 19, 2015, Wayne State joined hundreds of colleges and universities across the country that have adopted smoke- and tobacco-free policies for indoor and outdoor spaces. Contractors are responsible to ensure that all employees and all subcontractors’ employees are in compliance anytime they are on WSU’s main, medical, or extension center campuses. The complete policy can be found at http://wayne.edu/smoke-free/policy/.
NOTICE OF MANDATORY PRE-BID CONFERENCE

PROJECT: Medical Education Commons – Shiffman Library – Dr. Prasad Collaboration Space

PROJECT NOS.: WSU PROJECT NO. 608-261912

It is MANDATORY that each Contractor proposing to bid on this work must attend a pre-bid conference at the following location:

Wayne State University
320 E Canfield, Detroit, MI 48201, The Stapleton Room (room #111)
Detroit MI 48202

2:00 pm, local time, August 18, 2016

The purpose of this conference is to clarify the procedures, scope of work, and to identify any omissions and/or inconsistencies that may impede preparation and submission of representative competitive bids.

In the event that less than 4 individual contractor firms attend the pre-bid conference, the University reserves the right, at its sole discretion, to either reschedule the pre-bid conference or proceed and offer a second pre-bid conference date. (Attendance at only one pre-bid conference will be required).

An attendance list shall be prepared and minutes of the conference shall be furnished to all those attending.

Any clarifications or corrections that cannot be made at the conference will be by Addendum.

For your convenience a map of the University and appropriate parking lots can be downloaded and printed from: http://campusmap.wayne.edu. Guest parking in any of the University student and guest lots is $7.50. A detailed list of Cash & Coin operated lots can be viewed at http://procurement.wayne.edu/cash_and_credit_card_lots.php. Cash lots dispense change in quarters. Due to time constraints, Vendors are encouraged to avoid parking at meters on the street (especially blue “handicapped” meters).

All available information pertaining to this project will be posted to the Purchasing web site at http://www.forms.procurement.wayne.edu/Adv_bid/Adv_bid.html.
Information that is not posted to the website is not available/not known.
AGENDA

I. Welcome and Introductions
   A. Wayne State University Representatives
   B. Vendor Representatives
   C. Sign in Sheet- be sure to include your fax number and email address (LEGIBLY) on the sign in sheet.

II. Brief Overview of Wayne State University
   A. Purpose and Intent of RFP.
   B. Detailed review of the RFP and the requirements for a qualified response.
   C. Review of all pertinent dates and forms that are REQUIRED for a qualified response.

III. Vendor Questions/Concerns/Issues
   A. Questions that can be answered directly by the appropriate person in this meeting will be answered and both question and answer will be recorded in the minutes of the meeting.
   B. Questions that need to be researched will be answered and a nature of clarification will be emailed to the appropriate ListServ. See http://www.forms.purchasing.wayne.edu/Adv_bid/Adv_Bid_Listserve.html for a list of ListServ Bid Lists.
   C. Minutes will be emailed to all participants of the meeting within a reasonable amount of time. (be sure to include your email address(addresses on the sign in sheet)
   D. Questions and concerns that come up after this meeting are to be addressed to Valerie Kreher, Procurement & Strategic Sourcing. Discussion with other University members is seriously discouraged and could lead to disqualification from further consideration. All questions and answers will be recorded and emailed to all participants of the RFP.
   E. Due date for questions is August 25, 2016, 12:00 noon.

IV. Minimum Participation
   A. Pre-registration for the Pre-Bid meeting is required. In the event that we do not have four (4) or more eligible bidders pre-registered, the University reserves the right to postpone the Pre-bid meeting with up to 4 business hour notice.
   B. If less than 4 individual contractor firms attend the mandatory pre-bid meeting, the University reserves the right, at its sole discretion, to either reschedule the pre-bid conference or proceed and offer a second pre-bid conference date. (Attendance at only one pre-bid conference will be required).
   C. On the day of the bid opening, if less than 3 sealed bids are received, the University reserves the right, at its sole discretion, to rebid the project in an effort to obtain greater competition. If the specifications are unchanged during the rebid effort, any contractor who submitted a bid will be given the option of keeping its bid on file for opening after the second bid effort, or of having the bids returned to them unopened.

V. Proposal Due Date- September 1, 2016, 2:00 p.m.

VI. Final Comments

VII. Adjourn
FORM OF PROPOSAL FOR THE GENERAL CONTRACT

VENDOR NAME: __________________________

GENERAL CONTRACT - PROPOSAL FORM (revised 1 - 2011)

Please Note – Vendors must Pre-qualify themselves when responding to this bid opportunity. Our Prequalification questions can be found on page 4 of this section.

OWNER: Board of Governors
Wayne State University

PROJECT: Medical Education Commons – Shiffman Library – Dr. Prasad Collaboration Space

PROJECT NO.: WSU PROJECT NO. 608-261912

PROJECT TYPE: General Construction Work

PURCHASING AGENT: Valerie Kreher, Senior Buyer
WSU – Procurement & Strategic Sourcing
5700 Cass, Suite 4200
Detroit, Michigan 48202
313-577-3720/ 313-577-3747 fax
rfpteam2@wayne.edu & copy leiann.day@wayne.edu

OWNER’S REPRESENTATIVE: Ekta Kamalia, Project Manager
Design & Construction Services
Facilities Planning & Management
Wayne State University
5454 Cass Avenue
Detroit, Michigan 48202

TO: Board of Governors
Wayne State University
Detroit, Michigan

BASE PROPOSAL: The undersigned agrees to enter into an Agreement to complete the entire work of the Medical Education Commons – Shiffman Library – Dr. Prasad Collaboration Space project (WSU Project No. 608-261912) in accordance with the Bidding Documents for the following amounts:

$ ___________________________ Dollars

ALTERNATES: The following alternates to the base proposal(s) are required to be offered by the respective bidder. The undersigned agrees that the following amounts will be added to or deducted from the base bid as indicated, for each alternate which is accepted.

ALTERNATE NO. 1: The undersigned agrees to enter into an agreement to complete the Alternate # 1 work “Acrylic Accent Panel” of the Medical Education Commons – Shiffman Library – Dr. Prasad Collaboration Space project and to provide all labor and

FORM OF PROPOSAL FOR THE GENERAL CONTRACT

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material associated with the work in accordance with the Bidding Documents for the following amounts:

(select one) ADD $ Dollars
or
DEDUCT $ Dollars

ALTERNATE NO. 2:

The undersigned agrees to enter into an agreement to complete the Alternate # 2 work "Accent Track Lighting" of the Medical Education Commons – Shiffman Library – Dr. Prasad Collaboration Space project and to provide all labor and material associated with the work in accordance with the Bidding Documents for the following amounts:

(select one) ADD $ Dollars
or
DEDUCT $ Dollars

ALTERNATES: The following alternates to the base proposal(s) are required to be offered by the respective bidder. The undersigned agrees that the following amounts will be added to or deducted from the base bid as indicated, for each alternate which is accepted.

ALTERNATE NO. 3:

The undersigned agrees to enter into an agreement to complete the Alternate # 3 "Dry Erase Panel Board" work of the Medical Education Commons – Shiffman Library – Dr. Prasad Collaboration Space project and to provide all labor and material associated with the work in accordance with the Bidding Documents for the following amounts:

(select one) ADD $ Dollars
or
DEDUCT $ Dollars

ALTERNATE NO. 4:

The undersigned agrees to enter into an agreement to complete the Alternate # 4 work “Feature Sign Assembly” of the Medical Education Commons – Shiffman Library – Dr. Prasad Collaboration Space project and to provide all labor and material associated with the work in accordance with the Bidding Documents for the following amounts:
ALTERNATE NO. 5:  The undersigned agrees to enter into an agreement to complete the Alternate # 5 work "Solid Surface Counter Top" of the Medical Education Commons – Shiffman Library – Dr. Prasad Collaboration Space project and to provide all labor and material associated with the work in accordance with the Bidding Documents for the following amounts:

(select one) ADD ___________________________ $ ____________ Dollars
or
DEDUCT ___________________________ $ ____________ Dollars

ALTERNATE NO. 6:  The undersigned agrees to enter into an agreement to complete the Alternate # 6 work "New AL/GL door and side lite" of the Medical Education Commons – Shiffman Library – Dr. Prasad Collaboration Space project and to provide all labor and material associated with the work in accordance with the Bidding Documents for the following amounts:

(select one) ADD ___________________________ $ ____________ Dollars
or
DEDUCT ___________________________ $ ____________ Dollars

ALTERNATE NO. 7:  The undersigned agrees to enter into an agreement to complete the Alternate # 7 work "Wall Furring" of the Medical Education Commons – Shiffman Library – Dr. Prasad Collaboration Space project and to provide all labor and material associated with the work in accordance with the Bidding Documents for the following amounts:

(select one) ADD ___________________________ $ ____________ Dollars
ALTERNATE NO. 8:

The undersigned agrees to enter into an agreement to complete the Alternate # 8 work “3M Removable Privacy Film” of the Medical Education Commons – Shiffman Library – Dr. Prasad Collaboration Space project and to provide all labor and material associated with the work in accordance with the Bidding Documents for the following amounts:

(select one) ADD $ Dollars

or

DEDUCT $ Dollars

LAWN REPLACEMENT:

The undersigned agrees that, in the event of existing lawn or landscaping damage, due to the Contractor's work, that has not been properly addressed and repaired to the satisfaction of the University, the University may repair/replace the lawn and/or landscaping, and that the expense will be at a unit cost of $10.00 per square yard for lawn, and landscaping at a rate of 1.5 times the cost of said repairs, the full cost of which shall be reimbursed by the contractor.

CONTRACT CHANGE ORDERS: (revised 4-01-2011)

The undersigned agrees to the following pricing formula and rates for changes in the contract work:

1. For subcontract work, Contractor's markup for handling, overhead, profit and bonding on subcontractors sell price, shall not exceed 5%.

   1.1. For subcontract work that is provided on a time and material basis, the subcontractor shall be permitted a single markup for handling, overhead, profit and bonding of 5%. When a markup is identified in the subcontractor's hourly labor rate, additional markup on labor is not permitted.

   1.1.1 For changes that are based upon a lump sum value, subcontractor shall provide all labor and material back-ups to ensure that duplicative charges are avoided and authorized mark-ups for OH&P can be confirmed.

2. For work by his own organization, Contractor's markup for job* and general overhead, profit and bonding shall not exceed 5% of the net labor** and material costs.

Within 14 days of the project’s contract execution Contractor shall provide to the Owner; Subcontractor’s hourly labor rate breakdown details. This requirement shall extend to the lowest level of subcontractor participation.

* Job and general overhead includes supervision and executive expenses; use charges on small tools, scaffolding, blocking, shores, appliances, etc., and other miscellaneous job expenses.

** Net labor cost is the sum of the base wages, fringe benefits established by governing trade organizations, applicable payroll taxes, and increased expense for contractor's liability insurance (Workman's Compensation, P.L. and P.D.).

TIME OF COMPLETION: (revised 4-01-2011)

The Contract is expected to be fully executed on or about 25 calendar days after successful bidder qualification and recommendation of award. The undersigned agrees to start construction immediately after receipt of a fully executed contract, and to complete the work as follows:
Substantial Completion will be completed no later than **November 11, 2016.**

**LIQUIDATED DAMAGES:**

It is understood and agreed that, if project is not completed within the time specified in the contract plus any extension of time allowed pursuant thereto, the actual damages sustained by the Owner because of any such delay, will be uncertain and difficult to ascertain, and it is agreed that the reasonable foreseeable value of the use of said project by Owner would be the sum of **$100.00, One Hundred Dollars per day,** and therefore the contractor shall pay as liquidated damages to the Owner the sum of **$100.00, One Hundred Dollars per day** for each day's delay in substantially completing said project beyond the time specified in the Contract and any extensions of time allowed thereunder.

**TAXES:**

The undersigned acknowledges that prices stated above include all applicable taxes of whatever character or description. Michigan State Sales Tax is applicable to the work. Bidder understands that the Owner reserves the right to reject any or all bids and to waive informalities or irregularities therein.

**ADDENDA:**

The undersigned affirms that the cost of all work covered by the following Addenda are included in the lump sum price of this proposal.

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<th>Addendum No.</th>
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**CONTRACTOR'S PREQUALIFICATION STATEMENT & QUESTIONNAIRE:**

Our Minimum Requirements for Construction Bids are:

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<tr>
<th>Criteria</th>
<th>Small Project bid less than $50,000</th>
<th>Medium Project bid between $50,001 and $250,000</th>
<th>Large Project bid between $250,001 and $2 million</th>
<th>Very Large Project bid greater than $2 million</th>
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<tr>
<td>EMR Rating (Experience Modification Rating)</td>
<td>1.0 or Less</td>
<td>1.0 or Less</td>
<td>1.0 or Less</td>
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<tr>
<td>Bondable Vendor</td>
<td>N.A.</td>
<td>Required</td>
<td>Required</td>
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<tr>
<td>Length of Time in Construction Business</td>
<td>2 Years</td>
<td>3 Years</td>
<td>5 Years</td>
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<td>Demonstrated Experience in Projects Similar in Scope and Price in the last 3 years</td>
<td>1 or more</td>
<td>1 or more</td>
<td>2 or more</td>
<td>3 or more</td>
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<tr>
<td>Unsuccessful Projects on Campus in last 3 years</td>
<td>None Allowed</td>
<td>None Allowed</td>
<td>None Allowed</td>
<td>None Allowed</td>
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<tr>
<td>Failure to comply with Prevailing Wage and/or Project Labor requirements</td>
<td>None Allowed</td>
<td>None Allowed</td>
<td>None Allowed</td>
<td>None Allowed</td>
</tr>
<tr>
<td>Withdrawn University Bid (with or without)</td>
<td>1 or less</td>
<td>1 or less</td>
<td>1 or less</td>
<td>1 or less</td>
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Bond forfeiture) within the last 3 years **

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<th>1 Year</th>
<th>2 Years</th>
<th>3 Years</th>
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<td>Company currently not in Chapter 11 of the US Bankruptcy Code</td>
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** Withdrawal of a bid is subject to the University suspension policy, for a period up to one year.

Contractors must complete the following information to determine their eligibility to participate in this bid. This information is required with your Bid to the University.

Failure to complete this form in its entirety will result in your bid being disqualified.

Check one of the following on the makeup of your company:

- Corporation
- Individual
- Partnership
- Joint Venture
- Other (Explain below):

Diversity Classification: Please indicate the appropriate diversity classification for your company. The University recognizes the following groups as diverse or disadvantaged:

- Majority Owned
- Minority Business Enterprises (MBE)
- Women Business Enterprises (WBE)
- Disabled Veteran Enterprises (DVBE)
- Disabled Person Enterprises (DBE)
- Veteran Owned Businesses (VBE)
- Small Businesses per the US Small Business Administration (SBE)
- Other (Please Explain):

1. How many years has your organization been in business as a contractor? __________________________

2. How many years has your organization been in business under its present business name? ______________

3. List states in which your organization is legally qualified to do business. __________________________

4. Provide the Name and Address of your Liability Insurance Carrier. __________________________

5. What is your current EMR Rating?  
The minimum requirement is an EMR Rating of 1.0 or less for all projects. Bidders with a rating higher than 1.0 understand that their bid may be disqualified, at the sole discretion of the University.

6. What percentage of work performed on projects are by company employees; excluding any hired subcontracting and outsourced relationships, for the bid submitted? _______ %

7. What percentage of work performed on your companies behalf are by subcontracted business relationships; disallowing 1099 contracting work forces, for the bid submitted? _______ %
8. Have you ever failed to complete any work awarded to you? If so, attach a separate sheet of explanation. Include the name of the Project, the customer, the dates of the work, and the amount of the contract?

9. Have you withdrawn a bid after a University bid opening and/or refused to enter into a contract with the University upon notification of award within the last 3 years? If so, state the Project Name and Number, and the date of bid submission below.

10. Has any officer or partner of your organization ever been an officer or partner of another organization that failed to complete a construction contract? If so, attach a separate sheet of explanation.

11. List the construction experience of the principals and superintendents of your company.

   Name: __________________________________ Title: ______________________________
   __________________________________________________________________________
   Name: __________________________________ Title: ______________________________
   __________________________________________________________________________
   Name: __________________________________ Title: ______________________________
   __________________________________________________________________________

12. List the construction Projects, and approximate dates, when you performed work similar in Scope to this project.

   Project: __________________________ Owner: __________________________
   Contract Amount: __________________ Date Completed: ______________________
   Project: __________________________ Owner: __________________________
   Contract Amount: __________________ Date Completed: ______________________
   Project: __________________________ Owner: __________________________
   Contract Amount: __________________ Date Completed: ______________________

13. List the construction Projects, and approximate dates, when you performed work similar in Dollar Amount to this project.

   Project: __________________________ Owner: __________________________
   Contract Amount: __________________ Date Completed: ______________________
   Project: __________________________ Owner: __________________________
   Contract Amount: __________________ Date Completed: ______________________
FORM OF PROPOSAL FOR THE GENERAL CONTRACT

Project: ___________________________________ Owner: ________________________________

Contract Amount: ________________________ Date Completed: _________________________

14. Is your Company “bondable”?     Yes_______       No________

15. What is your present bonding capacity?   $ ____________________________

16. Who is your bonding agent?
NAME: ____________________________________________
ADDRESS: _________________________________________
PHONE:             (_______)___________________________
CONTACT: _________________________________________

17. Does your company agree to provide financial reports to the University upon request? Failure to agree may result in disqualification of your bid. Yes_______       No_______

18. Does your company agree that all of the Terms and Conditions of this RFP and Vendor’s Response Proposal become part of any ensuing agreement? Yes_______       No_______

19. Does your company agree to execute a contract containing the clauses shown in Section 00500 “Agreement Between Contractor and Owner for Construction”? Yes_______       No_______

If “No”, clearly note any exceptions to any information contained in the contract documents and include with your proposal.

20. Did your company quote based upon Prevailing Wage Rates? Yes_______       No_______

21. Does your company agree to comply with the University Smoke and Tobacco Free Policies? Yes_______       No_______

Note: Contractors submitting proposals for this project may, at the discretion of the University, be required to submit references including contact information to be used to assist in the post bid evaluation process for the subject project.

ACKNOWLEDGEMENT OF MINIMUM QUALIFICATIONS:
The undersigned has read and understands the minimum qualifications for University construction projects, and has completed the Prequalification section completely and accurately. The undersigned understands that a contractor, who fails to meet the minimum qualifications in the category identified for this project, will be disqualified from consideration for the project.

ACCEPTANCE OF PROPOSAL:
The undersigned agrees to execute a Contract, being the Wayne State University standard form titled "Agreement Between Contractor and Owner for Construction" (see section 00500 of the bid documents), provided that we are notified of the acceptance of our Proposal within sixty (60) days of the date set for the opening thereof.

The undersigned below understands that the bid will be disqualified if the Prequalification information above is not completed in its entirety.

NAME OF COMPANY: ____________________________________________
OFFICE ADDRESS: _____________________________________________
PHONE NUMBER: ____________________________ DATE________________
FAX NUMBER: ______________________________
SIGNED BY: ____________________________________________
Signature

(Please print or type name here)

TITLE

EMAIL ADDRESS: @
PREVAILING WAGE RATE SCHEDULE (revised 4-05-2010)

A. See also Page 00100-4 Section 12.B

B. Wayne State University requires all project contractors, including subcontractors, who provide labor on University projects to compensate at a rate no less than prevailing wage rates.

C. The rates of wages and fringe benefits to be paid to each class of laborers and mechanics by each VENDOR and subcontractor(s) (if any) shall be not less than the wage and fringe benefit rates prevailing in Wayne County, Michigan, as determined by the United States Secretary of Labor. Individually contracted labor commonly referred to as “1099 Workers” and subcontractors using 1099 workers are not acceptable for work related to this project.

D. To maintain compliance with State of Michigan Ordinances, Certified Payroll must be provided for each of the contractor’s or subcontractor’s payroll periods for work performed on this project. Certified Payroll should accompany all Pay Applications. Failure to provide certified payroll will constitute breach of contract, and pay applications will be returned unpaid, and remain so until satisfactory supporting documents are provided.

A Prevailing Wage Rate Schedule has been issued from the State of Michigan that is enclosed in this section

Additional information can be found on the University Procurement & Strategic Sourcing’s web site at the following URL address:

http://procurement.wayne.edu/vendors/wage-rates.php

If you have any questions, or require rates for additional classifications, please contact:

Michigan Department of Consumer & Industry Services,
Bureau of Safety and Regulation, Wage and Hour Division,
7150 Harris Drive,
P.O. Box 30476,
Lansing, Michigan 48909-7976

http://www.michigan.gov/dleg/0,1607,7-154-27673_27706---,00.html

E. Wayne State University’s Prevailing Wage Requirements:

When compensation will be paid under prevailing wage requirements, the University shall require the following:

A. The contractor shall obtain and keep posted on the work site, in a conspicuous place, a copy of all current prevailing wage and fringe benefit rates.

B. The contractor shall obtain and keep an accurate record showing the name and occupation of and the actual wages and benefits paid to each laborer and mechanic employed in connection with this contract.

C. The contractor shall submit a completed certified payroll document [U.S. Department of Labor Form WH 347] verifying and confirming the prevailing wage and benefits rates for all employees and subcontractors for each payroll period for work performed on this project. The contractor shall include copies of pay stubs for all employee or contract labor payments related to Wayne State University work. The certified payroll form can be downloaded from the Department of Labor website at http://www.dol.gov/whd/forms/wa347.pdf.

D. A properly executed sworn statement is required from all tiers of contractors, sub-contractors and suppliers which provide services or product of $1,000.00 or greater. Sworn statements must accompany applications for payment. All listed parties on a sworn statement and as a subcontractor must submit Partial or Full Conditional Waivers for the amounts invoiced on the payment application. A copy of the acceptable WSU Sworn Statement and Waiver will be provided to the awarded contractor.
E. Apprentices for a skilled trade must provide proof of participation in a Certified Apprenticeship Program and the level of hours completed in the program.

F. Daily project sign-in sheets and field reports for the project must be turned in weekly.

Note: Contractor invoices WILL NOT be processed until all listed certified payroll documents are received.

G. If the VENDOR or subcontractor fails to pay the prevailing rates of wages and fringe benefits and does not cure such failure within 10 days after notice to do so by the UNIVERSITY, the UNIVERSITY shall have the right, at its option, to do any or all of the following:

1. Withhold all or any portion of payments due the VENDOR as may be considered necessary by the UNIVERSITY to pay laborers and mechanics the difference between the rates of wages and fringe benefits required by this contract and the actual wages and fringe benefits paid.

2. Terminate this contract and proceed to complete the contract by separate agreement with another vendor or otherwise, in which case the VENDOR and its sureties shall be liable to the UNIVERSITY for any excess costs incurred by the UNIVERSITY.

3. Propose to the Director of Purchasing that the Vendor be considered for Debarment in accordance with the University’s Debarment Policy, found on our website at http://procurement.wayne.edu/docs/appm28.pdf

Terms identical or substantially similar to this section of this RFP shall be included in any contract or subcontract pertaining to this project.

H. The current applicable prevailing wage rates as identified by the State of Michigan Department of Consumer & Industry Services, Bureau of Safety and Regulation, Wage and Hour Division are attached. Refer to item C above if additional information is required.

I. Prior to award of the project, the apparent low bidder will be required to produce a schedule of values which will include the proposed subcontractors for each division of work and whether the subcontractor is signatory or non-signatory. A letter of intent or contract will not be issued to the apparent low bidder until this document is provided. The apparent low bidder will have one week to produce this document. If the required document is not received within this time, the bidder will be disqualified, and the next low bidder will be required to provide this schedule of values.

APPENDIX A FOR THE STATE PREVAILING WAGE SCHEDULE FOR THIS PROJECT

See web site:
http://www.forms.procurement.wayne.edu/Adv_bid/Adv_bid.html
APPENDIX A FOR THE
STATE PREVAILING WAGE SCHEDULE FOR THIS PROJECT

See web site:

http://www.forms.procurement.wayne.edu/Adv_bid/Adv_bid.html
Key Performance Indicator Tracking
Sworn Statement Requirements

The University tracks its level of spend along a number of socio-economic categories. This includes its spend with Diverse organizations, its spend with Detroit based organizations, and its spend with Michigan based organizations. To assist with this, The University has the following requirements for submission of your bid and for Pay Applications submitted by the successful contractor.

Submission of Bid

1. **Diverse or disadvantaged prime contractor:** Please specify in your bid whether ownership of your company is a certified diverse or disadvantaged business, according to the categories listed previously in section 00300. In accordance with guidelines from the MMSDC and GL-WBC, the University considers a business to be diverse when it is at least 51% owned, operated, and controlled by one or more members of a diverse classification. Section 00300 has a place for this information on page 00300-3.

2. **Detroit based and Michigan Based contractor:** It is presumed that the contractor is headquartered at the location we submit our Purchase Orders to, and that it should be the same address as listed in Section 00300 at the signature line. If a supplier is headquartered elsewhere, please make note of this information, so we do not inaccurately include or exclude spend.

Pay Applications and Sworn Statements

1. **Applicability:** The University requires Sworn Statements with Pay Applications for all construction projects that use
   - Subcontractors greater than $1,000.00
   - Significant suppliers (those with a purchase value of $1,000 or more).

2. **Sworn Statements:** The Supplier must submit applicable monthly sworn statements to the Project Manager and the Buyer of Record, in the format shown on page 2 of Section 00420. Sworn Statements are “always required” for this project, and are to be submitted to **Project Manager**, the project manager, and to **Valerie Kreher, Senior Buyer**

3. **Inclusion:** Sworn Statements are to detail the inclusion of recognized diverse and disadvantaged groups in the following 2 categories; Subcontracts or Suppliers. The University recognizes the following groups as diverse or disadvantaged:
   - Minority Business Enterprises (MBE)
   - Women Business Enterprises (WBE)
   - Disabled Veteran Enterprises (DVBE)
   - Disabled Person Enterprises (DBE)
   - Veteran Owned Businesses (VBE)
   - Small Businesses per the US Small Business Administration (SBE)

4. A complete set of the University's Supplier Diversity Program, which includes complete definitions of each of the above, can be downloaded from our web site at [http://policies.wayne.edu/administrative/04-02-supplier-diversity.php](http://policies.wayne.edu/administrative/04-02-supplier-diversity.php).
STATE OF MICHIGAN

COUNTY OF ___________________

§

... being duly sworn, deposes and says that (s)he makes the Sworn Statement on behalf of ____________________________, who is the Contractor for an improvement to the following described real property situated in ____________________________ County, Michigan, and described as follows:

That the following is a statement of each subcontractor and supplier and laborer, for which laborer the payment of wages or fringe benefits and withholdings is due but unpaid, with whom _____________________________ has subcontracted for performance under the contract with the Owner or lessee thereof, and that the amounts due to the persons as of the date thereof are correctly and fully set forth opposite their names, as follows. (Subcontracts or suppliers of values of less than $1,000 are omitted.)

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<tr>
<th>NO.</th>
<th>SUBCONTRACTOR</th>
<th>Type of Entity</th>
<th>AMOUNT PAID TO DATE</th>
<th>AMOUNT CURRENTLY OWING</th>
<th>TOTAL CONTRACT PRICE</th>
<th>CONTRACT AMOUNT</th>
<th>ADJUSTED CONTRACT AMOUNT</th>
<th>AMOUNT PAID TO DATE</th>
<th>AMOUNT CURRENTLY OWING</th>
<th>BALANCE TO COMPLETE</th>
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TOTALS

* Type of Entity: MBE=Minority Business Enterprises; WBE=Women Business Enterprises; DVBE=Disabled Veteran Enterprises; DBE=Disabled Person Enterprises; VBE=Veteran Owned Businesses; SBE=Small Businesses per the US Small Business Administration

Please attach additional sheets if the number of items exceeds the page limit.
That ____________________________ has not procured material from, or subcontracted with, any person other than those set forth above and owes no money for the improvement.

Deponent further says that ____________________________ makes the foregoing statement as a representative of ____________________________, for the purpose of representing to the owner or lessee of the above-described premises and his or her agents that the above-described property is free from claims of construction liens, or the possibility of construction liens, except as specifically set forth above and except for claims of construction liens by laborers which may be provided pursuant to section 109 of the construction lien act, Act No. 497 of the Public Acts of 1980, as amended, being section 570.1109 of the Michigan Compiled Laws.

Deponent Signature

WARNING TO DEPONENT: A PERSON, WHO WITH INTENT TO DEFRAUD, GIVES A FALSE STATEMENT IS SUBJECT TO CRIMINAL PENALTIES AS PROVIDED IN SECTION 110 OF THE CONSTRUCTION LIEN ACT, ACT NO. 497 OF THE PUBLIC ACTS OF 1980, AS AMENDED, BEING SECTION 570.2220 OF THE MICHIGAN COMPILLED LAWS.

Subscribed and sworn to before me this __________ day of ________________

(Notary Stamp Below)

Notary Public

______________________________

______________________________

County, Michigan - My commission expires: ____________________________

Deponent Signature

WARNING TO OWNER: AN OWNER OR LESSEE OF THE ABOVE-DESCRIBED PROPERTY MAY NOT RELY ON THIS SWORN STATEMENT TO AVOID THE CLAIM OF A SUBCONTRACTOR, SUPPLIER, OR LABORER WHO HAS PROVIDED A NOTICE OF FURNISHING OR A LABORER WHO MAY PROVIDE A NOTICE OF FURNISHING PURSUANT TO SECTION 109 OF THE CONSTRUCTION LIEN ACT TO THE DESIGNEE IS NOT NAMED OR HAS DIED.

ON RECEIPT OF THIS SWORN STATEMENT, THE OWNER OR LESSEE, OR THE OWNER'S OR LESSEE'S DESIGNEE, MUST GIVE NOTICE OF ITS RECEIPT, EITHER IN WRITING, BY TELEPHONE, OR PERSONALLY, TO EACH SUBCONTRACTOR, SUPPLIER AND LABORER WHO HAS PROVIDED A NOTICE OF FURNISHING UNDER SECTION 109 OR, IF A NOTICE OF FURNISHING IS EXCLUDED UNDER SECTION 108 OR 108A, TO EACH SUBCONTRACTOR, SUPPLIER OR LABORER WHO HAS PROVIDED A NOTICE OF FURNISHING OR WHO IS NAMED IN THE SWORN STATEMENT MAKES A REQUEST, THE OWNER, LESSEE, OR DESIGNEE SHALL PROVIDE THE REQUESTER A COPY OF THE SWORN STATEMENT WITHIN 10 BUSINESS DAYS AFTER RECEIVING THE REQUEST.

WARNING TO DEPONENT: A PERSON, WHO WITH INTENT TO DEFRAUD, GIVES A FALSE STATEMENT IS SUBJECT TO CRIMINAL PENALTIES AS PROVIDED IN SECTION 110 OF THE CONSTRUCTION LIEN ACT, ACT NO. 497 OF THE PUBLIC ACTS OF 1980, AS AMENDED, BEING SECTION 570.2220 OF THE MICHIGAN COMPILLED LAWS.

Subscribed and sworn to before me this __________ day of ________________

(Notary Stamp Below)

Notary Public

______________________________

______________________________

County, Michigan - My commission expires: ____________________________

Deponent Signature

Rev. 4 06.05.15
WAYNE STATE UNIVERSITY
PAYMENT PACKAGE DOCUMENT REQUIREMENTS (Revised 7-23-2015):

Review and comply with Section 410 of Bid Front End Documents.
Review and comply with Article 15 of the Supplemental General Conditions.

PAYMENT APPLICATION - AIA document G702 & G703 (or equivalent) –Checklist:
- Correct Project Name – Found on your contract.
- Correct Project Number – Found on your contract.
- Purchase Order Number – Required prior to beginning work.
- Correct Application Number.
- Correct Period Reporting Dates – Applications support docs must be sequential and within application range.
- Approved & Executed Change Orders Listed. (Cannot invoice for unapproved Change Orders)
- Schedule of Values percentages and amounts match the approved Pencil Copy Review – Signed by the Architect, Contractor, and University Project Manager.
- Correct Dates – Back dating not accepted.
- Signed and Notarized.

SWORN STATEMENT – Checklist:
- List all contractors, sub-contractors, suppliers... ≥ $1000.00
- A sworn statement is required from every Sub Contractor on the job with a material purchase or sub-contract of $1,000 or more. (All tiers.)
- Purchase Order Number
- Dates – Back dating not accepted.
- Signed and Notarized.

CERTIFIED PAYROLL - Dept. of Labor Form WH-347 – Checklist: (Union and Non-Union)
- For every contractor & sub-contractors work, for each week within the application reporting period.
- Correct Project Number
- Correct Project Number
- List ALL workers on-site.
- Make sure their addresses are listed.
- Social Security Numbers MUST be blackened out or listed in XXX-XX-1234 format.
- Work classifications based on the job specific Prevailing Wage Schedule descriptions. If you require rates for additional classifications, contact the Michigan Department of Consumer & Industry Services. [http://www.cis.state.mi.us/bwuc/bsr/wh/revised_rates/whc_tbl.htm](http://www.cis.state.mi.us/bwuc/bsr/wh/revised_rates/whc_tbl.htm)
- For any workers paid at the Apprenticeship rates - proof of enrolled program and current completion required.
- Rate of Pay verified against the Prevailing Wage Schedule with an hourly cost breakdown of fringes paid.
- Authorized signatures on affidavit.
- Dates – must represent the weeks within the application period.

APPLICATION PACKAGE SUPPORTING DOCUMENTATION –
- Copies of Pay Stubs for each Certified Payroll period reported may be required— (Social Security Numbers MUST be blackened out or listed in XXX-XX-1234 format. Pay stubs need to reflect claimed participation of fringes like Medical, Dental, Retirement or 1099 classification.)
- Proof of Ownership for any ‘Owner Operator’ contractors not wishing to claim their time on prevailing wage. – (Must list their hours and dates worked on the WH-347 Form and enter EXEMPT on the income brackets.) The Owner must provide copies of “DBA” registration form confirming status as exempt from prevailing wage requirements.
o **Proof of Stored Materials** – Bill of Lading, Delivery Receipts, Pictures, Certificate of Insurance or endorsement pate specifically insuring stored material at location, and pictures with materials clearly separated and labeled for WSU. The University reserves the right to on site verification of stored materials.

o **Partial Conditional Waivers** – The contractor shall provide covering the entire amount of the application. For non-bonded projects all sub-contractors must provide for all applications which they have a draw.

o **Partial Unconditional Waivers** – Must release amount paid for work and be delivered starting with application #2 and in no case after payment application #3, through all sequential applications for contractors, sub-contractors, and suppliers listed on the Sworn Statements.

o **Full Unconditional Waivers** – Must be delivered with final payment application, releasing all contractors, sub-contractors, suppliers listed on the sworn statements and any legitimate notice of furnishings reconciled.

**FINAL PAYMENT APPLICATION – Checklist:**
- Clear and concise As-Built drawings.
- Operation and Maintenance Manuals
- Process and training directions (if applicable).
- Warranty of work in accordance with project documents.
- Submittals log and samples installed on the job.
- Certificate of Substantial Completion
- Full Unconditional Waiver

The Project Manager may provide additional requirements as may apply to individual jobs

Revised 7-23-2015
Contractor Performance Evaluation

In an effort to provide continuous process improvement regarding the construction of various university projects, Wayne State University is embarking upon a process of evaluating the contractor's overall performance following the completion of work. At the conclusion of the construction project a subjective evaluation of the Contractor’s performance will be prepared by the Project Manager and the supervising Director of Construction. The evaluation instrument that will be used in this process is presented below:
### Contractor Evaluation Sheet

**Contractor Name:** _____________________________  
**Project Name:** _____________________________

**Contractor’s PM:** _____________________________  
**PM Name:** _____________________________

**Superintendent:** _____________________________  
**Project Number:** ______________

**PO#:** _____________________________

**Designer:** _____________________________

---

**EVALUATION SCORING:**  
1 = Unacceptable, 2 = Less than Satisfactory, 3 = Satisfactory or Neutral, 4 = Good, 5 = Excellent

**Note:** Comments are REQUIRED if any score is less than 3. Write comments on the back of the evaluation.

### Field Management

<table>
<thead>
<tr>
<th>Field Management</th>
<th>Score</th>
<th>Weight</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) Work Planning / Schedule:</td>
<td>1 2 3 4 5</td>
<td>8</td>
<td></td>
</tr>
<tr>
<td>2) Compliance with Construction Documents:</td>
<td>1 2 3 4 5</td>
<td>8</td>
<td></td>
</tr>
<tr>
<td>3) Safety Plan &amp; Compliance:</td>
<td>1 2 3 4 5</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>4) Compliance with WSU procedures:</td>
<td>1 2 3 4 5</td>
<td>7</td>
<td></td>
</tr>
<tr>
<td>5) Effectiveness of Project Supervision:</td>
<td>1 2 3 4 5</td>
<td>8</td>
<td></td>
</tr>
<tr>
<td>6) Project Cleanliness:</td>
<td>1 2 3 4 5</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>7) Punch List Performance:</td>
<td>1 2 3 4 5</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>8) Contractor Coordination with WSU Vendors:</td>
<td>1 2 3 4 5</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>9) Construction Quality:</td>
<td>1 2 3 4 5</td>
<td>8</td>
<td></td>
</tr>
</tbody>
</table>

### Administrative Management

<table>
<thead>
<tr>
<th>Administrative Management</th>
<th>Score</th>
<th>Weight</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>10) Responsiveness:</td>
<td>1 2 3 4 5</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>11) Contractor communication:</td>
<td>1 2 3 4 5</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>12) Contractor Professionalism:</td>
<td>1 2 3 4 5</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>13) Subcontractor Professionalism:</td>
<td>1 2 3 4 5</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>14) Compliance with Contract Requirements:</td>
<td>1 2 3 4 5</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>15) Submittal/RFI Process:</td>
<td>1 2 3 4 5</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>16) Close-out - Accuracy of Documents</td>
<td>1 2 3 4 5</td>
<td>7</td>
<td></td>
</tr>
</tbody>
</table>

### Invoice and Change Management

<table>
<thead>
<tr>
<th>Invoice and Change Management</th>
<th>Score</th>
<th>Weight</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>17) Change Management</td>
<td>1 2 3 4 5</td>
<td>7</td>
<td></td>
</tr>
<tr>
<td>18) Applications for Payment</td>
<td>1 2 3 4 5</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>19) Timely payment of Subs/Suppliers:</td>
<td>1 2 3 4 5</td>
<td>4</td>
<td></td>
</tr>
</tbody>
</table>

**Total 100**

---

**20) Level of Self-Performance:** 
Low | Med | High

**21) Would you work with this Contractor again?**  
Yes | No

**22) Would you work with this team again?**  
Yes | No

---

**One year follow up**

**23) Warranty Support:**  
1 2 3 4 5

---

**Evaluator**

Signature: _____________________________  
Date: _____________________________

**Title:** _____________________________  
**Name:** _____________________________

Please Print  
Rev. 2-17-2015 RGP

---

**CONTRACTOR’S EVALUATION EVALUATION**  
WSU Project No. 608-261912
We are providing the evaluation instrument at this time to allow the bidder’s to review and understand the criterion that the University’s project management team will use to evaluate the successful bidder’s performance at the conclusion of the project. It is the intent of the university to utilize the results of this evaluation to determine if it will continue to conduct business with the Contractor in future bidding opportunities.

The scoring range is between 100 to 500 points, with 100 being low and 500 being high. Each question has an associated ‘weight’ factor, and the higher the weight; the greater the importance of satisfactory performance on the final score. At the conclusion of the project, and after the Project Manager and the supervising Director has prepared their independent evaluation, the University’s project representative will meet with the Contractor to review the results. Acceptable contractor performance is essential to avoid having the University decline future work with the Contractor. An appeals process is available for Contractor disagreement with evaluation scores.

Contractors engaged in work are encouraged to maintain an open and regular dialog with the Design and Construction Department over the course of the construction project to ensure that the final evaluation is an accurate representation of the Contractor’s performance.
AGREEMENT BETWEEN THE UNIVERSITY AND CONTRACTOR
FOR CONSTRUCTION SERVICES

Executed as of the _____ day of ____________, 2015 by and between:

The Board of Governors, Wayne State University
Detroit, Michigan 48202
(The University)

and

CONTRACTOR’S NAME
CONTRACTOR’S ADDRESS
regarding

PROJECT NAME
PROJECT LOCATION
CONTRACT NUMBER
In consideration of the mutual covenants and conditions contained herein, the Parties agree as follows:

**Article 1 - Scope of Work**

1.1 This Agreement provides for "(Enter a one or two-sentence description of the project)". The documents listed in Article 4 fully define the scope of work.

1.2 The Contractor shall furnish all the labor, materials, equipment, services, and supervision to perform all the work shown on the drawings and specifications listed in Article 18, including any addenda issued during the bid phase, and approved change orders issued during the construction phase.

1.3 The Contractor shall notify the University in writing within five (5) calendar days when the Contractor discovers any condition that will affect the contract amount or the completion date.

**Article 2 - Time of Completion**

2.1 The work to be performed under this Agreement shall commence upon the Contractor’s receipt of a fully-executed Agreement, and substantial completion shall be achieved by Month Day Year.

**Article 3 - The Contract Sum**

3.1 The University shall pay the Contractor a "lump sum/not-to-exceed (pick one)" amount of $$$$$$$ ("Amount in words 00" /100 dollars) for the performance of all work associated with the Contractor’s Base Bid "and Alternates (List)"

3.2 The University may, at its sole discretion, during the life of the contract, award the following alternates at the amounts indicated:

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alternate</td>
<td></td>
</tr>
<tr>
<td>Alternate</td>
<td></td>
</tr>
<tr>
<td>Alternate</td>
<td></td>
</tr>
</tbody>
</table>

3.3 In the event additional work becomes necessary, the following unit prices will apply:

"(If section 3.3 is not used, delete all text and enter Deleted"

<table>
<thead>
<tr>
<th>Work Item</th>
<th>Unit Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
</tr>
</tbody>
</table>

**Article 4 - The Contract Documents**

4.1 The Contract Documents shall consist of this Agreement, the drawings and specifications as listed in Article 18, the General Conditions of the Contract for Construction as defined by AIA Document A201 1970 Edition, except as otherwise provided herein, and Wayne State University’s Supplementary General Conditions 1997 Edition.

4.2 For any inconsistencies found among or between these Contract Documents, the language contained in this Agreement shall prevail over all other documents and the Supplementary
General Conditions shall prevail over the General Conditions. In the event of a conflict between the Drawings and Specifications, the requirement for the higher quantity and/or higher quality shall prevail.

**Article 5 – Examination of Premises**

5.1 The Contractor acknowledges that the University provided the opportunity for a thorough examination of the project site and its surroundings and that the Contractor knows of no conditions preventing accomplishment of the full scope of work within the time and for the amount specified in this Agreement.

5.2 The University will deny all claims for additional time and/or cost for conditions that could have been reasonably discovered during such an examination.

**Article 6 - The Architect/Engineer**

6.1 The Architect/Engineer for this project is:

"(List the Architect and Engineer separately if appropriate)"

6.2 The University will appoint a Project Manager who will be the University’s point of contact for all matters of contract administration including, but not limited to, interpretation of documents, defining the scope of work, approving work schedules, and approving contract payments.

**Article 7 - Additional Work**

7.1 The University reserves the right to let other Agreements in connection with this work. The Contractor will afford other Contractors or the University’s own workforce reasonable opportunity for the delivery and storage of their material and for the performance of their work and shall properly connect and coordinate its work with theirs.

7.2 If any part of the Contractor’s work depends for proper execution or results upon the work of another Contractor or the University’s own workforce, the Contractor shall inspect and promptly report to the University’s Project Manager any defects in such work that render it unsuitable for such proper execution and results. The Contractor’s failure to so inspect and report shall constitute an acceptance of the work of others as fit and proper for reception of the Contractor’s work and as a waiver of any claim or defense against the University or other contractor which relies in whole or in part upon the contention that such work was unsuitable for proper execution and resolution.

**Article 8 – Dispute Resolution**

8.1 Jurisdiction over all claims, disputes, and other matters in question arising out of or relating to this contract or the breach thereof, shall rest in the Court of Claims of the State of Michigan. No provision of this agreement may be construed as Wayne State University’s consent to submit any claim, dispute or other matter in question for dispute resolution pursuant to any arbitration or mediation process, whether or not provisions for dispute resolution are included in a document.
which has been incorporated by reference into this agreement. Specifically, all references to Arbitration contained in the General Conditions are superceded by this Article.

8.2 In any claim or dispute by the Contractor against the University, which cannot be resolved by negotiation, the Contractor shall submit the dispute in writing for an administrative decision by the University’s Vice President for Finance and Administration, within 30 days of the end of negotiations. Any decision of the Vice President shall be made within 45 days of receipt from the Contractor and is final unless it is challenged by the Contractor by filing a lawsuit in the Court of Claims of the State of Michigan within one year of the issuance of the decision. The Contractor agrees that appeal to the Vice President is a condition precedent to filing suit in the Michigan Court of Claims.

8.3 For purposes of this section, the “end of negotiations” shall be deemed to have occurred when:

8.3.1 Either party informs the other that pursuant to this section, negotiations are at an impasse; or

8.3.2 The Contractor submits the dispute in writing to the Vice President.

8.4 Unless otherwise agreed by the University in writing, and notwithstanding any other rights or obligations of either of the parties under any Contract Documents or Agreement, the Contractor shall continue with the performance of its services and duties during the pendency of any negotiations or proceedings to resolve any claim or dispute, and the University shall continue to make payments in accordance with the Contract Documents; however, the University shall not be required or obligated to make payments on or against any such claims or disputes during the pendency of any proceeding to resolve such claims or disputes.

Article 9 - Termination for Convenience

9.1 Upon thirty days written notice to the Contractor, the University may, without cause and without prejudice to any other right or remedy of the University, elect to terminate the contract. In such case, the Contractor shall only be paid (without duplication of any items), using a Close out Change Order, for the following:

9.1.1 For completed and acceptable work executed in accordance with the Contract Documents prior to the effective date of termination, including fair and reasonable sums for overhead and profit on such Work;

9.1.2 For expenses sustained prior to the effective date of termination in performing services and furnishing labor, materials, or equipment as required by the Contract Documents in connection with uncompleted work, including fair and reasonable sums for overhead and profit on such expenses.

9.2 The Contractor shall not be paid on account of loss of anticipated profits or revenue, delay or disruption, or other economic loss arising out of or resulting from such termination. For purposes of this section, “fair and reasonable sums for overhead and profit” shall be determined by reference to Michigan law, without reference to principles used for such determinations in arbitration.
Article 10 - Progress Payments

10.1 On or before the 20th day of each month, the Contractor shall submit a written application for payment, using form AIA G702, to the Architect/Engineer and the University's Project Manager for review. The Architect/Engineer shall have ten (10) calendar days to accept or reject the Contractor's application for payment. Acceptable applications for payment shall then be submitted to the University for Payment of authorized amount(s) within thirty (30) calendar days of receipt by the University's Project Manager.

10.2 The application for payment shall contain a full schedule of values organized and sorted by subcontractor, by Construction Specifications Institute standard work categories, or in another format acceptable to the University.

10.3 Monthly progress payments shall show the percentage of work installed as of the date of the application, less amount previously installed and the amount due for the application period. The Contractor shall deduct a 10% retainage from the balance due for each progress payment and indicate the net amount due on each application.

10.4 When 50% of the work associated with this Agreement is installed, the Contractor shall not deduct additional retainage from the balance due from the University. When substantial completion is achieved and acknowledged by the Architect/Engineer, the Contractor and the University in writing, the University shall remit to the Contractor all but 2% of the retainage. The remaining 2% shall be retained by the University until the final payment is authorized and remitted to the Contractor.

Article 11 - Acceptance and Final Payments

11.1 Final payment shall be due thirty (30) days after the completion of the work, including all punch list items, provided the work is fully completed and the Agreement fully performed.

11.2 Upon receipt of written notice that the work is ready for final inspection and acceptance, the Architect/Engineer shall promptly inspect the work. When the Architect/Engineer concludes that the work is acceptable and the Agreement to be fully performed, the Architect/Engineer shall promptly issue a final certificate with an original signature, stating that the work provided is complete and acceptable and that the entire remaining balance found to be due the Contractor shall be remitted by the University once the final application for payment is received.

11.3 If, after the work has been substantially completed, full completion thereof is materially delayed through no fault of the Contractor, and the Architect/Engineer so certifies, the University shall, upon certificate of the Architect/Engineer, and without terminating the Contract, make payments of the balance due for that portion of the work fully completed and accepted. Such payments shall be made under the terms and conditions governing final payment, except that it shall not constitute a waiver of claims.

Article 12 - Non-Discrimination

12.1 The Contractor agrees that it will not discriminate against any employee or applicant for employment, to be employed in the performance of this Agreement, with respect to hire, tenure, terms, conditions or privileges of employment or any matter directly or indirectly related to employment, because of race, color, religion, sex, age, national origin, or ancestry. Breach of this covenant may be regarded as material breach of this Agreement.
12.2 The Contractor further agrees that it will, in all subcontracts relating to the performance of the work under this Agreement, provide in its subcontracts that the subcontractor will not discriminate against any employee or applicant for employment, to be employed in the performance of such contract, with respect to hire, tenure, terms, conditions or privileges of employment, or any matter directly or indirectly related to employment because of race, sex, age, color, religion, national origin or ancestry. Breach of this covenant may also be regarded as a material breach of this Agreement.

Article 13 – Laborers and Mechanics

13.1 All laborers and mechanics must be covered by Worker’s Compensation and Employer’s Liability Insurance as required by Federal and Michigan law. The Contractor shall also require all of its Subcontractors to maintain this insurance coverage.

13.2 The Contractor acknowledges and shall abide by the University’s prohibition on use of 1099 independent contractors and owner/operator business entities. The Contractor shall ensure that all classifications of laborers and construction mechanics performing Work on the Project job site are employees of the Contractor or any Trade Contractor for any tier thereof, and that each worker is covered by workers compensation insurance.

Article 14 - Prevailing Wages

14.1 The Contractor and each subcontractor shall pay to each class of mechanics and laborers not less than the wage and fringe benefit rates prevailing in the Detroit Metropolitan Area, as determined by the Michigan Department of Licensing and Regulatory Affairs, Department of Wage and Hour. The Contractor shall post on site, in a conspicuous place, a copy of all applicable wage and benefit rates, and shall provide the University with a copy of the applicable wage and benefit rates.

14.2 The Contractor and each subcontractor shall keep an accurate record showing the name and occupation of and the actual benefits and wages paid to each laborer and mechanic employed in connection with this contract. The Contractor and each subcontractor shall make certified payroll records available to the University’s representatives upon request.

14.3 If a Contractor or subcontractor fails to pay the prevailing rates of wages and fringe benefits and does not cure such failure within ten (10) days after notice to do so by the University, the University shall have the right, at its option, to do any or all of the following:

14.3.1 Withhold all or any portion of payments due the Contractor as may be considered necessary by the University to pay laborers and mechanics the difference between the rates of wages and fringe benefits required by this Agreement and the actual wage and fringe benefits paid.

14.3.2 Terminate part or all of this Agreement or any subagreement and proceed to complete the Agreement or subagreement by separate agreement with another Contractor or otherwise, in which case the Contractor and its sureties shall be liable to the University for any excess costs incurred by the University.

14.4 The Contractor shall include terms identical or substantially similar to this section in any Agreement or subagreement pertaining to the project.

Article 15 - Save Harmless
15.1 The Contractor shall indemnify, defend and hold harmless the University, its agents and employees from any and all loss, damage, claims, and causes of action whatsoever, including all costs, expenses and attorneys’ fees arising out of Contractor’s performance of obligations under the terms and conditions of this agreement. Such responsibility shall not be construed as liability for damage caused by or resulting from the negligence of the University, its agents other than the Contractor, or its employees.

**Article 16 - Liquidated Damages**

16.1 It is understood and agreed that, if the project is not completed within the time specified in the Agreement plus any extension of time allowed pursuant thereto, the actual damages sustained by the University because of any such delay will be uncertain and difficult to ascertain, and it is agreed that the reasonable foreseeable value of the use of said project by the University would be the sum of $\text{Amount in words 00}/100$ dollars per day. Therefore, the Contractor shall pay as liquidated damages to the University the sum of $\text{Amount in words 00}/100$ dollars per day for each day’s delay in substantially completing said project beyond the time specified in this Agreement and any extensions of time allowed thereunder.

"ENTER N/A FOR ABOVE AMOUNT IF NO LIQUIDATED DAMAGES"

**Article 17 - Interpretation**

17.1 This Agreement shall be interpreted and construed according to the laws of the State of Michigan.

17.2 If one part of this Agreement is found to be void by legal or legislative action, the remainder of the contract remains in full effect.

**Article 18 - Drawings and Specifications**

18.1 The Technical Specifications and the Project Manual dated SPECIFY DATES, and the following List of Drawings represents the scope of work as defined in the Contract Documents from Article 4.

<table>
<thead>
<tr>
<th>Drawing No.</th>
<th>Description</th>
<th>Dated</th>
</tr>
</thead>
</table>
IN WITNESS WHEREOF the parties to these presents have hereunto set their hands as of the day and year first written above.

Signed, sealed and delivered
In the presence of:

CONTRACTOR'S NAME GOES HERE

By __________________________________________
Signature

____________________________________
Please print name here

____________________________________
Date signed

____________________________________
Title

Witness

THE BOARD OF GOVERNORS of
WAYNE STATE UNIVERSITY

By
William R. Decatur, Vice President for Finance and Business Operations

____________________________________
Date signed

Form Contract Approved by OGC 06/13 - LG
Rev. 5-6.30.2014 formatting only RGP
Rev.6-1-15-2015 date changes only SS
Rev.7-7-1-2015 formatting, signatory only RGP
FORM OF GUARANTEE

PROJECT: Medical Education Commons – Shiffman Library – Dr. Prasad Collaboration Space

OWNER: BOARD OF GOVERNORS, WAYNE STATE UNIVERSITY

CONTRACTOR: ________________________________

DATE: ________________________________

Know all men by these presents that, in consideration of my (our) having been awarded the Contract or Subcontract for complete furnishing and installation of:

Medical Education Commons – Shiffman Library – Dr. Prasad Collaboration Space (608-261912)

For: Board of Governors, Wayne State University

In conformity with drawings and specifications prepared by Architect or Engineer, Stucky Vitale Architects, and known as the buildings indicated above, I (we) do hereby agree that, should I (we) be notified that the said work has proved faulty, etc., that I (we) will return to the buildings within three (3) working days of the receipt of such notice, and will furnish the necessary labor and material to repair such work to the satisfaction of the Owner and without cost to the Owner.

The Agreement shall remain in full force and effect for a one year period (DATE TBD)

WITNESS:

signed: ________________________________
Subcontractor

by: ________________________________

address: ________________________________

city/state/zip: ________________________________

signed: ________________________________
General Contractor

by: ________________________________

(THIS FORM TO BE FILED IN DUPLICATE.)
GENERAL CONDITIONS (Revised 10-2009)

A. Although AIA Document A201 - Twelfth Edition (April 1970) - "General Conditions of the Contract for Construction" is not bound herein, it forms a part of these construction documents.

B. A reference copy of AIA Document A201 - Twelfth Edition (April 1970) - "General Conditions of the Contract for Construction" is on file at the following location:

Wayne State University
Finance & Facilities Management
Procurement & Strategic Sourcing
Academic / Administrative Services Building
5700 Cass Avenue
Detroit Michigan 48202
SUPPLEMENTARY GENERAL CONDITIONS

OF

THE CONTRACT FOR CONSTRUCTION

Facilities Planning & Management - Design & Construction Services

Wayne State University
WSU SUPPLEMENTARY GENERAL CONDITIONS
OF THE
CONTRACT FOR CONSTRUCTION

NOTE: The following items related to A.I.A. General Conditions, A.I.A. Document A-201 - Twelfth Edition (April 1970), by specific number being amended to. These items, as amendments, shall have precedence over the article being amended.

ARTICLE 1 - CONTRACT DOCUMENTS

1.1 DEFINITIONS

1.1.5 The Agreement

The Agreement executed by the Contractor and the Owner.

1.2 EXECUTION, CORRELATION, INTENT, AND INTERPRETATIONS

1.2.6 "General Conditions and "Supplementary General Conditions" apply with equal force to all Contractors, Subcontractors work, and extra work required under this Contract.

1.2.7 Precedence of Drawings and Specifications.

The Agreement has precedence over WSU Supplementary General Conditions.

WSU Supplementary General Conditions have precedence over A.I.A. A-201 General Conditions of the Contract.

Specifications have precedence over drawings. Full-size drawings have precedence over scale drawings. Large-scale plans and details have precedence over small-scale plans and details. Figured dimensions have precedence over plans and elevations.

ARTICLE 2 - ARCHITECT

2.1 DEFINITION

2.1.1 The term Architect or Architect/Engineer as used in these specifications refers to Facilities Planning and Management - Design Services, and/or Consulting Architect/Engineer.

2.2 ADMINISTRATION OF THE CONTRACT

2.2.16 The Architect will assign Field Representatives to make periodic visits to the project for the purpose of assisting the Architect in carrying out his field responsibilities at the site. The duties, responsibilities and limitations of authority of any such Field Representative shall be as follows:

a. Explain Contract Documents: Assist the Contractor via the Contractor's Superintendent to understand the intent of the Contract Documents.

b. Observations: Conduct on-site observations and spot checks of the work in progress as a basis for determining conformance of the work, material, and equipment with the Contract Documents.

c. Additional Information: Obtain from the Architect, additional details or information, if and when required, at the job site for proper execution of the work.

d. Modifications: Consider and evaluate suggestions or modifications that may be submitted by the Contractor and report them with recommendations to the Architect for final decision.

e. Construction Schedule and Completion: Be alert to the completion, and report same to the Architect. When the construction work has been completed in accordance with the Contract Documents, advise the Architect that the work is ready for general inspection and acceptance.
f. Job Conferences: Attend and report to the Architect on all required conferences held at the job site.

g. Observe Tests: See that tests which are required by the Contract Documents are actually conducted; observe, record and report to the Architect all details relative to the test procedures; and advise the architect's office in advance of the schedules of tests.

h. Inspection by Others: If inspectors, representing local, state or federal agencies having jurisdiction over the project, visit the job site, accompany such inspectors during their trips through the project, record the outcome of these inspections, and report same to the Architect's office.

i. Shop Drawings: Do not permit the installation of any materials and equipment for which shop drawings are required unless such drawings have been duly approved and issued by the Architect.

j. Contractor's Requisitions for Payment: Review and make recommendations to the Architect for disposition.

k. List of Items for Correction: After substantial completion, make a list of items for correction before final inspection and check each item as it is corrected.

l. Owner's Occupancy of the Building: If the Owner occupies (to any degree) the building prior to actual completion of the work by the Contractor, be especially alert to possibilities of claims for damage to completed work prior to the acceptance of the building.

m. Owner Existing Operation: In the case of additions to or Demolitions of an existing facility, which must be maintained as an operational unit, be alert to conditions on the job site which may have an effect on the Owner's existing operation.

n. Limitations of Authority: Do not become involved in any of the following areas of responsibility unless specific exceptions are established by written instructions issued by the Architect.

   aa. Do not authorize deviations from the Contract Documents.

   bb. Avoid conducting any test personally.

   cc. Do not enter into the area of responsibility of the Contractor's field superintendent.

   dd. Do not expedite job for Contractor unless so instructed by the Architect.

   ee. Do not advise on or issue directions relative to any aspect of the building technique or sequence unless a specific technique or sequence is called for in the Specifications or by written instructions from the Architect.

   ff. Do not approve shop drawings or samples.

   gg. Do not authorize or advise the Owner to occupy the Project, in whole or in part, prior to the final acceptance of the building.

   hh. Do not issue a Certificate for Payment.

ARTICLE 3 - OWNER

3.5 OWNER'S RIGHT TO DO WORK

3.5.1 The Owner may exercise his right, which is hereby acknowledged by the Contractor, to let independent of the Contract for the work herein specified, any other work on the premises even if of like character and trades, and the Owner shall not be liable for any damage, loss or expense incurred by the Contractor through the fault of any other Contractor so employed by the Owner. The Contractor acknowledges the necessity of work by others, to be performed at approximately the same time as the work hereunder, and agrees to perform his work in full cooperation with the work of such other trades and/or Contractors, partially
or entirely completed, by such other trades and/or Contractors, or by the Owner, when, in the opinion of the Architect, such access or use is necessary for the performance and completion of any portion or all of the work of others or of any work on the site.

3.6

OWNER'S ACCESS AND PARTIAL OCCUPANCY

3.6.1 The Owner shall have access to the work at all times, and at his election, may from time to time (prior to the stipulated contract completion date) occupy any of the units or parts of the project as the work in connection therewith is complete to such a degree as will, in the opinion of the Owner, permit their temporary or permanent use. The Owner will, prior to any such partial occupancy, give notice to the Contractor thereof and such occupancy shall be upon the following terms:

a. Such occupancy shall not constitute an acceptance of work not performed in accordance with the Contract nor shall such occupancy relieve the Contractor of liability to perform any work by the Contract by not complete at the time of occupancy.

b. Except as otherwise provided by an agreement at the time of such partial occupancy, the Contractor shall be relieved of all maintenance costs on units or parts so occupied.

c. The Contractor shall not be responsible for wear and tear or damage resulting from partial occupancy.

d. The Owner shall assume risk of loss with respect to any unit or part so occupied.

e. The Contractor shall, if required by the Owner, furnish heat, light, water, or other such services to the units or parts occupied and the Owner shall make proper remuneration therefore to the Contractor.

3.6.2 The Contractor agrees that the Owner shall have the right, after seven (7) days' written notice to the Contractor, to place and install as much equipment and machinery during the progress of the work as is possible before the completion of the various parts of the work; and further agrees that such placing and installation of equipment shall not in any way evidence the completion of the work or any portion thereof, nor signify the Owner's acceptance of the work or any portion thereof. Should the Owner place or install such equipment and machinery with his own forces he shall be responsible for any damage to work of the Contractor caused by the Owner's work or workmen. Should the Owner have such placement or installation performed by another Contractor, then the Owner shall require said Contractor to be responsible for all such damage caused by his work, his workers, or his subcontractors.

ARTICLE 4 - CONTRACTOR

4.4

LABOR AND MATERIALS

4.4.3 All materials shall be so delivered, stored and handled to prevent the inclusion of foreign materials and the damage of materials by water or breakage. Packaged materials shall be delivered and stored in original packages until ready for use. Packages or materials showing evidence of water or other damage shall be rejected. All materials shall be of the respective qualities specified herein.

4.4.4 The Contractor shall be responsible for the proper care and protection of all his materials, equipment, etc., delivered at the site. Building materials, equipment, etc., may be stored on the premises subject to the approval of the Architect.

4.4.5 To insure timely availability of critical materials in case of national emergency, the Contractor may order his subcontractors to proceed with fabrication of the same earlier than required by normal sequence of construction. In the event storage facilities are not available on the site or at the source of fabrication, the Owner will endeavor to provide such storage space as may be available to care for same. Where this is necessary, the Contractor shall be paid for all stored material on the Owner's property or on the properties approved by the Owner upon approval of certified invoices. It shall be the Contractor's obligation to pay for all handling costs and damage to this material. The Contractor shall protect this property against damage.

4.6

TAXES
4.6.1 The Bidder shall include in his proposal and make payment of all Federal, State, County and Municipal taxes including Michigan State Sales and Use Taxes, now in force or which may be enacted during the progress and completion of the work covered.

4.7 PERMITS, FEES AND NOTICES

4.7.3 The Contractor shall pay highway or DPW fees for damages to sidewalks, streets, or other public property or to any public utilities.

4.7.4 Permits and licenses of a temporary nature necessary for the execution of the work shall be secured and paid for by the Contractor.

4.7.5 Except for the General Building Permit (which is not required), the Contractor shall secure and pay for all other required permits, including the following:

<table>
<thead>
<tr>
<th>Category</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Electrical</td>
<td>State of Michigan</td>
</tr>
<tr>
<td>Plumbing</td>
<td>State of Michigan</td>
</tr>
<tr>
<td>Mechanical</td>
<td>State of Michigan</td>
</tr>
<tr>
<td>Elevator</td>
<td>City of Detroit</td>
</tr>
</tbody>
</table>

4.7.6 The Contractor shall secure certificates of inspection and of occupancy that may be required by authorities having jurisdiction over the work. These certificates shall be delivered to the Architect upon completion of the work.

4.9 SUPERINTENDENT

4.9.2 The Contractor shall give sufficient supervision to the work, using his best skill and attention. He shall carefully study and compare all drawings, specifications, and other instructions, and shall at once report to the Architect any error, inconsistency, or omission which he may discover, but he shall not be held responsible for their existence or discovery.

4.9.3 The Contractor's superintendent shall periodically inspect the entire project to make certain that all of the stipulations of all of the articles of the General Conditions are being observed.

4.12 DRAWINGS AND SPECIFICATIONS AT THE SITE

4.12.1.1 Refer to Paragraph 4.12.1, of A.I.A. General Conditions of the Contract for Construction. Modify the last sentence of this paragraph to read:

"The Drawings, marked to record all changes made during construction, shall be incorporated in the Contractor's 'Informational Package'."

4.12.2 As a basic and interim step for the fulfillment of the "Informational Package", accurate records of all non-structural underground and concealed work shall be kept, including, but not limited to, all piping, conduit, equipment, and drainage and tunnel work. In addition, such records shall be available for review during various steps of the project.

4.13 SHOP DRAWINGS AND SAMPLES

4.13.9 Immediately before and as a condition of substantial completion, the Contractor shall provide the Owner an "Informational Package" and instructional sessions on the operation, maintenance, and service of the facility. The "Informational Package" shall include:

1. One (1) set of transparency (sepia) of the approved shop drawings and descriptive material submitted during construction. Any shop documents unobtainable in sepia shall be supplied in three (3) sets.

2. One (1) set of transparency (sepia) of constructional shop drawings with all installation revisions incorporated to reflect the as-built condition. Examples of constructional shop drawings are dimensioned conduit, piping and ductwork layout drawings.
3. Three (3) sets of instructional manuals on the installation, operation, maintenance and service of equipment and systems, including parts lists.

Examples of Specific Information Required:

1. **Electrical**
   a. Conduit layout of light, power, and special systems, indicating dimensionally the locations and size of runs; circuit grouping and conductor size and number in conduit runs.
   b. System description and elementary diagrams, connection and interconnection diagrams, and device internal diagrams.

2. **Mechanical**
   a. Piping and ductwork layout indicating dimensionally the location and size of the runs.
   b. Description and diagrams of control systems.

Following the submittal of the "Informational Package", the Contractor shall schedule and provide, at the Owner's convenience, instructional sessions for Owner's personnel to acquaint them with the operation, maintenance, and service of the system.

3. **Elevators**
   a. Elementary diagrams and description of sequence of operation of the system control components, connection and interconnection diagrams, and device internal diagrams.

**ARTICLE 5 - SUBCONTRACTORS**

5.2 AWARD OF SUBCONTRACTS AND OTHER CONTRACTS FOR PORTIONS OF THE WORK

5.2.3 Delete Article 5.2.3 in its entirety.

5.2.4 Delete Article 5.2.4 in its entirety.

**ARTICLE 7 - MISCELLANEOUS PROVISIONS (Revised 6-13-2011)**

7.5 PERFORMANCE BOND AND LABOR AND MATERIAL PAYMENT BOND

7.5.1 The successful Bidder will be required to furnish a Performance Bond and Labor and Material Payment bond in an amount equal to 100% of the contract award amount, and include such cost in the Proposal, complying with the laws of the State of Michigan. The graduated formula no longer applies.

A. Performance Bond and Labor and Material Payment Bond shall be from a surety company acceptable to the Owner and made payable as follows:

   (1) A Labor and Material Payment bond for 100% of the contract award amount to the Board of Governors of Wayne State University, and guaranteeing the payment of all subcontractors and all indebtedness incurred for labor, materials, or any cause whatsoever on account of the Contractor in accordance with the laws of the State of Michigan relating to such bonds.

   (2) A Performance bond for 100% of the contract award amount to the Board of Governors of Wayne State University to guarantee and insure the completion of work according to the Contract.

B. The only acceptable Performance Bond shall be the AIA A312 – 2010.

C. The Contractor shall include with his bid evidence of his ability to obtain a Performance Bond in the amount of 100% of the bid amount, and in accordance with the terms and conditions outlined in this section,
Such evidence shall be project specific and shall be submitted on a form provided by the Surety or Agent thereof.

7.7 ROYALTIES AND PATENTS

7.7.1 Indemnification and Hold Harmless *(Revised 2-2015)*.

To the fullest extent permitted by law, the Contractor shall hold harmless, defend, and indemnify the Board of Governors of Wayne State University, the University, the Architect and Architect's Consultants, and officers, employees, representatives and agents of each of them, from and against any and all claims or losses arising out of or alleged to be resulting from, or relating to (1) the failure of the Contractor to perform its obligations under the Contract or the performance of its obligation in a willful or negligent manner; (2) the inaccuracy of any representation or warranty by the Contractor given in accordance with or contained in the Contract Documents; and (3) any claim of damage or loss by any subcontractor, or supplier, or laborer against the University, the Architect or the Architect's consultants arising out of any alleged act or omission of the Contractor or any other subcontractor, or anyone directly or indirectly employed by the Contractor or any subcontractor.

The Contractor shall also be liable for and hereby agrees to pay, reimburse, fully indemnify and hold the University, the Architect and Architect's Consultants, harmless from and against all costs and expenses of every nature (including attorney fees and expenses incident thereto) incurred by the University in collecting the amounts due from the Contractor, or otherwise enforcing its rights, under the indemnification described in this Article.

7.9 INTEREST

7.9.1 Delete Article 7.9 in its entirety.

ARTICLE 8 - TIME

8.1 DEFINITIONS

8.1.3 The Date of Substantial Completion of the Work is the Date certified by the Architect when construction of the entire work is sufficiently complete, in accordance with the Contract Documents, so the Owner may occupy the Work for the use for which it is intended. It is the beginning date for the guarantees on all the Project Work.

8.3.5 LIQUIDATED DAMAGES

It is understood that if said Contract is not completed within the time specified in the Contract plus any extension of time thereto, the Contractor shall pay Liquidated Damages to the Owner as set forth in Article 11 of the Agreement between Contractor and Owner for Construction.

ARTICLE 9 - PAYMENT AND COMPLETION

9.3 PROGRESS PAYMENTS

9.3.1 On or before the 20th day of each month, the Contractor shall submit to the Architect on the Owner's Standard Form, a written application for payment showing the proportionate value of the work installed to date from which shall be deducted, a reserve of 10% and all previous payments, and the balance of the amount as approved by the Architect shall be due and payable to the Contractor on or about the 15th day of the succeeding month.

9.3.2.2 No payments will be made because of materials or equipment stored off the site, except as provided for in Subparagraph 4.4.5 of the Supplementary General Conditions or other special cases the Owner may approve.

9.6 FAILURE OF PAYMENT

9.6.1 Delete Article 9.6 in its entirety.

ARTICLE 11 - INSURANCE *(Revised 2-06-2015)*
11.1 CONTRACTOR'S LIABILITY INSURANCE

11.1.2 The insurance required by Subparagraph 11.1.1 shall be written for not less than any limits of liability specified herein, or required by law, whichever is greater, and shall include contractual liability insurance as applicable to the Contractor’s obligations under Paragraph 4.18.

During the life of the Contract, the Contractor shall maintain the following types of insurance:

A. General Requirements

<table>
<thead>
<tr>
<th>Type of Insurance</th>
<th>Minimum Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Commercial General Liability (CGL)</td>
<td></td>
</tr>
<tr>
<td>Contractor shall maintain commercial general liability (CGL)</td>
<td>$1,000,000 combined single limit per occurrence</td>
</tr>
<tr>
<td>CGL insurance shall be written on Insurance Services form CG 00 01 (or substitute form providing equivalent coverage) and shall cover liability arising from premises, operation, independent contractors, products-completed operation, and personal injury, contractual liability broad form property damage liability, products and completed operations coverage and X,C,U (explosion, collapse, underground) hazards.</td>
<td>$2,000,000 aggregate</td>
</tr>
<tr>
<td>Commercial Automobile Liability (CSL)</td>
<td></td>
</tr>
<tr>
<td>(including hired and non-owned vehicles)</td>
<td>$1,000,000 combined single limit</td>
</tr>
<tr>
<td>Workers’ Compensation</td>
<td></td>
</tr>
<tr>
<td>(Employers’ Liability)</td>
<td>Statutory-Michigan $500,000</td>
</tr>
<tr>
<td>Professional Liability insurance</td>
<td></td>
</tr>
<tr>
<td>This limit shall be dedicated to the risks of Professional Liability and it shall not be combined with limits of any other coverages such as Environmental/Pollution General Liability, or Umbrella Liability unless otherwise approved by the Owner. Coverage shall be for the benefit of the Contracting or Design-Build entity, its principles, Employees, affiliates, agents, and partners-whether joint or several. It is presumed that this insurance will be Claims Made, and therefore must have a Retro-active date prior to the performance of any work for the Owner, whether or not such work is under contract or purchase order. This insurance will be placed with an insurer licensed to do business in the State of Michigan and rated no less that A X; by AM Best</td>
<td>$0 Per Occurrence and in the Aggregate annually.</td>
</tr>
</tbody>
</table>

B. Maximum Acceptable Deductibles

<table>
<thead>
<tr>
<th>Type of Insurance</th>
<th>Maximum Deductible</th>
</tr>
</thead>
<tbody>
<tr>
<td>Comprehensive General Liability</td>
<td>$5,000</td>
</tr>
<tr>
<td>Fire Legal Liability</td>
<td>$5,000</td>
</tr>
<tr>
<td>Comprehensive Automobile Liability</td>
<td>-0-</td>
</tr>
<tr>
<td>Workers’ Compensation</td>
<td>-0-</td>
</tr>
<tr>
<td>Property - All Risk</td>
<td>$ 500</td>
</tr>
</tbody>
</table>

11.1.3 The Board of Governors, Wayne State University, shall be named as an additional insured but only with respect to accidents arising out of the performance of said contract. The contractor shall prepare a certificate of insurance which shall name the “Office of Risk Management; 5700 Cass Avenue” as the Wayne State University certificate holder.
11.1.3.1 The Contractor shall either 1) require each of his Subcontractors to procure and to maintain during the life of his subcontract, Subcontractors' Comprehensive General Liability, Automobile Liability and Property Damage Liability Insurance of the type and in the same amounts as specified in the Subparagraph, or 2) insure the activity of his subcontractors in his own policy.

11.3 PROPERTIES INSURANCE

Delete Article 11.3 in its entirety and replace with the following:

11.3.1 The Contractor shall purchase and maintain property insurance upon the entire work at the site to the full insurable value thereof. This insurance shall include the interests of the Owner, the Contractor, Subcontractors, and sub-subcontractors in the work and shall insure against the perils of Fire, Extended Coverage, Vandalism, and Malicious Mischief.

11.3.2 The Owner and Contractor waive all rights against each other for damages caused by fires or other perils to the extent covered by insurance provided under Subparagraph 11.3.1. The Contractor shall require similar waivers by Subcontractors and sub-subcontractors in accordance with Clause 5.3.1.5.

11.3.3 Insurance must be issued by an insurance company with an “A rating as denoted in the AM Best Key Rating Guide”.

ARTICLE 12 - CHANGES IN THE WORK

12.1 CHANGE ORDERS

12.1.8 Percentage markups in pricing under Subparagraphs 12.1.3.1, 12.1.3.3, and 1.2.4 shall be as limited in the Contract Documents. Unit price of Subparagraph 12.1.3.2 shall represent total unit cost to the Owner and shall include the Contractor's markup for overhead and profit.

ARTICLE 14 - TERMINATION OF THE CONTRACT

14.1 TERMINATION BY THE CONTRACTOR

14.1.1 If the work is stopped for a period of thirty days under any order of any court or other public authority having jurisdiction, or as a result of any act of government, such as a declaration of a national emergency making materials unavailable, through no act or fault of the contract or a subcontractor or their agents or employees or other persons performing any of the Work under a contract with the contractor, then the contractor may, upon seven days' written notice to the Owner and the Architect, terminate the contract and recover from the Owner payment for all Work executed and for any proven loss sustained upon any materials, equipment, tools, construction equipment, and machinery, including reasonable profit and damages.

ARTICLE 15 - ADDITIONAL CONDITIONS

15.1 SUBSTITUTION OF MATERIALS AND EQUIPMENT

15.1.1 Whenever a material, article, or piece of equipment is identified on the Drawings or in the Specifications by reference to manufacturers' or vendors' names, trade names, catalog numbers, or the like, it is so identified for the purpose of establishing a standard, and any material, article, or piece of equipment of other manufacturers or vendors, which will perform adequately the duties imposed by the general design will be considered equally acceptable provided the material, article, or piece of equipment so proposed is, in the opinion of the Architect, of equal substance, appearance, and function. It shall not be purchased or installed by the Contractor without the Architect's written approval.

15.2 NON-DISCRIMINATION PROVISION AND WAGE AND HOUR ACT

15.2.1 During the performance of this contract, the Contractor agrees as follows:
15.2.1.1 The Contractor shall not discriminate against any employee or applicant for employment because of sex, race, creed, color, age, or national origin. The Contractor will take affirmative action to insure that applicants are employed, and that employees are treated during employment without regard to their sex, race, age, creed, color, or national origin.

15.2.1.2 Such action shall include but not be limited to, the following: employment; upgrading; demotion; or transfer; recruitment or recruitment advertising; layoff or terminations; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this non-discrimination clause.

15.2.1.3 The Contractor will, in all solicitations, or advertisements for employees, placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to sex, race, creed, color, age or national origin.

15.2.1.4 The Contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice advising the labor union or worker's representative of the Contractor's commitments under Section 202 of Executive Order No. 11246 of October 27, 1965, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

15.2.1.5 The Contractor will comply with all provisions of the Executive Order No. 11246 of October 27, 1965, and of the rules, regulations and relevant orders of the Secretary of Labor or other government agency or authority having jurisdiction.

15.2.1.6 The Contractor will furnish all information and reports required by Executive Order No. 11246 of October 27, 1965, and by the rules, regulations, and orders of the Secretary of Labor or other government agency or authority having jurisdiction, and will permit access to his books, records, and accounts by the administrative agency and the Secretary of Labor for the purposes of investigation to ascertain compliance with such rules, regulations and orders.

15.2.1.7 In the event of the Contractor's noncompliance with the non-discrimination clauses of this contract, or with any of the said rules, regulations, or orders, this Contract may be canceled, terminated or suspended in whole or in part, and the Contractor may be declared ineligible for further University contracts or federally-assisted contracts in accordance with procedure authorized in Executive Order No. 11246 of October 27, 1965, or by rule, regulation, or order of the Secretary of Labor or other government agency or authority having jurisdiction.

15.2.1.8 The Contractor will include in the provisions of Subparagraph 15.2.1.1 through 15.2.1.8 in every subcontract or purchase order unless exempted by rules, regulations or orders of the President's Committee on Equal Employment Opportunity issued pursuant to Section 204 of Executive Order No. 11246 of September 14, 1965, so that provisions will be binding upon each subcontractor or vendor. The Contractor will take such action with respect to any subcontract or purchase order as the administering agency may direct as a means of enforcing such provisions including sanctions for noncompliance: Provided, however, that in the event the Contractor becomes involved as a result of such direction by the administering agency, the Contractor may request the United States to enter into such litigation to protect the interest of the United States.

15.3 COMPLIANCE WITH COPELAND ANTI-KICKBACK ACT AND REGULATIONS

15.3.1 The Contractor shall comply with the Copeland Anti-Kickback Act and Regulations of the Secretary of Labor (29CFR, Part 3) which are herein incorporated by reference.

15.4 PREVAILING WAGES

15.4.1 Contractors and subcontractors shall pay all mechanics and laborers, including apprentices and trainees, no less than the wage and fringe benefit rates prevailing in the locality in which the work is performed. Wage and fringe benefit rates are determined by the Federal Government Department of Labor.

15.4.2 Classifications not provided in the schedule shall be determined prior to the award of the contract and shall
be no less than the wage and fringe benefit rates determined by the Federal Department of Labor.

15.4.3 Contractors and subcontractors shall adhere to the ratios of apprentices to journey workers as determined by the Federal Department of Labor.

15.4.4 Contractors and subcontractors shall keep a copy of the prescribed wage and benefit rates posted at the construction site in a conspicuous place.

15.4.5 Contractors and subcontractors shall keep an accurate record of the name, occupation, and the actual benefits paid to each mechanic or laborer for the contract. This record shall be made available for reasonable inspection by the Federal Department of Labor and the Owner.
The Technical Specifications dated **August 5, 2016** and the following List of Drawings represent the scope of work as defined in the Contract Documents from Article 4.

<table>
<thead>
<tr>
<th>Drawing No.</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>GENERAL</strong></td>
<td></td>
</tr>
<tr>
<td>TS1.1</td>
<td>TITLE SHEET AND SHEET INDEX AND LOCATION PLAN</td>
</tr>
<tr>
<td><strong>ARCHITECTURAL</strong></td>
<td></td>
</tr>
<tr>
<td>D1.1</td>
<td>DEMOLITION FLOOR PLAN &amp; REFLECTED CLG. PLAN</td>
</tr>
<tr>
<td>A1.1</td>
<td>ARCHITECTURAL FLOOR PLAN</td>
</tr>
<tr>
<td>A1.2</td>
<td>EQUIPMENT AND FURNITURE PLAN</td>
</tr>
<tr>
<td>A2.1</td>
<td>ARCHITECTURAL REFLECTED CEILING PLAN</td>
</tr>
<tr>
<td>A6.1</td>
<td>INTERIOR ELEVATIONS</td>
</tr>
<tr>
<td>A7.1</td>
<td>MILLWORK SECTIONS</td>
</tr>
<tr>
<td>A8.1</td>
<td>DETAILS – ALTERNATIVE #4</td>
</tr>
<tr>
<td>F1.1</td>
<td>FINISH SCHEDULE &amp; DETAILS</td>
</tr>
<tr>
<td>F1.2</td>
<td>FINISH FLOOR PLAN</td>
</tr>
<tr>
<td><strong>MECHANICAL/PLUMBING</strong></td>
<td></td>
</tr>
<tr>
<td>MD-200</td>
<td>MECHANICAL HVAC DEMOLITION FLOOR PLAN</td>
</tr>
<tr>
<td>MH-200</td>
<td>MECHANICAL HVAC FLOOR PLAN</td>
</tr>
<tr>
<td><strong>ELECTRICAL</strong></td>
<td></td>
</tr>
<tr>
<td>E-100</td>
<td>ELECTRICAL NOTES AND LEGEND</td>
</tr>
<tr>
<td>EDL-200</td>
<td>ELECTRICAL LIGHTING DEMOLITION FLOOR PLAN</td>
</tr>
<tr>
<td>EDP-200</td>
<td>ELECTRICAL POWER DEMOLITION FLOOR PLAN</td>
</tr>
<tr>
<td>EL-200</td>
<td>ELECTRICAL LIGHTING FLOOR PLAN</td>
</tr>
<tr>
<td>EP-200</td>
<td>ELECTRICAL POWER FLOOR PLAN</td>
</tr>
<tr>
<td>E-300</td>
<td>ELECTRICAL SCHEDULES</td>
</tr>
<tr>
<td>E-400</td>
<td>ELECTRICAL DETAILS</td>
</tr>
<tr>
<td>E-500</td>
<td>ELECTRICAL SPECIFICATIONS</td>
</tr>
</tbody>
</table>
GENERAL REQUIREMENTS

GENERAL

A. CONTRACTOR'S RESPONSIBILITY

It is not the responsibility of the Architect/Engineer or Owner's Representative to notify the Contractor or subcontractors when to commence, to cease, or to resume work; nor in any way to superintend so as to relieve the Contractor of responsibility or of any consequences of neglect or carelessness by him or his subordinates. All material and labor shall be furnished at times best suited for all Contractors and subcontractors concerned, so that the combined work of all shall be properly and fully completed on the date fixed by the Contract.

The Contractor shall be responsible for all items contained in both the specifications and on the drawings for all trades. He shall be responsible for the proper division of labor according to current labor union agreements regardless of the division of responsibility implied in the contract documents.

B. CODES AND STANDARDS

Reference to standard specifications for workmanship, apparatus, equipment and materials shall conform to the requirements of latest specifications of the organization referenced, i.e., American Society for Testing Materials (ASTM), Underwriters Laboratories, Inc. (UL), American National Standards Institute, Inc. (ANSI), and others so listed in the Technical Specifications.

C. PERMITS, FEES AND NOTICES

See Supplementary General Conditions.

D. MEASUREMENTS

Before proceeding with each Work Item, Contractor shall locate, mark and measure any quantity or each item and report quantities to Engineer. If measured quantities exceed Engineer's estimate, Contractor shall obtain written authorization to proceed from Owner before executing Work required for that Work Item.

Measurement of quantities for individual Work Items will be performed by Contractor and reviewed by Engineer. Coordinate measurements with inspection as required in Section “Coordination.”

Cost of Work included in Work Item for quantities as indicated in Contract Documents shall be included in Base Bid.

1. Additions to or deductions from lump sum price for quantities of each Work Item added to or deducted from Work respectively shall be at unit prices indicated in Bid Form and shall constitute payment or deductions in full for all material, equipment, labor, supervision and incidentals necessary to complete Work.

E. CONTRACTOR’S MEASUREMENTS

Before ordering material, preparing Shop Drawings, or doing any work, each Contractor shall verify, at the building, all dimensions which may affect his work. He assumes full responsibility for the accuracy of his figures. No allowance for additional compensation will be considered for minor discrepancies between dimensions on the drawings and actual field dimensions.

F. CONTINUITY OF SERVICE (Revised 3-26-2012)

Continuity of all existing services in the building shall be maintained throughout the construction period. Where it is necessary to tie into the existing electrical service, water or waste systems, it shall be done as directed by the Architect/Engineer. This Contract shall also provide temporary lines or bypasses that may be required to maintain continuous service in the building. All utility shutdowns must be approved by the Owners Representative / Project Manager, not less than 7 business days prior to the event, so that proper notification can be posted.
G. SUBMITTALS

All submittals (except Shop Drawings) and samples required by the Specifications shall be submitted in triplicate unless otherwise specified for a particular item under an individual Specification Section.

Each sample shall be clearly identified on a tag attached, showing the name of the Project Consultant, the project number and title, the names of the Contractor, manufacturer (and supplier if same is not the manufacturer), the brand name or number identification, pattern, color, or finish designation and the location in the work.

Each submittal shall be covered by a transmittal letter, properly identified with the project title and number and a brief description of the item being submitted.

Contractor shall be responsible for all costs of packing, shipping and incidental expenses connected with delivery of the samples to the Project Consultant or other designated address.

If the initial sample is not approved, prepare and submit additional sets until approval is obtained.

Materials supplied or installed which do not conform to the appearance, quality, profile, texture or other determinant of the approval samples will be rejected, and shall be replaced with satisfactory materials at the Contractor's expense.

H. GENERAL/STANDARD ELECTRONIC EQUIPMENT AND INFRASTRUCTURE REQUIREMENTS (Revised 11-2008)

1. Compliance with WSU Standards for Communications Infrastructure
   
   A. All applicable work, products, materials and methods shall comply with the latest version of the “WSU Standards for Communications Infrastructure” except as where noted.
   
   B. This document is available at the following website/URL: https://computing.wayne.edu/docs/wsu-communications-standards.pdf

2. Automation System Program Code
   
   A. All automation system uncompiled and compiled program codes, source codes, custom modules, graphical user interface screen shots and any other automation system programming data and material (Program Code) shall be provided to the UNIVERSITY in hard copy and on CD Rom in an unencrypted format acceptable to the UNIVERSITY.
   
   B. Copyright for the Program Code shall be assigned to the UNIVERSITY for purposes of system maintenance.

PROTECTION OF OCCUPANCY (Revised 3-2006)

A. FIRE PRECAUTIONS

Take necessary actions to eliminate possible fire hazards and to prevent damage to construction work, building materials, equipment, temporary field offices, storage sheds, and other property.

During the construction, provide the type and quantity of fire extinguishers and fire hose to meet safety and fire prevention practices by National Fire Protection Association (NFPA) Codes and Standards (available at http://www.nfpa.org/)

In the event that construction includes "hot work", the contractor shall provide the Owner's Representative with a copy of their hot work policy, procedures, or permit program. No hot work activity (temporary maintenance, renovation, or construction by operation of a gas or electrically powered equipment which produces flames, sparks or heat that is sufficient to start a fire or ignite combustible materials) shall be performed until such documents are provided. During such operations, all highly combustible or flammable materials shall be removed from the immediate working area, and if removal is impossible, same shall be protected with flame retardant shield.
Not more than one-half day's supply of flammable liquids such as gasoline, spray paint and paint solvent shall be brought into the building at any one time. Flammable liquids having a flash point of 100 degrees F. or below which must be brought into the building shall be confined in an Underwriters Laboratories (UL) labeled safety cans. The bulk supply of flammables shall be stored at least 75 feet from the building and other combustible materials. Spigots on drums containing flammable liquids are prohibited on the project site. Drums shall be equipped with approved vented pumps, and be grounded and bonded.

Only a reasonable working supply of combustible building materials shall be located inside the building.

All oil-soaked rags, papers, and other similar combustible materials shall be removed from the building at the close of each day's work, or more often if necessary, and placed in metal containers, with self-closing lids.

Materials and equipment stored in cardboard cartons, wood crates or other combustible containers shall be stored in an orderly manner and accessibly located, fire-fighting equipment of approved types shall be placed in the immediate vicinity of any materials or equipment stored in this type of crate or carton.

No gasoline, benzene, or like flammable materials shall be poured into sewers, manholes, or traps.

All rubbish shall be removed from the site and legally disposed of. Burning of rubbish, waste materials or trash on the site shall not be permitted.

The contractor shall be responsible for the conduct of employees relative to smoking and all smoking shall be in the area designated by the Architect/Engineer.

B. GENERAL SAFETY AND BUILDING PRECAUTIONS

Provide and maintain in good repair barricades, railings, etc., as required by law for the protection of the Public. All exposed material shall be smoothly dressed.

At dangerous points throughout the work environment provide and maintain colored lights or flags in addition to above guardrails.

Isolate Owner's occupied areas from areas where demolition and alteration work will be done, with temporary, dustproof, weatherproof, and fireproof enclosures as conditions may require and as directed by the Architect/Engineer.

Cover and protect furniture, equipment and fixtures to remain from soiling, dust, dirt, or damage when demolition work is performed in rooms or areas from which such items have not been removed.

Protect openings made in the existing roofs, floors, and other construction with weatherproof coverings, barricades, and temporary fire rated partitions to prevent accidents.

Repair any damage done to existing work caused by the construction and removal of temporary partitions, coverings, and barricades.

The Contractor will be held responsible for all breakage or other damage to glass up to the time the work is completed.

Provide protection for existing buildings, interior and exterior, finishes, walls, drives, landscaping, lawns (see below), etc. All damages shall be restored to match existing conditions to the satisfaction of the Architect/Engineer.

The Contractor and Owner will define the anticipated area of lawn damage at the project Pre-Construction Meeting. Whether the lawn is sparse or fully developed, any lawn damaged due to the Contractor's work will be replaced with sod by the University. The University's unit cost of $10.00 per square yard and landscaping at a rate of 1.5 times the cost of the sod repairs, the full cost of which will be assessed against the Contractor. At the completion of the project, a deductive Change Order reflecting this cost will be issued. The Contractor is to include an allowance in his bid for this corrective work.

C. INTERFERENCE WITH OWNER'S OPERATIONS
The Owner will be utilizing the Building Facilities to carry on his normal business operation during construction. The Contractor shall schedule performance of the work necessary to complete the project in such a way as to interfere as little as possible with the operation during construction. The Contractor shall schedule performance of the work necessary to complete the project in such a way as to interfere as little as possible with the operation of the Owner.

Work which will interfere with the Owner's occupancy, including interruptions to the Owner's mechanical and electrical services, and essentially noisy operations (such as jackhammering) shall be scheduled in advance. The schedule of alterations shall be approved by the Architect/Engineer and the work shall be done in accordance with the approved schedule.

It is understood that the work is to be carried through to completion with the utmost speed consistent with good workmanship and to meet the construction schedule.

The Contractor shall begin work under the Contract without delay upon receipt of the fully-executed contract and shall substantially complete the project ready for unobstructed occupancy and use of the Owner for the purposes intended within the completion time stated in the contract.

The Contractor shall, immediately upon award of contract, schedule his work and expedite deliveries of materials and performance of subcontractors to maintain the necessary pace to meet the construction schedule.

**CONTRACTOR'S REPRESENTATION AND COORDINATION**

A. **FIELD SUPERINTENDENT**

Contractor shall assign a full time project manager/superintendent for the duration of the project. This person shall be experienced and qualified in all phases of the work and shall be present at the site during Contractor's working hours. The project manager shall have Contractor's full authority to represent Contractor in all routine operations including payment, changes to the work, and scheduling. Contractor shall not re-assign this individual without prior written permission of the Owner.

B. **MEETINGS**

When directed by the Architect/Engineer, meetings shall be held for the purpose of coordinating and expediting the work. The invited contractors or subcontractors will be required to have qualified representatives at these meetings, empowered to act in their behalf.

C. **COORDINATION**

The Contractor shall also provide a staff adequate to coordinate and expedite the work properly and shall at all times maintain competent supervision of its own work and that of its subcontractors to insure compliance with contract requirements.

The Contractor shall be solely responsible for all construction means, methods, techniques, sequences, and procedures and for coordinating all portions of the work under the Contractor.

D. **CONSTRUCTION SCHEDULE**

The Construction Schedule shall be prepared after the award of contract. Soon after, a pre-construction meeting is held with the Owner and the Architect/Engineer to determine the areas to which the Contractor will be allowed access at any one time.

The Contractor is alerted to the fact that areas in which he will be working will be occupied by students and employees of the University as well as the general public. The Contractor's access, to and from the project site, will be confined to limited areas so as not to unduly disrupt the normal activities of the University.

**TEMPORARY FACILITIES**

A. **GENERAL**
The following temporary facilities descriptions represent standard conditions. Verify accuracy with Architect/Engineer at time of bids.

B. CONTRACTOR'S OFFICE

Provide field offices as required. Locate temporary field offices on site where directed by Architect/Engineer.

Appearance and location of field offices shall be approved by the Architect/Engineer.

Provide for all other administrative facilities and storage off the Owner's property.

C. STORAGE OF MATERIALS

All materials shall be stored in areas designated by the Architect/Engineer. All stored materials shall be arranged for the minimum disruption to occupants and to allow full access to and throughout the building. Materials stored outdoors shall be neat and orderly and covered to prevent damage or vandalism.

D. PARKING

1. GENERAL

University parking regulations will be strictly enforced.

Maintain Owner's parking areas free of dirt and debris resulting from operations under the contract.

2. STANDING AND UNLOADING/LOADING VEHICLES

All Contractors are to call Wayne State University Public Safety at 577-2222, and give at least 24 hours advance notice that they have vehicles that must be at the job site.

Vehicles will be permitted at the project site only as long as the vehicles are needed for loading/unloading, and must be immediately moved upon completion.

All unauthorized and/or unattended standing vehicles will be subject to ticketing and removal by University Police. Towed vehicles may be reclaimed by calling 577-2222, and paying any assessed charges.

3. COMPLIMENTARY PARKING

There is no complimentary parking for Contractor's employee vehicles.

4. WAYNE STATE UNIVERSITY PUBLIC/STUDENT PARKING AREAS

Public Parking, on a first-come first-served basis is available. Contact the office of the One Card System, at 313.577.9513 for information on availability of parking on a contractual basis.

E. TOILET FACILITIES

The Owner's designated existing toilet facilities may be used by workers on the project. Contractor shall maintain such facilities in a neat and sanitary condition.

F. TELEPHONE USE

If required, the Contractor shall provide and pay for a temporary telephone within the building for his use and that of his subcontractors.

No use of the Owner's telephone (except pay telephones) will be permitted.

G. ACCESS DEVICES
The Contractor shall furnish and maintain temporary hoists, ladders, railings, scaffolds, runways, and the like as required for safe, normal access to the permanent construction until the permanent facilities are complete. Each trade shall furnish such additional means of access as may be required for the progress and completion of the work. Such temporary access devices shall meet all applicable local, state, and federal codes and regulations.

H. HEAT AND VENTILATION

Provide cold weather protection and temporary heat and ventilation as required during construction to protect the work from freezing and frost damage.

Provide adequate ventilation as required to maintain reasonable interior building air conditions and temperatures, to prevent accumulation of excess moisture, and to remove construction fumes.

Tarpaulins and other materials used for temporary enclosures. Coverings and protection shall be flameproofed.

I. WATER SERVICE

Sources of water are available at the site. The Owner will pay for reasonable amounts of water used for construction purposes.

The Contractor shall provide, at the earliest possible date, temporary connections to the water supply sources and maintain adequate distribution for all construction requirements. The Contractor shall protect sources against damage.

Methods of conveying this water shall be approved by the Architect/Engineer and shall not interfere with the Owner's operations.

J. ELECTRICAL SERVICES

All charges for reasonable amounts of electrical power energy used for temporary lighting and power required for this work will be paid by the Owner.

The Contractor shall provide and maintain any temporary electrical lighting and power required for this work. At the completion of the work, all such temporary electrical facilities shall be removed and disposed of by the Contractor.

Temporary lighting and power shall comply with the regulations and requirements of the National Electrical Code.

INSPECTIONS AND TESTS

The Architect/Engineer shall at all times have access to the work wherever it is in preparation or in progress and the Contractor shall provide proper facilities for such access and for observation.

No failure of the Architect/Engineer, during the progress of the work, to discover or reject materials or work not in accordance with the Contract Specifications and Drawings shall be deemed an acceptance thereof nor a waiver of defects therein. Likewise, no acceptance or waiver shall be inferred or implied due to payments made to contractor or by partial or entire occupancy of the work, or installation of materials that are not strictly in accordance with the Contract Specifications and Drawings.

Where tests are specifically called for in the Specifications, the Owner shall pay all costs of such tests and engineering services unless otherwise stated in the contract.

Where tests are not specifically called for in the Specifications, but are required by the Architect/Engineer or Consultant, the Owner shall pay all costs of such tests and engineering services unless the tests reveal that the workmanship or materials used by the Contractor are not in conformity with the Drawings, Specifications, and/or approved shop drawings. In such event, the Contractor shall pay for the tests, shall remove all work and materials so failing to conform and replace with work and materials that are in full conformity.

CLEAN-UP
The Contractor shall at all times keep the Owner's premises and the adjoining premises, driveways and streets clean of rubbish caused by the Contractor's operations and at the completion of the work shall remove all the rubbish, all of his tools, equipment, temporary work and surplus materials, from and about the premises, and shall leave the work clean and ready for use. If the contractor does not attend to such cleaning immediately upon request, the Architect/Engineer may cause such cleaning to be done by others and charge the cost of same to the Contractor.

The Contractor will be responsible for all damage from fire that originates in, or is propagated by, accumulations of rubbish or debris.

All rubbish and debris shall be disposed of off the Owner's property in an approved sanitary landfill site. No open burning of debris or rubbish will be permitted. Job site shall be left neat and clean at the completion of each day's operation.

**PROJECT CLOSE-OUT**

A. **RECORD DRAWINGS**

At beginning of job, provide one copy of Working Drawings, and record changes, between Working Drawings and "As Builts", including changes made by Addenda, Change Orders, Shop Drawings, etc. These shall be kept up to date. Update to indicate make of all mechanical and electrical equipment and fixtures installed. Keep these Record Prints in good condition and available for inspection by the Architect/Engineer.

Upon completion of the job, turn over to the Architect/Engineer Record Prints of Working Drawings showing all job changes.

B. **OPERATING AND MAINTENANCE DATA**

Prepare and furnish to the Architect/Engineer three (3) bound copies of "Operating and Maintenance Manual" on all equipment installed under this Contract.

Manual shall include copies of all Manufacturers' "Operating and Service Instructions", including Parts List, Control Diagrams, Description of Control Systems, Operating, Electrical Wiring, and any other information needed to understand, operate and maintain the equipment. The names and addresses of all subcontractors shall be included. **These instructions shall be custom-prepared for this job -- catalog cuts will not be accepted.** Equipment shall be cross-referenced to Section of Specifications and to location shown and scheduled on drawings.


C. **FINAL INSPECTION**

Secure final inspections from the State of Michigan as soon as the work is completed and immediately submit such Certificates to the Architect/Engineer.

D. **GUARANTEES (See Sections 00510 and 01781)**

Guarantees on material and labor from the General Contractor and his subcontractors shall be as required in Sections 00510 and 01781.

E. **SWORN STATEMENT AND WAIVER OF LIENS (revised 4-11-2012)**

Prior to final payment, the General Contractor shall provide a Contractor's Sworn Statement and Full Unconditional Waivers of Liens from all subcontractors for material and labor and from all suppliers who provide materials exceeding $1,000. Sworn Statements and signed waivers from all Subcontractors must accompany Pay Applications or they will be returned for such documentation prior to approval.

**ASBESTOS HAZARD**

A. The contractor shall not start any work in any area that has not been inspected for asbestos by the Owner's Industrial Hygiene Department, or a qualified representative of the Owner and approval is given for work to be done. If asbestos is found, safety measures as recommended by the Owner's Industrial Hygiene Department, or a qualified representative of the
Owner, shall be completed, or approval given for work to be done before work is started. The contractor shall not perform any asbestos removal or containment work under the contract.

KEYS

A. The Owner shall provide the contractor keys on loan to have access to the various spaces in order to complete the contract. Contractor will sign for and be responsible for each key on loan, returnable to Owner upon completion of the contract. In case of any lost keys, the Owner will backcharge the contract $250.00 for each core change. In the event that a Contractor wants access to a secured area, he shall give the Owner a minimum 48-hour notice.
SUMMARY OF WORK

PROJECT: Medical Education Commons – Shiffman Library – Dr. Prasad Collaboration Space

WSU PROJECT NO.: 608-261912

PROJECT MANAGER: Ekta Kamalia

1. EXAMINATION

   The Contractor shall visit the site and become familiar with conditions under which he will be working. Also meet with the project manager and review site access, storage areas, etc.

2. Description of Work – Project includes renovation of an open copy workroom into a Collaboration Room.

3. The building is located at

   Wayne State University
   320 East Canfield, Detroit, MI 48201
   Detroit, Michigan 48202
ARCHITECTURE
INTERIOR DESIGN
PLANNING

PROJECT MANUAL

WAYNE STATE UNIVERSITY
MEDICAL EDUCATION COMMONS
SHIFFMAN LIBRARY
DR. PRASAD COLLABORATION ROOM
DETROIT, MI

WSU PROJECT NO.: 608-261912
SVA PROJECT NO.: 2016.012

ISSUE DATE
BIDS 08.05.16
SECTION 00 0050
CONSULTANT INFORMATION

Project: Wayne State University
Medical Education Commons
Shiffman Library
Dr. Prasad Collaboration Room
Detroit, MI

WSU Project Number: 608-261912

SVA Project Number: 2016.012

Owner: Wayne State University
42 West Warren Avenue
Detroit, MI 48202

Architect: Stucky Vitale Architects
27172 Woodward Avenue
Royal Oak, MI 48067
248.546.6700

Mechanical & Electrical Engineer: Systems Solution Consultant
4893 Rochester Road – Suite A
Troy, MI 48085
313.221.9933

END OF SECTION
## Section 00 0100
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REFER TO CONSTRUCTION DOCUMENTS

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A8.1 DETAILS – ALTERNATIVE #4
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MECHANICAL/PLUMBING
MD-200 MECHANICAL HVAC DEMOLITION FLOOR PLAN
MH-200 MECHANICAL HVAC FLOOR PLAN

ELECTRICAL
E-100 ELECTRICAL NOTES AND LEGEND
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EL-200 ELECTRICAL LIGHTING FLOOR PLAN
EP-200 ELECTRICAL POWER FLOOR PLAN
E-300 ELECTRICAL SCHEDULES
E-400 ELECTRICAL DETAILS
E-500 ELECTRICAL SPECIFICATIONS

END OF SECTION
SECTION 01 1000
SUMMARY

PART 1 GENERAL

1.01 PROJECT
   A. Project Name: Medical Education Commons - Shiffman Library - Dr Prasad Collaboration
      Space.
   B. The Project consists of the renovation to existing areas of the library.

1.02 DESCRIPTION OF ALTERATIONS WORK
   A. Scope of alterations work is shown on drawings.
   B. Renovate the following areas, complete including mechanical and electrical:
      1. refer to construction documents for scope of work.
   C. Plumbing: Alter existing and add new construction.
   D. HVAC: Alter existing and add new construction.
   E. Electrical Power and Lighting: Alter existing and add new construction.
   F. Fire Suppression Sprinklers: Alter existing and add new construction.
   G. Fire Alarm: Alter existing system and add new construction, keeping existing in operation.

1.03 WORK BY OWNER
   A. Items noted NIC (Not in Contract) will be supplied and installed by Owner before Substantial
      Completion. Some items include:
      1. Movable cabinets.
      2. Furnishings.
      3. Small equipment.

1.04 OWNER OCCUPANCY
   A. Owner intends to occupy the Project upon Substantial Completion.
   B. Cooperate with Owner to minimize conflict and to facilitate Owner's operations.
   C. Schedule the Work to accommodate Owner occupancy.

1.05 CONTRACTOR USE OF SITE AND PREMISES
   A. Construction Operations: Limited to areas noted on Drawings.
   B. Provide access to and from site as required by law and by Owner:
   C. Emergency Building Exits During Construction: Keep all exits required by code open during
      construction period; provide temporary exit signs if exit routes are temporarily altered.
   D. Existing building spaces may not be used for storage.
   E. Utility Outages and Shutdown:
      F. Do not disrupt or shut down life safety systems, including but not limited to fire sprinklers and
         fire alarm system, without 7 days notice to Owner and authorities having jurisdiction.
      G. Limit shutdown of utility services to minimum required to perform work hours at a time, arranged
         at least 24 hours in advance with Owner.
         1. Prevent accidental disruption of utility services to other facilities.

1.06 WORK SEQUENCE
   A. Coordinate construction schedule and operations with Owner.

1.07 SPECIFICATION SECTIONS APPLICABLE TO ALL CONTRACTS
   A. Unless otherwise noted, all provisions of the sections listed below apply to all contracts.
      Specific items of work listed under individual contract descriptions constitute exceptions.
   B. Section 01 3216 - Construction Progress Schedule.
C. Section 01 7000 - Execution and Closeout Requirements.
D. Section 01 7800 - Closeout Submittals.

PART 2 PRODUCTS - NOT USED
PART 3 EXECUTION - NOT USED

END OF SECTION
SECTION 01 3000
ADMINISTRATIVE REQUIREMENTS

PART 1 GENERAL

1.01 SECTION INCLUDES
A. Progress meetings.
B. Construction progress schedule.
C. Coordination drawings.
D. Submittals for review, information, and project closeout.
E. Submittal procedures.

1.02 RELATED REQUIREMENTS
A. Document 00 7200 - General Conditions: Duties of the General Contractor.
B. Section 01 1000 - Summary:
C. Section 01 3216 - Construction Progress Schedule: Form, content, and administration of schedules.
D. Section 01 7000 - Execution and Closeout Requirements: Additional coordination requirements.
E. Section 01 7800 - Closeout Submittals: Project record documents.

1.03 PROJECT COORDINATION
A. Project Coordinator: General Contractor.
B. Make the following types of submittals to Architect through the Project Coordinator:
   1. Requests for interpretation.
   2. Shop drawings, product data, and samples.
   3. Design data.
   4. Correction Punch List and Final Correction Punch List for Substantial Completion.

PART 2 PRODUCTS - NOT USED

PART 3 EXECUTION

3.01 PROGRESS MEETINGS
A. Schedule and administer meetings throughout progress of the Work at maximum monthly intervals.
B. Make arrangements for meetings, prepare agenda with copies for participants, preside at meetings.
C. Attendance Required:
   1. Contractor.
   2. Owner.
   3. Architect.
   4. Contractor's Superintendent.
   5. Major Subcontractors.
D. Agenda:
   1. Review minutes of previous meetings.
   2. Review of Work progress.
   3. Field observations, problems, and decisions.
   4. Identification of problems that impede, or will impede, planned progress.
   5. Review of submittals schedule and status of submittals.
   6. Review of off-site fabrication and delivery schedules.
   7. Maintenance of progress schedule.
   8. Corrective measures to regain projected schedules.
   9. Planned progress during succeeding work period.
   10. Coordination of projected progress.
11. Maintenance of quality and work standards.
12. Effect of proposed changes on progress schedule and coordination.
13. Other business relating to Work.
E. Record minutes and distribute copies within two days after meeting to participants, with two copies to Architect, Owner, and those affected by decisions made.

3.02 CONSTRUCTION PROGRESS SCHEDULE - SEE SECTION 01 3216
A. Within 20 days after review of preliminary schedule, submit draft of proposed complete schedule for review.
   1. Include written certification that major contractors have reviewed and accepted proposed schedule.
B. Submit updated schedule with each Application for Payment.

3.03 COORDINATION DRAWINGS
A. Provide information required by Project Coordinator for preparation of coordination drawings. 
B. Review drawings prior to submission to Architect.

3.04 SUBMITTALS FOR REVIEW
A. When the following are specified in individual sections, submit them for review:
   1. Product data.
   2. Shop drawings.
   3. Samples for selection.
   4. Samples for verification.
B. Submit to Architect for review for the limited purpose of checking for conformance with information given and the design concept expressed in the contract documents.
C. Samples will be reviewed only for aesthetic, color, or finish selection.
D. After review, provide copies and distribute in accordance with SUBMITTAL PROCEDURES article below and for record documents purposes described in Section 01 7800 - Closeout Submittals.

3.05 SUBMITTALS FOR INFORMATION
A. When the following are specified in individual sections, submit them for information:
   1. Design data.
   2. Certificates.
   3. Test reports.
   4. Inspection reports.
   5. Manufacturer's instructions.
   6. Manufacturer's field reports.
   7. Other types indicated.

3.06 SUBMITTALS FOR PROJECT CLOSEOUT
A. Submit Correction Punch List for Substantial Completion.
B. Submit Final Correction Punch List for Substantial Completion.
C. When the following are specified in individual sections, submit them at project closeout:
   1. Project record documents.
   2. Operation and maintenance data.
   3. Warranties.
   5. Other types as indicated.
D. Submit for Owner's benefit during and after project completion.

3.07 NUMBER OF COPIES OF SUBMITTALS
A. Documents for Review:
1. Small Size Sheets, Not Larger Than 8-1/2 x 11 inches: Submit the number of copies that Contractor requires, plus two copies that will be retained by Architect.

2. Larger Sheets, Not Larger Than 24 X 36 inches: Submit the number of opaque reproductions that Contractor requires, plus two copies that will be retained by Architect.

B. Documents for Information: Submit two copies.

C. Documents for Project Closeout: Make one reproduction of submittal originally reviewed. Submit one extra of submittals for information.

D. Samples: Submit the number specified in individual specification sections; one of which will be retained by Architect.
   1. After review, produce duplicates.
   2. Retained samples will not be returned to Contractor unless specifically so stated.

3.08 SUBMITTAL PROCEDURES

A. Shop Drawing Procedures:
   1. Prepare accurate, drawn-to-scale, original shop drawing documentation by interpreting the Contract Documents and coordinating related Work.
   2. Generic, non-project specific information submitted as shop drawings do not meet the requirements for shop drawings.

B. Transmit each submittal with a copy of approved submittal form.

C. Transmit each submittal with AIA Form G810 or approved equal format.

D. Sequentially number the transmittal form. Revise submittals with original number and a sequential alphabetic suffix.

E. Identify Project, Contractor, Subcontractor or supplier; pertinent drawing and detail number, and specification section number, as appropriate on each copy.

F. Apply Contractor's stamp, signed or initialed certifying that review, approval, verification of Products required, field dimensions, adjacent construction Work, and coordination of information is in accordance with the requirements of the Work and Contract Documents.

G. Deliver submittals to Architect at business address.

H. Schedule submittals to expedite the Project, and coordinate submission of related items.

I. For each submittal for review, allow 15 days excluding delivery time to and from Contractor.

J. Identify variations from Contract Documents and Product or system limitations that may be detrimental to successful performance of the completed Work.

K. Provide space for Contractor and Architect review stamps.

L. When revised for resubmission, identify all changes made since previous submission.

M. Distribute reviewed submittals as appropriate. Instruct parties to promptly report any inability to comply with requirements.

N. Submittals not requested will not be recognized or processed.

END OF SECTION
SECTION 01 3216
CONSTRUCTION PROGRESS SCHEDULE

PART 1 GENERAL
1.01 SECTION INCLUDES
   A. Construction progress schedule, bar chart type.

1.02 RELATED SECTIONS
   A. Section 01 1000 - Summary: Work sequence.

1.03 SUBMITTALS
   A. Within 10 days after joint review, submit complete schedule.
   B. Submit updated schedule with each Application for Payment.

1.04 SCHEDULE FORMAT
   A. Sheet Size: Multiples of 8-1/2 x 11 inches.

PART 3 EXECUTION
2.01 BAR CHARTS
   A. Include a separate bar for each major portion of Work or operation.
   B. Identify the first work day of each week.

2.02 UPDATING SCHEDULE
   A. Maintain schedules to record actual start and finish dates of completed activities.
   B. Indicate progress of each activity to date of revision, with projected completion date of each activity.
   C. Identify activities modified since previous submittal, major changes in Work, and other identifiable changes.
   D. Indicate changes required to maintain Date of Substantial Completion.
   E. Submit reports required to support recommended changes.

2.03 DISTRIBUTION OF SCHEDULE
   A. Distribute copies of updated schedules to Contractor's project site file, to Subcontractors, suppliers, Architect, Owner, and other concerned parties.
   B. Instruct recipients to promptly report, in writing, problems anticipated by projections shown in schedules.

END OF SECTION
SECTION 01 5000
TEMPORARY FACILITIES AND CONTROLS

PART 1 GENERAL

1.01 SECTION INCLUDES
   A. Temporary sanitary facilities.
   B. Temporary Controls: Barriers.
   C. Security requirements.
   D. Waste removal facilities and services.

1.02 TEMPORARY SANITARY FACILITIES
   A. Provide and maintain required facilities and enclosures. Provide at time of project mobilization.
   B. Maintain daily in clean and sanitary condition.

1.03 BARRIERS
   A. Provide barriers to prevent unauthorized entry to construction areas, to prevent access to areas that could be hazardous to workers or the public and to protect existing facilities and adjacent properties from damage from construction operations and demolition.
   B. Provide barricades and covered walkways required by governing authorities for public rights-of-way and for public access to existing building.
   C. Protect non-owned vehicular traffic, stored materials, site, and structures from damage.

1.04 WASTE REMOVAL
   A. Provide waste removal facilities and services as required to maintain the site in clean and orderly condition.
   B. Provide containers with lids. Remove trash from site periodically.

1.05 REMOVAL OF UTILITIES, FACILITIES, AND CONTROLS
   A. Remove temporary utilities, equipment, facilities, materials, prior to Date of Substantial Completion inspection.
   B. Clean and repair damage caused by installation or use of temporary work.
   C. Restore existing facilities used during construction to original condition.

END OF SECTION
SECTION 01 7000
EXECUTION AND CLOSEOUT REQUIREMENTS

PART 1 GENERAL

1.01 SECTION INCLUDES

A. Examination, preparation, and general installation procedures.
B. Cutting and patching.
C. Cleaning and protection.
D. Closeout procedures, including Contractor's Correction Punch List, except payment procedures.

1.02 RELATED REQUIREMENTS

A. Section 01 1000 - Summary: Limitations on working in existing building; continued occupancy; work sequence; identification of salvaged and relocated materials.
B. Section 01 3000 - Administrative Requirements: Submittals procedures, Electronic document submittal service.
C. Section 01 5000 - Temporary Facilities and Controls:
D. Section 01 7800 - Closeout Submittals: Project record documents, operation and maintenance data, warranties and bonds.

1.03 SUBMITTALS

A. See Section 01 3000 - Administrative Requirements, for submittal procedures.
B. Demolition Plan: Submit demolition plan as specified by OSHA and local authorities.
   1. Indicate extent of demolition, removal sequence, bracing and shoring, and location and construction of barricades and fences. Include design drawings and calculations for bracing and shoring.
   2. Identify demolition firm and submit qualifications.
   3. Include a summary of safety procedures.
C. Cutting and Patching: Submit written request in advance of cutting or alteration that affects:
   1. Structural integrity of any element of Project.
   2. Efficiency, maintenance, or safety of any operational element.
   4. Work of Owner or separate Contractor.

1.04 PROJECT CONDITIONS

A. Ventilate enclosed areas to assist cure of materials, to dissipate humidity, and to prevent accumulation of dust, fumes, vapors, or gases.

1.05 COORDINATION

A. Coordinate scheduling, submittals, and work of the various sections of the Project Manual to ensure efficient and orderly sequence of installation of interdependent construction elements, with provisions for accommodating items installed later.
B. Notify affected utility companies and comply with their requirements.
C. Coordinate space requirements, supports, and installation of mechanical and electrical work that are indicated diagrammatically on Drawings. Follow routing shown for pipes, ducts, and conduit, as closely as practicable; place runs parallel with lines of building. Utilize spaces efficiently to maximize accessibility for other installations, for maintenance, and for repairs.
D. In finished areas, conceal pipes, ducts, and wiring within the construction. Coordinate locations of fixtures and outlets with finish elements.
E. Coordinate completion and clean-up of work of separate sections.
F. After Owner occupancy of premises, coordinate access to site for correction of defective work and work not in accordance with Contract Documents, to minimize disruption of Owner's activities.
PART 2 PRODUCTS

2.01 PATCHING MATERIALS
A. New Materials: As specified in product sections; match existing products and work for patching and extending work.
B. Type and Quality of Existing Products: Determine by inspecting and testing products where necessary, referring to existing work as a standard.
C. Product Substitution: For any proposed change in materials, submit request for substitution described in Section 01 6000 - Product Requirements.

PART 3 EXECUTION

3.01 EXAMINATION
A. Examine and verify specific conditions described in individual specification sections.
B. Take field measurements before confirming product orders or beginning fabrication, to minimize waste due to over-ordering or misfabrication.
C. Prior to Cutting: Examine existing conditions prior to commencing work, including elements subject to damage or movement during cutting and patching. After uncovering existing work, assess conditions affecting performance of work. Beginning of cutting or patching means acceptance of existing conditions.

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

3.03 LAYING OUT THE WORK
A. Promptly notify Architect of any discrepancies discovered.

3.04 GENERAL INSTALLATION REQUIREMENTS
A. Install products as specified in individual sections, in accordance with manufacturer's instructions and recommendations, and so as to avoid waste due to necessity for replacement.
B. Make vertical elements plumb and horizontal elements level, unless otherwise indicated.
C. Install equipment and fittings plumb and level, neatly aligned with adjacent vertical and horizontal lines, unless otherwise indicated.
D. Make consistent texture on surfaces, with seamless transitions, unless otherwise indicated.
E. Make neat transitions between different surfaces, maintaining texture and appearance.

3.05 CUTTING AND PATCHING
A. Whenever possible, execute the work by methods that avoid cutting or patching.
B. Perform whatever cutting and patching is necessary to:
   1. Complete the work.
   2. Fit products together to integrate with other work.
   3. Provide openings for penetration of mechanical, electrical, and other services.
   4. Match work that has been cut to adjacent work.
   5. Repair areas adjacent to cuts to required condition.
   6. Repair new work damaged by subsequent work.
   7. Remove samples of installed work for testing when requested.
   8. Remove and replace defective and non-conforming work.
C. Execute cutting and patching to complete the work, to uncover work in order to install improperly sequenced work, to remove and replace defective or non-conforming work, to remove samples of installed work for testing when requested, to provide openings in the work
for penetration of mechanical and electrical work, to execute patching to complement adjacent work, and to fit products together to integrate with other work.

D. Execute work by methods that avoid damage to other work and that will provide appropriate surfaces to receive patching and finishing. In existing work, minimize damage and restore to original condition.

E. Cut rigid materials using masonry saw or core drill. Pneumatic tools not allowed without prior approval.

F. Restore work with new products in accordance with requirements of Contract Documents.

G. Fit work air tight to pipes, sleeves, ducts, conduit, and other penetrations through surfaces.

H. At penetrations of fire rated walls, partitions, ceiling, or floor construction, completely seal voids with fire rated material, to full thickness of the penetrated element.

I. Patching:
   1. Finish patched surfaces to match finish that existed prior to patching. On continuous surfaces, refinish to nearest intersection or natural break. For an assembly, refinish entire unit.
   2. Match color, texture, and appearance.
   3. Repair patched surfaces that are damaged, lifted, discolored, or showing other imperfections due to patching work. If defects are due to condition of substrate, repair substrate prior to repairing finish.

J. Refinish surfaces to match adjacent finish. For continuous surfaces, refinish to nearest intersection or natural break. For an assembly, refinish entire unit.

K. Make neat transitions. Patch work to match adjacent work in texture and appearance. Where new work abuts or aligns with existing, perform a smooth and even transition.

3.06 PROGRESS CLEANING

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

B. Remove debris and rubbish from pipe chases, plenums, attics, crawl spaces, and other closed or remote spaces, prior to enclosing the space.

C. Broom and vacuum clean interior areas prior to start of surface finishing, and continue cleaning to eliminate dust.

D. Collect and remove waste materials, debris, and trash/rubbish from site periodically and dispose off-site; do not burn or bury.

3.07 PROTECTION OF INSTALLED WORK

A. Protect installed work from damage by construction operations.

B. Provide special protection where specified in individual specification sections.

C. Provide temporary and removable protection for installed products. Control activity in immediate work area to prevent damage.

D. Provide protective coverings at walls, projections, jambs, sills, and soffits of openings.

E. Protect finished floors, stairs, and other surfaces from traffic, dirt, wear, damage, or movement of heavy objects, by protecting with durable sheet materials.

F. Prohibit traffic or storage upon waterproofed or roofed surfaces. If traffic or activity is necessary, obtain recommendations for protection from waterproofing or roofing material manufacturer.

G. Remove protective coverings when no longer needed; reuse or recycle plastic coverings if possible.

3.08 ADJUSTING

A. Adjust operating products and equipment to ensure smooth and unhindered operation.
3.09 FINAL CLEANING
   A. Use cleaning materials that are nonhazardous.
   B. Clean interior and exterior glass, surfaces exposed to view; remove temporary labels, stains and foreign substances, polish transparent and glossy surfaces, vacuum carpeted and soft surfaces.
   C. Remove all labels that are not permanent. Do not paint or otherwise cover fire test labels or nameplates on mechanical and electrical equipment.
   D. Clean equipment and fixtures to a sanitary condition with cleaning materials appropriate to the surface and material being cleaned.
   E. Clean filters of operating equipment.
   F. Remove waste, surplus materials, trash/rubbish, and construction facilities from the site; dispose of in legal manner; do not burn or bury.

3.10 CLOSEOUT PROCEDURES
   A. Make submittals that are required by governing or other authorities.
   B. Accompany Project Coordinator on preliminary inspection to determine items to be listed for completion or correction in the Contractor's Correction Punch List for Contractor's Notice of Substantial Completion.
   C. Notify Architect when work is considered ready for Architect's Substantial Completion inspection.
   D. Submit written certification containing Contractor's Correction Punch List, that Contract Documents have been reviewed, work has been inspected, and that work is complete in accordance with Contract Documents and ready for Architect's Substantial Completion inspection.
   E. Conduct Substantial Completion inspection and create Final Correction Punch List containing Architect's and Contractor's comprehensive list of items identified to be completed or corrected and submit to Architect.
   F. Correct items of work listed in Final Correction Punch List and comply with requirements for access to Owner-occupied areas.
   G. Notify Architect when work is considered finally complete and ready for Architect's Substantial Completion final inspection.
   H. Complete items of work determined by Architect listed in executed Certificate of Substantial Completion.

END OF SECTION
SECTION 01 7800
CLOSEOUT SUBMITTALS

PART 1  GENERAL

1.01 SECTION INCLUDES
A. Project Record Documents.
B. Operation and Maintenance Data.

1.02 RELATED REQUIREMENTS
A. Section 00 7200 - General Conditions: Performance bond and labor and material payment bonds, warranty, and correction of work.
B. Section 01 3000 - Administrative Requirements: Submittals procedures, shop drawings, product data, and samples.
C. Individual Product Sections: Specific requirements for operation and maintenance data.
D. Individual Product Sections: Warranties required for specific products or Work.

1.03 SUBMITTALS
A. Operation and Maintenance Data:
   1. For equipment, or component parts of equipment put into service during construction and operated by Owner, submit completed documents within ten days after acceptance.
   2. Submit two sets of revised final documents in final form within 10 days after final inspection.

PART 2  PRODUCTS - NOT USED

PART 3  EXECUTION

3.01 PROJECT RECORD DOCUMENTS
A. Maintain on site one set of the following record documents; record actual revisions to the Work:
   1. Drawings.
   2. Specifications.
   3. Addenda.
   4. Change Orders and other modifications to the Contract.
B. Ensure entries are complete and accurate, enabling future reference by Owner.
C. Store record documents separate from documents used for construction.
D. Record information concurrent with construction progress.
E. Specifications: Legibly mark and record at each product section description of actual products installed, including the following:
   1. Manufacturer's name and product model and number.
   2. Changes made by Addenda and modifications.
F. Record Drawings: Legibly mark each item to record actual construction including:
   1. Field changes of dimension and detail.
   2. Details not on original Contract drawings.

3.02 OPERATION AND MAINTENANCE DATA
A. Source Data: For each product or system, list names, addresses and telephone numbers of Subcontractors and suppliers, including local source of supplies and replacement parts.
B. Product Data: Mark each sheet to clearly identify specific products and component parts, and data applicable to installation. Delete inapplicable information.
C. Drawings: Supplement product data to illustrate relations of component parts of equipment and systems, to show control and flow diagrams. Do not use Project Record Documents as maintenance drawings.
D. Typed Text: As required to supplement product data. Provide logical sequence of instructions for each procedure, incorporating manufacturer's instructions.

3.03 OPERATION AND MAINTENANCE DATA FOR MATERIALS AND FINISHES
A. For Each Product, Applied Material, and Finish:
   1. Product data, with catalog number, size, composition, and color and texture designations.
B. Instructions for Care and Maintenance: Manufacturer's recommendations for cleaning agents and methods, precautions against detrimental cleaning agents and methods, and recommended schedule for cleaning and maintenance.
C. Additional information as specified in individual product specification sections.
D. Where additional instructions are required, beyond the manufacturer's standard printed instructions, have instructions prepared by personnel experienced in the operation and maintenance of the specific products.

3.04 OPERATION AND MAINTENANCE DATA FOR EQUIPMENT AND SYSTEMS
A. For Each Item of Equipment and Each System:
   1. Description of unit or system, and component parts.
   2. Identify function, normal operating characteristics, and limiting conditions.
   3. Include performance curves, with engineering data and tests.
   4. Complete nomenclature and model number of replaceable parts.
B. Where additional instructions are required, beyond the manufacturer's standard printed instructions, have instructions prepared by personnel experienced in the operation and maintenance of the specific products.
C. Operating Procedures: Include start-up, break-in, and routine normal operating instructions and sequences. Include regulation, control, stopping, shut-down, and emergency instructions. Include summer, winter, and any special operating instructions.
D. Maintenance Requirements: Include routine procedures and guide for preventative maintenance and trouble shooting; disassembly, repair, and reassembly instructions; and alignment, adjusting, balancing, and checking instructions.
E. Provide servicing and lubrication schedule, and list of lubricants required.
F. Include manufacturer's printed operation and maintenance instructions.
G. Include sequence of operation by controls manufacturer.
H. Provide original manufacturer's parts list, illustrations, assembly drawings, and diagrams required for maintenance.
I. Additional Requirements: As specified in individual product specification sections.

3.05 ASSEMBLY OF OPERATION AND MAINTENANCE MANUALS
A. Assemble operation and maintenance data into durable manuals for Owner's personnel use, with data arranged in the same sequence as, and identified by, the specification sections.
B. Where systems involve more than one specification section, provide separate tabbed divider for each system.
C. Prepare instructions and data by personnel experienced in maintenance and operation of described products.
D. Prepare data in the form of an instructional manual.
E. Binders: Commercial quality, 8-1/2 by 11 inch three D side ring binders with durable plastic covers; 2 inch maximum ring size. When multiple binders are used, correlate data into related consistent groupings.
F. Cover: Identify each binder with typed or printed title OPERATION AND MAINTENANCE INSTRUCTIONS; identify title of Project; identify subject matter of contents.
G. Project Directory: Title and address of Project; names, addresses, and telephone numbers of Architect, Consultants, Contractor and subcontractors, with names of responsible parties.
H. Tables of Contents: List every item separated by a divider, using the same identification as on the divider tab; where multiple volumes are required, include all volumes Tables of Contents in each volume, with the current volume clearly identified.

I. Dividers: Provide tabbed dividers for each separate product and system; identify the contents on the divider tab; immediately following the divider tab include a description of product and major component parts of equipment.

J. Text: Manufacturer's printed data, or typewritten data on 24 pound paper.

K. Drawings: Provide with reinforced punched binder tab. Bind in with text; fold larger drawings to size of text pages.

END OF SECTION
PART 1  GENERAL

1.01  SECTION INCLUDES
A. Selective demolition of building elements for alteration purposes.

1.02  RELATED REQUIREMENTS
A. Section 01 1000 - Summary: Limitations on Contractor's use of site and premises.
B. Section 01 5000 - Temporary Facilities and Controls: Site fences, security, protective barriers, and waste removal.
C. Section 01 6000 - Product Requirements: Handling and storage of items removed for salvage and relocation.
D. Section 01 7000 - Execution and Closeout Requirements: Project conditions; protection of benchmark, survey control points, and existing construction to remain; reinstallation of removed products; temporary bracing and shoring.

1.03  REFERENCE STANDARDS

1.04  PROJECT CONDITIONS
A. Comply with other requirements specified in Section 01 7000.

PART 2  PRODUCTS – NOT USED

PART 3  EXECUTION

3.01  SCOPE
A. Remove other items indicated, for salvage, relocation, and as noted on the construction documents.

3.02  GENERAL PROCEDURES AND PROJECT CONDITIONS
A. Comply with applicable codes and regulations for demolition operations and safety of adjacent structures and the public.
   1. Obtain required permits.
   2. Provide, erect, and maintain temporary barriers and security devices.
   3. Conduct operations to minimize effects on and interference with adjacent structures and occupants.
   4. Do not close or obstruct roadways or sidewalks without permit.
   5. Conduct operations to minimize obstruction of public and private entrances and exits; do not obstruct required exits at any time; protect persons using entrances and exits from removal operations.
   6. Obtain written permission from owners of adjacent properties when demolition equipment will traverse, infringe upon or limit access to their property.
B. Do not begin removal until receipt of notification to proceed from Owner.
C. Protect existing structures and other elements that are not to be removed.
   1. Provide bracing and shoring.
   2. Prevent movement or settlement of adjacent structures.
   3. Stop work immediately if adjacent structures appear to be in danger.

3.03  SELECTIVE DEMOLITION FOR ALTERATIONS
A. Drawings showing existing construction and utilities are based on casual field observation and existing record documents only.
   1. Verify that construction and utility arrangements are as shown.
2. Report discrepancies to Architect before disturbing existing installation.
3. Beginning of demolition work constitutes acceptance of existing conditions that would be apparent upon examination prior to starting demolition.

B. Remove existing work as indicated and as required to accomplish new work.
   1. Remove items indicated on drawings.

C. Services (Including but not limited to HVAC, Plumbing, Fire Protection, Electrical, and Telecommunications): Remove existing systems and equipment as indicated.
   1. Maintain existing active systems that are to remain in operation; maintain access to equipment and operational components.
   2. Where existing active systems serve occupied facilities but are to be replaced with new services, maintain existing systems in service until new systems are complete and ready for service.
   3. See Section 01 1000 for other limitations on outages and required notifications.
   4. Verify that abandoned services serve only abandoned facilities before removal.
   5. Remove abandoned pipe, ducts, conduits, and equipment, including those above accessible ceilings; remove back to source of supply where possible, otherwise cap stub and tag with identification.

D. Protect existing work to remain.
   1. Prevent movement of structure; provide shoring and bracing if necessary.
   2. Perform cutting to accomplish removals neatly and as specified for cutting new work.
   3. Repair adjacent construction and finishes damaged during removal work.
   4. Patch as specified for patching new work.

3.04 DEBRIS AND WASTE REMOVAL

   A. Remove debris, junk, and trash from site.
   B. Leave site in clean condition, ready for subsequent work.
   C. Clean up spillage and wind-blown debris from public and private lands.

END OF SECTION
SECTION 06 1000
ROUGH CARPENTRY

PART 1 GENERAL
1.01 SECTION INCLUDES
A. Non-structural dimension lumber framing.
B. Rough opening framing for doors, windows, and roof openings.
C. Fire retardant treated wood materials.
D. Concealed wood blocking, nailers, and supports.

1.02 RELATED REQUIREMENTS
A. Section 05 1200 - Structural Steel Framing: Prefabricated beams and columns for support of wood framing.
B. Section 07 6200 - Sheet Metal Flashing and Trim: Sill flashings.
C. Section 09 2116 - Gypsum Board Assemblies: Gypsum-based sheathing.

1.03 REFERENCE STANDARDS

PART 2 PRODUCTS
2.01 FACTORY WOOD TREATMENT
A. Treated Lumber and Plywood: Comply with requirements of AWPA U1 - Use Category System for wood treatments determined by use categories, expected service conditions, and specific applications.
   1. Fire-Retardant Treated Wood: Mark each piece of wood with producer's stamp indicating compliance with specified requirements.
B. Fire Retardant Treatment:

PART 3 EXECUTION
3.01 INSTALLATION - GENERAL
A. Select material sizes to minimize waste.
B. Reuse scrap to the greatest extent possible; clearly separate scrap for use on site as accessory components, including: shims, bracing, and blocking.

3.02 BLOCKING, NAILERS, AND SUPPORTS
A. Provide framing and blocking members as indicated or as required to support finishes, fixtures, specialty items, and trim.
B. In metal stud walls, provide continuous blocking around door and window openings for anchorage of frames, securely attached to stud framing.
C. In walls, provide blocking attached to studs as backing and support for wall-mounted items, unless item can be securely fastened to two or more studs or other method of support is explicitly indicated.
D. Provide the following specific non-structural framing and blocking:
   1. Cabinets and shelf supports.
   2. Wall brackets.
   3. Wall-mounted door stops.
   4. Chalkboards and marker boards.
   5. Wall paneling and trim.
   6. Joints of rigid wall coverings that occur between studs.

END OF SECTION
SECTION 06 4100
ARCHITECTURAL WOOD CASEWORK

PART 1 GENERAL

1.01 SECTION INCLUDES
A. Specially fabricated cabinet units.
B. Cabinet hardware.

1.02 RELATED REQUIREMENTS
A. Section 06 1000 - Rough Carpentry: Support framing, grounds, and concealed blocking.
B. Section 12 3600 - Countertops.
C. Section 08 8000 - Glazing: Glass for casework.

1.03 REFERENCE STANDARDS
B. AWI/AWMAC/WI (AWS) - Architectural Woodwork Standards; 2009.
D. BHMA A156.9 - American National Standard for Cabinet Hardware; Builders Hardware Manufacturers Association; 2010 (ANSI/BHMA A156.9).
E. PS 1 - Structural Plywood; 2009.

1.04 ADMINISTRATIVE REQUIREMENTS
A. Preinstallation Meeting: Convene a preinstallation meeting not less than one week before starting work of this section; require attendance by all affected installers.

1.05 SUBMITTALS
A. See Section 01 3000 - Administrative Requirements, for submittal procedures.
B. Shop Drawings: Indicate materials, component profiles and elevations, assembly methods, joint details, fastening methods, accessory listings, hardware location and schedule of finishes.
C. Product Data: Provide data for hardware accessories.
D. Samples: Submit actual samples of architectural cabinet construction, minimum 12 inches square, illustrating proposed cabinet and countertop substrate and finish.
E. Samples: Submit actual sample items of proposed pulls and hinges, demonstrating hardware design, quality, and finish.

1.06 QUALITY ASSURANCE
A. Perform work in accordance with AWI/AWMAC Architectural Woodwork Quality Standards Illustrated, Premium quality, unless other quality is indicated for specific items.
B. Manufacturer Qualifications: Company specializing in manufacturing the products specified in this section with minimum five years of documented experience.

1.07 PRE-INSTALLATION MEETING
A. Convene not less than one week before starting work of this section.

1.08 DELIVERY, STORAGE, AND HANDLING
A. Protect units from moisture damage.

1.09 FIELD CONDITIONS
A. During and after installation of custom cabinets, maintain temperature and humidity conditions in building spaces at same levels planned for occupancy.
PART 2 PRODUCTS

2.01 CABINETS
   A. Quality Grade: Unless otherwise indicated provide products of quality specified by AWI/AWMAC/WI Architectural Woodwork Standards for Premium Grade.

2.02 PANEL MATERIALS
   A. Plywood for Non-Decorative Purposes: NIST PS 1, Interior rated adhesives, core of wood plies from listed species unless otherwise indicated, thickness as indicated or as required by application.
      2. Concealed Surfaces: PS 1; APA B-B Grade, rotary cut Douglas fir face veneer.
   B. Hardboard: AHA A135.4; Pressed wood fiber with resin binder, Class 1 - Tempered, 1/4 inch thick, smooth one side (S1S); use for dust panels and other components indicated on drawings.

2.03 LAMINATE MATERIALS
   A. Manufacturers:
      4. Pionite.
      5. Substitutions: Not permitted.
   B. High Pressure Decorative Laminate (HPDL): NEMA LD 3, types as recommended for specific applications and as scheduled.
      1. Horizontal Surfaces: HGL, 0.039 inch nominal thickness, through color, colors as scheduled, finish as scheduled.
      2. Vertical Surfaces: VGS, 0.028 inch nominal thickness, through color, colors as scheduled, finish as scheduled.
   C. Laminate Backing Sheet: NEMA LD 3, BKL; undecorated plastic laminate.

2.04 ACCESSORIES
   A. Adhesive: Contact cement.
   B. Thermoplastic PVC Edge Banding: Extruded polyvinyl chloride plastic, smooth finish, 3mm thick, width to match component thickness, color match to selected plastic laminate product.
      1. Use at all drawer and door edges.
      2. Manufacturer:
         a. Teknaform, Inc., www.teknaform.com
         c. Substitutions: See Section 01600 - Product Requirements.
   C. Glass: Type as specified in Section 08 8000.
   D. Fasteners: Size and type to suit application.
   E. Bolts, Nuts, Washers, Lags, Pins, and Screws: Of size and type to suit application; chrome-plated finish in concealed locations and stainless steel finish in exposed locations.
   F. Grommets: Standard plastic or stainless steel grommets with covers for cut-outs, in color to match adjacent surface; size as approved by Architect.
   G. Waste Slot, Calendar and Dual Theft Proof Pen Station:
      1. Allyn Date-Write Systems, Product: Model #7182, Duranodic clear anodized aluminum: www.allyndate-write.com

2.05 HARDWARE
   A. Hardware: BHMA A156.9, types as indicated for quality grade specified.
B. Adjustable Shelf Supports: Standard side-mounted system using recessed metal shelf standards or multiple holes for pin supports and coordinated self rests, satin chrome finish, for nominal 1 inch spacing adjustments.

C. Shelf Standards and Brackets: Knape & Vogt #186.

D. Drawer and Door Pulls: "U" shaped wire pull, aluminum with satin finish, 4 inch centers.

E. Cabinet Locks: Keyed cylinder, two keys per lock, master keyed, steel with chrome finish.

F. Catches: Magnetic.

G. Drawer Slides:
   1. Type: Full extension.
   2. Static Load Capacity: Heavy Duty grade.
   4. Stops: Integral type.
   5. Products:
      d. Substitutions: See Section 01 6000 - Product Requirements.

H. Hinges: European style concealed self-closing type, steel with polished finish.
   1. Products:
      d. Substitutions: See Section 01 6000 - Product Requirements.

2.06 FABRICATION

A. Cabinet Style: Flush overlay.

B. Drawer Construction Technique: Dovetail joints.

C. Assembly: Shop assemble cabinets for delivery to site in units easily handled and to permit passage through building openings.

D. Edging: Fit shelves, doors, and exposed edges with specified edging. Do not use more than one piece for any single length.

E. Cap exposed plastic laminate finish edges with material of same finish and pattern.

F. Door and Drawer Fronts: 3/4 inch thick; flush style.

G. Fitting: When necessary to cut and fit on site, provide materials with ample allowance for cutting. Provide matching trim for scribing and site cutting.

H. Plastic Laminate: Apply plastic laminate finish in full uninterrupted sheets consistent with manufactured sizes. Fit corners and joints hairline; secure with concealed fasteners. Slightly bevel arises. Locate counter butt joints minimum 2 feet from sink cut-outs.
   1. Apply laminate backing sheet to reverse side of plastic laminate finished surfaces.
   2. Cap exposed plastic laminate finish edges with material of same finish and pattern.

I. Apply laminate backing sheet to reverse side of plastic laminate finished surfaces.

J. Provide cutouts for inserts and outlet boxes. Verify locations of cutouts from on-site dimensions. Prime paint cut edges.

PART 3 EXECUTION

3.01 EXAMINATION

A. Verify adequacy of backing and support framing.

B. Verify location and sizes of utility rough-in associated with work of this section.
3.02 INSTALLATION
   A. Set and secure custom cabinets in place, assuring that they are rigid, plumb, and level.
   B. Use fixture attachments in concealed locations for wall mounted components.
   C. Use concealed joint fasteners to align and secure adjoining cabinet units.
   D. Carefully scribe casework abutting other components, with maximum gaps of 1/32 inch. Do not use additional overlay trim for this purpose.
   E. Secure cabinets to floor using appropriate angles and anchorages.
   F. Site glaze glass materials using the Interior Dry method specified in Section 08 8000.

3.03 ADJUSTING
   A. Test installed work for rigidity and ability to support loads.
   B. Adjust moving or operating parts to function smoothly and correctly.

3.04 CLEANING
   A. Clean casework, counters, shelves, hardware, fittings, and fixtures.

END OF SECTION
SECTION 06 6510
SOLID SURFACE FABRICATIONS

PART 1 — GENERAL

1.01 RELATED DOCUMENTS
A. Drawings and general provisions of the contract, including general and supplementary conditions and Division 1 Specification Sections, apply to this Section.

1.02 SUMMARY
A. This Section includes the following horizontal and trim solid surface product types:
   1. Shelves
B. Related Sections include the following:
   1. Division 6 Section “Rough Carpentry” for Blocking.

1.03 DEFINITION
A. Solid surface is defined as nonporous, homogeneous material maintaining the same composition throughout the part with a composition of acrylic polymer, aluminum trihydrate filler and pigment.

1.04 SUBMITTALS
A. Product data:
   1. For each type of product indicated.
   2. Product data for the following:
      a. Chemical-resistant tops
B. Shop drawings:
   1. Show location of each item, dimensioned plans and elevations, large-scale details, attachment devices and other components.
      a. Show full-size details, edge details, thermoforming requirements, attachments, etc.
      b. Show locations and sizes of furring, blocking, including concealed blocking and reinforcement specified in other Sections.
      c. Show locations and sizes of cutouts and holes for plumbing fixtures, faucets, soap dispensers, waste receptacle and other items installed in solid surface.
C. Samples:
   1. For each type of product indicated.
      a. Submit minimum 6-inch by 6-inch sample in specified gloss.
      b. Cut sample and seam together for representation of inconspicuous seam.
      c. Indicate full range of color and pattern variation.
      d. Approved samples will be retained as a standard for work.
D. Product data:
   1. Indicate product description, fabrication information and compliance with specified performance requirements.

1.05 QUALITY ASSURANCE
A. Applicable standards:
   1. Standards of the following, as referenced herein:
      a. American National Standards Institute (ANSI)
      b. American Society for Testing and Materials (ASTM)
      c. National Electrical Manufacturers Association (NEMA)
      d. 2. Fire test response characteristics:
         1) Provide with the following Class A (Class I) surface burning characteristics as determined by testing identical products per UL 723 (ASTM E84) or another testing and inspecting agency acceptable to authorities having jurisdiction:
            (a) Flame Spread Index: 25 or less.
            (b) Smoke Developed Index: 450 or less.
B. Coordination drawings:
   1. Shall be prepared indicating:
      a. Indicate location of all walls (rated and non-rated), blocking locations and recessed
         wall items, etc.

1.06 DELIVERY, STORAGE AND HANDLING
A. Deliver no components to project site until areas are ready for installation.
B. Handle materials to prevent damage to finished surfaces.
   1. Provide protective coverings to prevent physical damage or staining following installation
      for duration of project.

1.07 WARRANTY
A. Provide manufacturer’s warranty against defects in materials.
   1. Warranty shall provide material and labor to repair or replace defective materials.
   2. Damage caused by physical or chemical abuse or damage from excessive heat will not be
      warranted.

1.08 MAINTENANCE
A. Provide maintenance requirements as specified by the manufacturer.

PART 2 — PRODUCTS
2.01 MANUFACTURERS
A. Manufacturers:
   1. Subject to compliance with requirements, provide products by one of the following:
      a. Corian® surfaces from the DuPont company (Group F).

2.02 MATERIALS
A. Solid polymer components
   1. Cast, nonporous, filled polymer, not coated, laminated or of composite construction with
      through body colors meeting ANSI Z124.3 or ANSI Z124.6, having minimum physical and
      performance properties specified.
   2. Superficial damage to a depth of 0.010 inch (.25 mm) shall be repairable by sanding
      and/or polishing.
B. Thickness:
   1. 3/4 inch
C. Edge treatment:
   1. See Construction Documents
D. Performance characteristics:
E. Property Typical Result Test
   1. Tensile Strength 6,000 psi ASTM D 638
   2. Tensile Modulus 1.5 x 10-6 psi ASTM D 638
   3. Tensile Elongation 0.4% min. ASTM D 638
   4. Flexural Strength 10,000 psi ASTM D 790
   5. Flexural Modulus 1.2 x 10-6 psi ASTM D 790
   6. Hardness >85 Rockwell “M” ScaleASTM D 785
   7. Flame Spread Index<25
   8. Smoke Developed Index <25

2.03

2.04 ACCESSORIES
A. Joint adhesive:
   1. Manufacturer’s standard one- or two-part adhesive kit to create inconspicuous, nonporous
      joints.
B. Sealant:
1. Manufacturer’s standard mildew-resistant, FDA-compliant, NSF 51-compliant, UL-listed silicone sealant in colors matching components.

2.05 FACTORY FABRICATION

A. A. Shop assembly
   1. Fabricate components to greatest extent practical to sizes and shapes indicated, in accordance with approved shop drawings and manufacturer’s printed instructions and technical bulletins.
   2. Form joints between components using manufacturer’s standard joint adhesive without conspicuous joints.
      a. Reinforce with strip of solid polymer material, 2” wide.
      b. Provide factory cutouts for plumbing fittings and bath accessories as indicated on the drawings.
      c. Rout and finish component edges with clean, sharp returns.
         1) Rout cutouts, radii and contours to template.
         2) Smooth edges.
         3) Repair or reject defective and inaccurate work.

2.06 FINISHES

A. Select from the manufacturer’s standard color chart.
   1. Color:
      a. See Schedule on Construction Documents.
   B. Finish:
      1. Provide surfaces with a uniform finish.

PART 3 — EXECUTION

3.01 EXAMINATION

A. Examine substrates and conditions, with fabricator present for compliance with requirements for installation tolerances and other conditions affecting performance of work.

B. Proceed with installation only after unsatisfactory conditions have been corrected.

3.02 INSTALLATION

A. Install components plumb, level and rigid, scribed to adjacent finishes, in accordance with approved shop drawings and product data.
   1. Provide product in the largest pieces available.
   2. Form field joints using manufacturer’s recommended adhesive, with joints inconspicuous in finished work.
   3. Exposed joints/seams shall not be allowed.
   4. Reinforce field joints with solid surface strips extending a minimum of 1 inch on either side of the seam with the strip being the same thickness as the top.
   5. Cut and finish component edges with clean, sharp returns.
   6. Rout radii and contours to template.
   7. Anchor securely to base cabinets or other supports.
   8. Align adjacent countertops and form seams to comply with manufacturer’s written recommendations using adhesive in color to match countertop.
   9. Carefully dress joints smooth, remove surface scratches and clean entire surface.
   10. Install countertops with no more than 1/8-inch (3 mm) sag, bow or other variation from a straight line.

3.03 REPAIR

A. Repair or replace damaged work which cannot be repaired to architect’s satisfaction.

3.04 CLEANING AND PROTECTION

A. Keep components clean during installation.
B. Remove adhesives, sealants and other stains.

3.05 SCHEDULE
A. See Construction Documents
PART 1 GENERAL

1.01 SECTION INCLUDES

A. Board insulation at cavity wall construction.

1.02 REFERENCE STANDARDS


PART 2 PRODUCTS

2.01 BATT INSULATION MATERIALS

A. Where batt insulation is indicated, either glass fiber or mineral fiber batt insulation may be used, at Contractor's option.
B. Glass Fiber Batt Insulation: Flexible preformed batt or blanket, complying with ASTM C665; friction fit.
   1. Combustibility: Non-combustible, when tested in accordance with ASTM E136, except for facing, if any.
C. Mineral Fiber Batt Insulation: Flexible or semi-rigid preformed batt or blanket, complying with ASTM C665; friction fit; unfaced flame spread index of 0 (zero) when tested in accordance with ASTM E84.
   1. Smoke Developed Index: 0 (zero), when tested in accordance with ASTM E84.

PART 3 EXECUTION

3.01 BATT INSTALLATION

A. Trim insulation neatly to fit spaces. Insulate miscellaneous gaps and voids.
B. Fit insulation tightly in cavities and tightly to exterior side of mechanical and electrical services within the plane of the insulation.

END OF SECTION
**SECTION 07 9005**

**JOINT SEALERS**

**PART 1 GENERAL**

1.01 SECTION INCLUDES
   A. Sealants and joint backing.

1.02 RELATED REQUIREMENTS
   A. Section 07 8400 - Firestopping: Firestopping sealants.
   B. Section 08 8000 - Glazing: Glazing sealants and accessories.
   C. Section 09 2116 - Gypsum Board Assemblies: Acoustic sealant.

1.03 REFERENCE STANDARDS

1.04 ADMINISTRATIVE REQUIREMENTS
   A. Coordinate the work with other sections referencing this section.

1.05 SUBMITTALS
   A. Product Data: Provide data indicating sealant chemical characteristics, performance criteria, substrate preparation, limitations, and color availability.
   B. Samples: Submit two samples, 1/4 x 2 in size illustrating sealant colors for selection.
   C. Manufacturer's Installation Instructions: Indicate special procedures, surface preparation, and perimeter conditions requiring special attention.

1.06 QUALITY ASSURANCE
   A. Manufacturer Qualifications: Company specializing in manufacturing the Products specified in this section with minimum three years documented experience.
   B. Applicator Qualifications: Company specializing in performing the work of this section with minimum two years experience.

1.07 FIELD CONDITIONS
   A. Maintain temperature and humidity recommended by the sealant manufacturer during and after installation.

1.08 WARRANTY
   A. Correct defective work within a five year period after Date of Substantial Completion.
   B. Warranty: Include coverage for installed sealants and accessories which fail to achieve airtight seal, exhibit loss of adhesion or cohesion, or do not cure.

**PART 2 PRODUCTS**

2.01 MANUFACTURERS
   A. Silicone Sealants:
      1. Bondaflex Technologies: www.bondaflex.com
      3. Dow Corning Corporation.
B. Butyl Sealants:

2.02 SEALANTS
A. General Purpose Above Grade Exterior Sealant: Silicone; ASTM C 920, Type S, Grade NS, Class 100/50, Uses NT, M, G, A, O; Single component.
   1. Product: Sil 290 FPS-NB manufactured by Bondaflex Technologies.
   2. Color: Match adjacent finished surfaces, unless otherwise indicated.
   3. Primer: As recommended by manufacturer for applications.
   4. Applications: Use for:

B. General Purpose Interior Sealant: Siliconized Acrylic; ASTM C 834, Single component, low shrinkage, non-sag, multi-purpose, non-staining, paintable and sandable.
   1. Product: Sil-A 700 manufactured by Bondaflex Technologies.
   2. Color: Match adjacent finished surfaces, unless otherwise indicated.
   3. Primer: As recommended by manufacturer for applications.
   4. Applications: Use for:

C. Interior Butt-Glazed Glass Sealant: Glass Clear Acetoxy Silicone; ASTM C 920, Type S, Grade NS, Class 25, Uses NT, G, A, O; Single component, non-sag, elastomeric.
   1. Product: Sil 100 GC, Glass Clear manufactured by Bondaflex Technologies.
   2. Primer: As recommended by manufacturer for applications.
   3. Applications: Use for:

2.03 ACCESSORIES
A. Primer: Non-staining type, recommended by sealant manufacturer to suit application.
B. Joint Cleaner: Non-corrosive and non-staining type, recommended by sealant manufacturer; compatible with joint forming materials.
C. Joint Backing: Round foam rod compatible with sealant; ASTM D 1667, closed cell PVC; oversized 30 to 50 percent larger than joint width.
D. Bond Breaker: Pressure sensitive tape recommended by sealant manufacturer to suit application.

PART 3 EXECUTION
3.01 EXAMINATION
A. Verify that substrate surfaces and joint openings are ready to receive work.
B. Verify that joint backing and release tapes are compatible with sealant.

3.02 PREPARATION
A. Remove loose materials and foreign matter that could impair adhesion of sealant.
B. Clean and prime joints in accordance with manufacturer's instructions.
C. Perform preparation in accordance with manufacturer's instructions and ASTM C1193.
D. Protect elements surrounding the work of this section from damage or disfigurement.

3.03 INSTALLATION
A. Perform work in accordance with sealant manufacturer's requirements for preparation of surfaces and material installation instructions.
B. Perform installation in accordance with ASTM C1193.
C. Perform acoustical sealant application work in accordance with ASTM C919.
D. Measure joint dimensions and size joint backers to achieve width-to-depth ratio, neck dimension, and surface bond area as recommended by manufacturer, except where specific dimensions are indicated.
E. Install bond breaker where joint backing is not used.
F. Install sealant free of air pockets, foreign embedded matter, ridges, and sags.
G. Apply sealant within recommended application temperature ranges. Consult manufacturer when sealant cannot be applied within these temperature ranges.
H. Tool joints concave.

3.04 CLEANING
   A. Clean adjacent soiled surfaces.

3.05 PROTECTION
   A. Protect sealants until cured.
SECTION 08 4313
ALUMINUM-FRAMED STOREFRONTS

PART 1 GENERAL

1.01 SECTION INCLUDES
   A. Aluminum doors and frames with vision glass.
   B. Perimeter sealant.

1.02 RELATED REQUIREMENTS
   A. Section 07 9005 - Joint Sealers: Perimeter sealant and back-up materials.

1.03 REFERENCE STANDARDS

1.04 ADMINISTRATIVE REQUIREMENTS
   A. Coordinate with installation of other components that comprise the exterior enclosure.

1.05 SUBMITTALS
   A. See Section 01 3000 - Administrative Requirements, for submittal procedures.
   B. Shop Drawings: Indicate system dimensions, framed opening requirements and tolerances, affected related Work, expansion and contraction joint location and details, and field welding required.
   C. Hardware Schedule: Complete itemization of each item of hardware to be provided for each door, cross-referenced to door identification numbers in Contract Documents.

1.06 FIELD CONDITIONS
   A. Do not install sealants when ambient temperature is less than 40 degrees F. Maintain this minimum temperature during and 48 hours after installation.

PART 2 PRODUCTS

2.01 MANUFACTURERS
   A. Aluminum-Framed Storefront and Doors:
      1. General Contractor to match the colored aluminum framing system used in the complex. Submit samples for approval.

2.02 STOREFRONT
   A. Aluminum-Framed Storefront: Factory fabricated, factory finished aluminum framing members with infill, and related flashings, anchorage and attachment devices.
      1. Glazing Position: Centered (front to back).
      2. Vertical Mullion Dimensions: 2 inches wide by 4-1/2 inches deep.
      3. Finish: Class I color anodized.
         a. Factory finish all surfaces that will be exposed in completed assemblies.
         b. Coat concealed metal surfaces that will be in contact with cementitious materials or dissimilar metals with bituminous paint.
      4. Finish Color: Custom color to be matched and samples to be provided for approval.
      5. Fabrication: Joints and corners flush, hairline, and weatherproof, accurately fitted and secured; prepared to receive anchors and hardware; fasteners and attachments concealed from view; reinforced as required for imposed loads.
      6. Movement: Allow for movement between storefront and adjacent construction, without damage to components or deterioration of seals.
7. Perimeter Clearance: Minimize space between framing members and adjacent construction while allowing expected movement.

2.03 COMPONENTS
   A. Aluminum Framing Members: Tubular aluminum sections,
      1. Framing members for interior applications need not be thermally broken.
   B. Swing Doors: Glazed aluminum.

2.04 MATERIALS
   B. Fasteners: Stainless steel.
   C. Perimeter Sealant: Type General Purpose Interior Sealant specified in Section 07 9005.
   D. Glazing Gaskets: Type to suit application to achieve weather, moisture, and air infiltration requirements.

2.05 FINISHES
   A. Class I Natural Anodized Finish: AAMA 611 AA-M12C22A41 Clear anodic coating not less than 0.7 mils thick.
   B. Color: As shown on the drawings.

2.06 HARDWARE
   A. Other Door Hardware: Storefront manufacturer's standard type to suit application.
      1. Finish on Hand-Contacted Items: Polished chrome.
      2. For each door, include pivots, push handle, pull handle, closer, and Key lock.

PART 3 EXECUTION

3.01 INSTALLATION
   A. Install wall system in accordance with manufacturer's instructions.
   B. Attach to structure to permit sufficient adjustment to accommodate construction tolerances and other irregularities.
   C. Provide alignment attachments and shims to permanently fasten system to building structure.
   D. Align assembly plumb and level, free of warp or twist. Maintain assembly dimensional tolerances, aligning with adjacent work.
   E. Provide thermal isolation where components penetrate or disrupt building insulation.
   F. Install hardware using templates provided.
   G. Install perimeter sealant in accordance with Section 07 9005.
   H. Touch-up minor damage to factory applied finish; replace components that cannot be satisfactorily repaired.

3.02 ADJUSTING
   A. Adjust operating hardware and sash for smooth operation.

END OF SECTION
SECTION 08 7100
DOOR HARDWARE

PART 1 GENERAL

1.01 SECTION INCLUDES
A. Hardware for Aluminum doors.

1.02 REFERENCE STANDARDS
A. BHMA A156.4 - American National Standard for Door Controls - Closers; Builders Hardware Manufacturers Association, Inc.; 2013 (ANSI/BHMA A156.4).
B. BHMA A156.6 - American National Standard for Architectural Door Trim; Builders Hardware Manufacturers Association; 2010 (ANSI/BHMA A156.6).
C. BHMA A156.8 - American National Standard for Door Controls - Overhead Stops and Holders; Builders Hardware Manufacturers Association, Inc.; 2010 (ANSI/BHMA A156.8).

1.03 ADMINISTRATIVE REQUIREMENTS
A. Coordinate the manufacture, fabrication, and installation of products that door hardware will be installed upon.

1.04 SUBMITTALS
A. See Section 01 3000 - Administrative Requirements, for submittal procedures.
B. Product Data: Manufacturer's catalog literature for each type of hardware, marked to clearly show products to be furnished for this project.
C. Hardware Schedule: Detailed listing of each item of hardware to be installed on each door. Use door numbering scheme as included in the Contract Documents. Identify electrically operated items and include power requirements.
D. Keying Schedule: Submit for approval of Owner.

1.05 QUALITY ASSURANCE

PART 2 PRODUCTS

2.01 MANUFACTURERS

2.02 DOOR HARDWARE - GENERAL
A. Provide hardware specified or required to make doors fully functional, compliant with applicable codes, and secure to the extent indicated.
B. Provide items of a single type of the same model by the same manufacturer.
C. Provide products that comply with the following:
   1. Applicable provisions of federal, state, and local codes.
   3. Hardware on Fire-Rated Doors, Except Hinges: Listed and classified by UL (DIR) as suitable for the purpose specified and indicated.
   4. Hardware for Smoke and Draft Control Doors (Indicated as "S" on Drawings): Provide hardware that enables door assembly to comply with air leakage requirements of the applicable code.
   5. Products Requiring Electrical Connection: Listed and classified by UL (DIR) as suitable for the purpose specified and indicated.
D. Electrically Operated and/or Controlled Hardware: Provide all power supplies, power transfer hinges, relays, and interfaces required for proper operation; provide wiring between hardware and control components and to building power connection.

E. Finishes: Identified in schedule.

2.03 LOCKS AND LATCHES
A. Locks: Provide a lock for every door, unless specifically indicated as not requiring locking.
   1. If no hardware set is indicated for a swinging door provide an office lockset.
   2. Trim: Provide lever handle or pull trim on outside of all locks unless specifically stated to have no outside trim.
   3. Lock Cylinders: Provide key access on outside of all locks unless specifically stated to have no locking or no outside trim.
B. Lock Cylinders: Manufacturer’s standard tumbler type, six-pin standard core.
   1. Provide cams and/or tailpieces as required for locking devices required.
C. Keying: Consult with WSU.
D. Latches: Provide a latch for every door that is not required to lock, unless specifically indicated “push/pull” or “not required to latch”.

2.04 HINGES

2.05 PIVOTS
A. Pivots: Comply with BHMA A156.17.

2.06 PUSH/PULLS
A. Push/Pulls: Comply with BHMA A156.6.
   1. Provide push and pull on doors not specified to have lockset, latchset, exit device, or auxiliary lock.
B. Manufacturers - Push/Pulls:

2.07 LOCKS AND LATCHES
A. Locks: Provide a lock for every door, unless specifically indicated as not requiring locking.
   1. Hardware Sets indicate locking functions required for each door.
   2. If no hardware set is indicated for a swinging door provide an office lockset.
   3. Trim: Provide lever handle or pull trim on outside of all locks unless specifically stated to have no outside trim.
   4. Lock Cylinders: Provide key access on outside of all locks unless specifically stated to have no locking or no outside trim.
B. Lock Cylinders: Manufacturer’s standard tumbler type, seven-pin Best Core, SFIC core.
   1. Provide cams and/or tailpieces as required for locking devices required.
C. Keying: Keyed in like-groups.
   1. Key to existing keying system.
D. Latches: Provide a latch for every door that is not required to lock, unless specifically indicated “push/pull” or “not required to latch”.

2.08 CLOSERS
A. Closers: Complying with BHMA A156.4.
   1. Provide surface-mounted, door-mounted closers unless otherwise indicated.
   2. Provide a door closer on every exterior door.
   3. Provide a door closer on every fire- and smoke-rated door. Spring hinges are not an acceptable self-closing device unless specifically so indicated.
   4. On pairs of swinging doors, if an overlapping astragal is present, provide coordinator to ensure the leaves close in proper order.
2.09 STOPS AND HOLDERS
   A. Stops: Complying with BHMA A156.8; provide a stop for every swinging door, unless otherwise indicated.
      1. Provide wall stops, unless otherwise indicated.
      2. If wall stops are not practical, due to configuration of room or furnishings, provide overhead stop.
      3. Stop is not required if positive stop feature is specified for door closer; positive stop feature of door closer is not an acceptable substitute for a stop unless specifically so stated.

PART 3 EXECUTION
3.01 EXAMINATION
   A. Verify that doors and frames are ready to receive work; labeled, fire-rated doors and frames are present and properly installed, and dimensions are as indicated on shop drawings.

3.02 INSTALLATION
   A. Install hardware in accordance with manufacturer's instructions and applicable codes.
   B. Use templates provided by hardware item manufacturer.
   C. Install hardware on fire-rated doors and frames in accordance with code and NFPA 80.
   D. Mounting heights for hardware from finished floor to center line of hardware item.

3.03 ADJUSTING
   A. Adjust hardware for smooth operation.

HARDWARE SETS
4.01 HARDWARE SETS - GENERAL NOTES
   A. Contractor shall verify all existing field conditions and notify architect immediately if that which exists differs from that which is shown on drawings.
   B. All work to comply with current Federal, State and Local codes, laws and ordinances.
      1. The requirements of ICC/ANSI A117.1 and the Americans with disabilities act (ADA) are to be fully satisfied. All work shall meet the most stringent requirements of both including, but not limited to clearances, limitations, accessories, etc.
   C. These drawings are prepared in accordance with the limited services for which the architect was contracted. The architect makes no representation that the interpretation of these documents will result in complete compliance with the ADA.
   D. All doors required to be labeled shall be set in labeled frames and identified with UL label and be provided with approved self-closing devices and positive latching hardware.
   E. All designated exit doors shall be equipped with the required egress hardware.
   F. Furnish hardware as scheduled without substitution, no alternates will be approved.
   G. Furnish a keyed cylinder and two cut keys for each locking device specified; keyed to the Owners’ Master System. Include key conference and key system schedule for owners’ approval.
   H. Furnish and provide all necessary reinforcements, brackets, fasteners, spacers and fillers to provide a complete functioning opening.
   I. Provide complete shop drawings, submittals and cut sheets complying with DHI prescribed methods and vertical format double spaced hardware schedule.
      1. Set HW-1;
         a. Opening 3’0” x 8’0” Alum x Alum
         b. Entry Set + Closer and Stop
         c. 2ea. Pivot Hinge By Door Mfg
         d. 1ea. Enty Lock Cylinder BEST (To Match WSU Standard)
         e. 1ea. Push/Pull Decorative Hardware
f. 1ea Closer 7101 BC SCS (push side mount) Stop AL PDQ

END OF SECTION
SECTION 08 8000
GLAZING

PART 1 GENERAL

1.01 SECTION INCLUDES
   A. Glass.

1.02 RELATED REQUIREMENTS
   A. Section 08 4313 - Aluminum-Framed Storefronts: Glazing furnished by storefront manufacturer.

1.03 REFERENCE STANDARDS
   D. GANA (SM) - GANA Sealant Manual; Glass Association of North America; 2008.

1.04 SUBMITTALS
   A. See Section 01 3000 - Administrative Requirements, for submittal procedures.
   B. Product Data on Glass Types: Provide structural, physical and environmental characteristics, size limitations, special handling or installation requirements.

PART 2 PRODUCTS

2.01 GLAZING UNITS
   A. Type S-3 - Single Safety Glazing: Non-fire-rated.
      1. Application: Provide this type of glazing in the following locations:
         a. Glazed lites in doors, except fire doors.
         b. Glazed sidelights to doors, except in fire-rated walls and partitions.
      2. Type: Fully tempered float glass as specified.
      3. Tint: Clear.

2.02 GLASS MATERIALS
   A. Float Glass: Provide float glass based glazing unless noted otherwise.
      1. Annealed Type: ASTM C1036, Type I - Transparent Flat, Class 1 - Clear, Quality-Q3.
      2. Heat-Strengthened and Fully Tempered Types: ASTM C1048, Kind HS and Kind FT.

PART 3 EXECUTION

3.01 PREPARATION
   A. Clean contact surfaces with solvent and wipe dry.
   B. Seal porous glazing channels or recesses with substrate compatible primer or sealer.
   C. Prime surfaces scheduled to receive sealant.
   D. Install sealants in accordance with ASTM C1193 and GANA Sealant Manual.
   E. Install sealants in accordance with manufacturer’s instructions.

END OF SECTION
SECTION 09 0561
COMMON WORK RESULTS FOR FLOORING PREPARATION

PART 1 GENERAL
1.01 SECTION INCLUDES
   A. This section applies to all floors identified in the contract documents as to receive the following types of floor coverings:
   B. Removal of existing floor coverings.
   C. Preparation of new and existing concrete floor slabs for installation of floor coverings.

1.02 REFERENCES
   C. RFCl (RWP) - Recommended Work Practices for Removal of Resilient Floor Coverings; Resilient Floor Covering Institute; October 2011.

PART 2 PRODUCTS
2.01 MATERIALS
   A. Patching Compound: Floor covering manufacturer's recommended product, suitable for conditions, and compatible with adhesive and floor covering. In the absence of any recommendation from flooring manufacturer, provide a product with the following characteristics:
      1. Cementitious moisture-, mildew-, and alkali-resistant compound, compatible with floor, floor covering, and floor covering adhesive, and capable of being feathered to nothing at edges.
      2. Compressive Strength: 3000 psi, minimum, after 28 days, when tested in accordance with ASTM C109/C109M or ASTM C472, whichever is appropriate.
   B. Alternate Flooring Adhesive: Floor covering manufacturer's recommended product, suitable for the moisture and pH conditions present; low-VOC. In the absence of any recommendation from flooring manufacturer, provide a product recommended by adhesive manufacturer as suitable for substrate and floor covering and for conditions present.
   C. Remedial Floor Coating: Single- or multi-layer coating or coating/overlay combination intended by its manufacturer to resist water vapor transmission to degree sufficient to meet flooring manufacturer's emission limits, resistant to the level of alkalinity (pH) found, and suitable for adhesion of flooring without further treatment.
      1. If testing agency recommends any particular products, use one of those.
      2. Products:
         b. Floor Seal Technology, Inc; MES 100 with Floor Seal FloorCem SLU: www.floorseal.com.

PART 3 EXECUTION
3.01 CONCRETE SLAB PREPARATION
   A. Perform following operations in the order indicated:
      1. Preliminary cleaning.
      2. Specified remediation, if required.
      3. Patching, smoothing, and leveling, as required.
      4. Other preparation specified.
5. Adhesive bond and compatibility test.
6. Protection.

B. Remediations:
   1. Active Water Leaks or Continuing Moisture Migration to Surface of Slab: Correct this condition before doing any other remediation; re-test after correction.
   2. Excessive Moisture Emission or Relative Humidity: If an adhesive that is resistant to the level of moisture present is available and acceptable to flooring manufacturer, use that adhesive for installation of the flooring; if not, apply remedial floor coating over entire suspect floor area.
   3. Excessive Alkalinity (pH): If remedial floor coating is necessary to address excessive moisture, no additional remediation is required; if not, if an adhesive that is resistant to the level present is available and acceptable to the flooring manufacturer, use that adhesive for installation of the flooring; otherwise, apply a skim coat of specified patching compound over entire suspect floor area.

3.02 REMOVAL OF EXISTING FLOOR COVERINGS
   A. Comply with local, State, and federal regulations and recommendations of RFCI Recommended Work Practices for Removal of Resilient Floor Coverings, as applicable to floor covering being removed.
   B. Dispose of removed materials in accordance with local, State, and federal regulations and as specified.

3.03 PRELIMINARY CLEANING
   A. Clean floors of dust, solvents, paint, wax, oil, grease, asphalt, residual adhesive, adhesive removers, film-forming curing compounds, sealing compounds, alkaline salts, excessive laitance, mold, mildew, and other materials that might prevent adhesive bond.
   B. Do not use solvents or other chemicals for cleaning.

3.04 PREPARATION
   A. See individual floor covering section(s) for additional requirements.
   B. Comply with requirements and recommendations of floor covering manufacturer.
   C. Fill and smooth surface cracks, grooves, depressions, control joints and other non-moving joints, and other irregularities with patching compound.
   D. Do not fill expansion joints, isolation joints, or other moving joints.

3.05 ADHESIVE BOND AND COMPATIBILITY TESTING
   A. Comply with requirements and recommendations of floor covering manufacturer.

3.06 APPLICATION OF REMEDIAL FLOOR COATING
   A. Comply with requirements and recommendations of coating manufacturer.

3.07 PROTECTION
   A. Cover prepared floors with building paper or other durable covering.

END OF SECTION
SECTION 09 2116
GYPSUM BOARD ASSEMBLIES

PART 1 GENERAL
1.01 SECTION INCLUDES
   A. Performance criteria for gypsum board assemblies.
   B. Metal stud wall framing.
   C. Metal channel ceiling framing.
   D. Acoustic insulation.
   E. Gypsum wallboard.
   F. Joint treatment and accessories.

1.02 RELATED REQUIREMENTS
   A. Section 06 1000 - Rough Carpentry: Wood blocking product and execution requirements.

1.03 REFERENCE STANDARDS
   F. ASTM C954 - Standard Specification for Steel Drill Screws for the Application of Gypsum Panel Products or Metal Plaster Bases to Steel Studs From 0.033 in. (0.84 mm) to 0.112 in. (2.84 mm) in Thickness; 2015.
   G. ASTM C1002 - Standard Specification for Steel Self-Piercing Tapping Screws for Application of Gypsum Panel Products or Metal Plaster Bases to Wood Studs or Steel Studs; 2014.
   J. ASTM E413 - Classification for Rating Sound Insulation; 2010.

PART 2 PRODUCTS
2.01 GYPSUM BOARD ASSEMBLIES
   A. Provide completed assemblies complying with ASTM C840 and GA-216.
   B. Interior Partitions, Indicated as Acoustic: Provide completed assemblies with the following characteristics:
      1. Acoustic Attenuation: STC of 45-49 calculated in accordance with ASTM E413, based on tests conducted in accordance with ASTM E90.
   C. Fire Rated Assemblies: Provide completed assemblies complying with applicable code.

2.02 METAL FRAMING MATERIALS
   A. Non-Loadbearing Framing System Components: ASTM C645; galvanized sheet steel, of size and properties necessary to comply with ASTM C754 for the spacing indicated, with maximum deflection of wall framing of L/240 at 5 psf.
      1. Studs: "C" shaped with flat or formed webs with knurled faces.
      2. Runners: U shaped, sized to match studs.
3. Ceiling Channels: C-shaped.

B. Ceiling Hangers: Type and size as specified in ASTM C754 for spacing required.

C. Partition Head To Structure Connections: Provide track fastened to structure with legs of sufficient length to accommodate deflection, for friction fit of studs cut short and fastened as indicated on drawings.

2.03 BOARD MATERIALS

A. Manufacturers - Gypsum-Based Board:

B. Gypsum Wallboard: Paper-faced gypsum panels as defined in ASTM C1396/C1396M; sizes to minimize joints in place; ends square cut.
   1. Application: Use for vertical surfaces and ceilings, unless otherwise indicated.

2.04 ACCESSORIES

A. Acoustic Insulation: ASTM C665; preformed glass fiber, friction fit type, unfaced.

B. Acoustic Sealant: Acrylic emulsion latex or water-based elastomeric sealant; do not use solvent-based non-curing butyl sealant.

C. Joint Materials: ASTM C475 and as recommended by gypsum board manufacturer for project conditions.

D. High Build Drywall Surfacer: Vinyl acrylic latex-based coating for spray application, designed to take the place of skim coating and separate paint primer in achieving Level 5 finish.

E. Screws for Fastening of Gypsum Panel Products to Cold-Formed Steel Studs Less than 0.033 inch in Thickness and Wood Members: ASTM C1002; self-piercing tapping screws, corrosion resistant.

F. Screws for Fastening of Gypsum Panel Products to Steel Members from 0.033 to 0.112 inch in Thickness: ASTM C954; steel drill screws, corrosion resistant.

PART 3 EXECUTION

3.01 EXAMINATION

A. Verify that project conditions are appropriate for work of this section to commence.

3.02 FRAMING INSTALLATION

A. Metal Framing: Install in accordance with ASTM C754 and manufacturer's instructions.

B. Suspended Ceilings and Soffits: Space framing and furring members as indicated.
   1. Level ceiling system to a tolerance of 1/1200.
   2. Laterally brace entire suspension system.

C. Studs: Space studs at 16 inches on center.
   1. Extend partition framing to structure where indicated and to ceiling in other locations.
   2. Partitions Terminating at Ceiling: Attach ceiling runner securely to ceiling track in accordance with manufacturer's instructions.
   3. Partitions Terminating at Structure: Attach extended leg top runner to structure, maintain clearance between top of studs and structure, and brace both flanges of studs with continuous bridging.

D. Openings: Reinforce openings as required for weight of doors or operable panels, using not less than double studs at jambs.

E. Blocking: Install wood blocking for support of:
   1. Framed openings.
   2. Wall mounted cabinets.
   3. Televisions
3.03 ACOUSTIC ACCESSORIES INSTALLATION
   A. Acoustic Insulation: Place tightly within spaces, around cut openings, behind and around
electrical and mechanical items within partitions, and tight to items passing through partitions.
   B. Acoustic Sealant: Install in accordance with manufacturer’s instructions.

3.04 BOARD INSTALLATION
   A. Comply with ASTM C 840, GA-216, and manufacturer's instructions. Install to minimize butt end
   joints, especially in highly visible locations.
   B. Fire-Rated Construction: Install gypsum board in strict compliance with requirements of
   assembly listing.

3.05 JOINT TREATMENT
   A. Finish gypsum board in accordance with levels defined in ASTM C840, as follows:
      1. Level 4: Walls and ceilings to receive paint finish or wall coverings, unless otherwise
         indicated.
      2. Level 1: Fire rated wall areas above finished ceilings, whether or not accessible in the
         completed construction.
   B. Tape, fill, and sand exposed joints, edges, and corners to produce smooth surface ready to
   receive finishes.
      1. Feather coats of joint compound so that camber is maximum 1/32 inch.
   C. Where Level 5 finish is indicated, spray apply high build drywall surfacer over entire surface
   after joints have been properly treated; achieve a flat and tool mark-free finish.

3.06 TOLERANCES
   A. Maximum Variation of Finished Gypsum Board Surface from True Flatness: 1/8 inch in 10 feet
   in any direction.

END OF SECTION
SECTION 09 5100
ACOUSTICAL CEILINGS

PART 1  GENERAL

1.01  SECTION INCLUDES
A. Wall angle at new soffit construction.

1.02  REFERENCE STANDARDS

1.03  ADMINISTRATIVE REQUIREMENTS
A. Sequence work to ensure acoustical ceilings are not installed until building is enclosed, sufficient heat is provided, dust generating activities have terminated, and overhead work is completed, tested, and approved.

1.04  SUBMITTALS
A. See Section 01 3000 - Administrative Requirements, for submittal procedures.
B. Shop Drawings: Indicate grid layout and related dimensioning.
C. Product Data: Provide data on suspension system components and acoustical units.
D. Samples: Submit two samples in 6 x 6 in size illustrating material and finish of acoustical units.
E. Manufacturer's Installation Instructions: Indicate perimeter conditions requiring special attention.
F. Maintenance Materials: Furnish the following for Owner's use in maintenance of project.
   1. See Section 01 6000 - Product Requirements, for additional provisions.

1.05  QUALITY ASSURANCE
A. Suspension System Manufacturer Qualifications: Company specializing in manufacturing the products specified in this section with minimum three years documented experience.

1.06  FIELD CONDITIONS
A. Maintain uniform temperature of minimum 60 degrees F, and maximum humidity of 40 percent prior to, during, and after acoustical unit installation.

PART 2  PRODUCTS

2.01  SUSPENSION SYSTEM(S)
A. Manufacturers:
   3. Substitutions: See Section 01 6000 - Product Requirements.
B. Suspension Systems - General: ASTM C635; die cut and interlocking components, with stabilizer bars and perimeter moldings as required.
C. Exposed Steel Suspension System: Formed steel, commercial quality cold rolled; Intermediate-duty.
   1. Profile: Tee; 15/16 inch wide face.
   2. Construction: Double web.

2.02  ACCESSORIES
A. Support Channels and Hangers: Galvanized steel; size and type to suit application and ceiling system flatness requirement specified.
B. Perimeter Moldings: Same material and finish as grid.
   1. At Exposed Grid: Provide L-shaped molding for mounting at same elevation as face of grid.
C. Touch-up Paint: Type and color to match acoustical and grid units.

PART 3 EXECUTION

3.01 EXAMINATION

A. Verify existing conditions before starting work.

3.02 INSTALLATION - SUSPENSION SYSTEM

A. Install suspension system in accordance with ASTM C 636, ASTM E 580, and manufacturer's instructions and as supplemented in this section.

B. Rigidly secure system, including integral mechanical and electrical components, for maximum deflection of 1:360.

C. Perimeter Molding: Install at intersection of ceiling and vertical surfaces and at junctions with other interruptions.
   1. Use longest practical lengths.
   2. Overlap and rivet corners.

3.03 INSTALLATION - ACOUSTICAL UNITS

A. Fit border trim neatly against abutting surfaces.

3.04 TOLERANCES

A. Maximum Variation from Flat and Level Surface: 1/8 inch in 10 feet.

B. Maximum Variation from Plumb of Grid Members Caused by Eccentric Loads: 2 degrees.

3.05 SCHEDULE

A. Refer to finish schedule for additional information and specifications on finish products.

END OF SECTION
SECTION 09 6813
TILE CARPETING

PART 1 GENERAL

1.01 SECTION INCLUDES
A. Carpet tile, fully adhered.
B. Rubber Base

1.02 RELATED REQUIREMENTS
A. Section 01 6116 - Volatile Organic Compound (VOC) Content Restrictions.
B. Section 09 0561 - Common Work Results for Flooring Preparation: Independent agency testing of concrete slabs, removal of existing floor coverings, cleaning, and preparation.

1.03 REFERENCE STANDARDS
C. CRI (CIS) - Carpet Installation Standard; Carpet and Rug Institute; 2009.
D. CRI (GLP) - Green Label Plus Testing Program - Certified Products; Carpet and Rug Institute; Current Edition.

1.04 SUBMITTALS
A. See Section 01 3000 - Administrative Requirements, for submittal procedures.
B. Product Data: Provide data on specified products, describing physical and performance characteristics; sizes, patterns, colors available, and method of installation.
C. Shop Drawings: Indicate layout of joints.
D. Samples: Submit two carpet tiles illustrating color and pattern design for each carpet color selected.

PART 2 PRODUCTS

2.01 MANUFACTURERS
A. Tile Carpeting:
   1. Interface, Inc; Refer to sheet F1.1 for the style and color selections: www.interfaceinc.com.

2.02 MATERIALS
A. Tile Carpeting: Style noted on sheet F1.1, manufactured in one color dye lot.
   1. Critical Radiant Flux: Minimum of 0.22 watts/sq cm, when tested in accordance with ASTM E648 or NFPA 253.
   2. Surface Flammability Ignition: Pass ASTM D2859 (the "pill test").
   3. VOC Content: Comply with Section 01 6116.
   4. VOC Content: Provide CRI (GLP) certified product; in lieu of labeling, independent test report showing compliance is acceptable.

2.03 ACCESSORIES
A. Sub-Floor Filler: White premix latex; type recommended by flooring material manufacturer.

2.04 RESILIENT BASE
A. Resilient Base: ASTM F1861, Type TS rubber, vulcanized thermoset; top set Style B, Cove.
   1. Manufacturers:
a. Johnsonite, a Tarkett Company; Refer to finish schedule for color and profile: www.johnsonite.com.
2. Height: 4 inch.
3. Thickness: 0.125 inch thick.

PART 3 EXECUTION

3.01 EXAMINATION

A. Verify that sub-floor surfaces are smooth and flat within tolerances specified for that type of work and are ready to receive carpet tile.
B. Verify that wall surfaces are smooth and flat within the tolerances specified for that type of work, are dust-free, and are ready to receive carpet tile.
C. Verify that sub-floor surfaces are dust-free and free of substances that could impair bonding of adhesive materials to sub-floor surfaces.

3.02 PREPARATION

3.03 INSTALLATION

A. Starting installation constitutes acceptance of sub-floor conditions.
B. Install carpet tile in accordance with manufacturer's instructions.
C. Blend carpet from different cartons to ensure minimal variation in color match.
D. Cut carpet tile clean. Fit carpet tight to intersection with vertical surfaces without gaps.
E. Fully adhere carpet tile to substrate.
F. Trim carpet tile neatly at walls and around interruptions.
G. Complete installation of edge strips, concealing exposed edges.

3.04 CLEANING

A. Remove excess adhesive without damage, from floor, base, and wall surfaces.
B. Clean and vacuum carpet surfaces.

END OF SECTION
PART 1 GENERAL

1.01 SECTION INCLUDES
   A. Surface preparation.
   B. Field application of paints.
   C. Scope: Finish all interior surfaces exposed to view, unless fully factory-finished and unless otherwise indicated, including the following:
   D. Do Not Paint or Finish the Following Items:
      1. Items fully factory-finished unless specifically so indicated; materials and products having factory-applied primers are not considered factory finished.
      2. Items indicated to receive other finishes.
      3. Items indicated to remain unfinished.
      4. Fire rating labels, equipment serial number and capacity labels, and operating parts of equipment.
      5. Floors, unless specifically so indicated.
      7. Concealed pipes, ducts, and conduits.

1.02 SUBMITTALS
   A. See Section 01 3000 - Administrative Requirements, for submittal procedures.
   B. Samples: Submit three paper "draw down" samples, 8-1/2 by 11 inches in size, illustrating range of colors available for each finishing product specified.
      1. Where sheen is specified, submit samples in only that sheen.

1.03 FIELD CONDITIONS
   A. Do not apply materials when surface and ambient temperatures are outside the temperature ranges required by the paint product manufacturer.
   B. Follow manufacturer's recommended procedures for producing best results, including testing of substrates, moisture in substrates, and humidity and temperature limitations.
   C. Provide lighting level of 80 ft candles measured mid-height at substrate surface.

PART 2 PRODUCTS

2.01 MANUFACTURERS
   A. Provide all paint and coating products used in any individual system from the same manufacturer; no exceptions.
   B. Paints:
   C. Substitutions: See Section 01 6000 - Product Requirements.

2.02 PAINTS AND COATINGS - GENERAL
   A. Paints and Coatings: Ready mixed, unless intended to be a field-catalyzed coating.
      1. Provide paints and coatings of a soft paste consistency, capable of being readily and uniformly dispersed to a homogeneous coating, with good flow and brushing properties, and capable of drying or curing free of streaks or sags.
      2. Supply each coating material in quantity required to complete entire project's work from a single production run.
      3. Do not reduce, thin, or dilute coatings or add materials to coatings unless such procedure is specifically described in manufacturer's product instructions.
   B. Primers: As follows unless other primer is required or recommended by manufacturer of top coats; where the manufacturer offers options on primers for a particular substrate, use primer categorized as "best" by the manufacturer.

2.03 PAINT SYSTEMS - INTERIOR
A. Paint I-OP - All Interior Surfaces Indicated to be Painted, Unless Otherwise Indicated: Including gypsum board.
   1. Two top coats and one coat primer.
   2. Top Coat(s): Interior Latex.
   3. Flat: MPI gloss level 1; use this sheen for ceilings and other overhead surfaces.
   4. Eggshell: MPI gloss level 3; use this sheen at all locations.
   5. Primer(s): As recommended by manufacturer of top coats.

2.04 ACCESSORY MATERIALS
A. Accessory Materials: Provide all primers, sealers, cleaning agents, cleaning cloths, sanding materials, and clean-up materials required to achieve the finishes specified whether specifically indicated or not; commercial quality.
B. Patching Material: Latex filler.
C. Fastener Head Cover Material: Latex filler.

PART 3 EXECUTION
3.01 EXAMINATION
A. Verify that surfaces are ready to receive work as instructed by the product manufacturer.
B. Examine surfaces scheduled to be finished prior to commencement of work. Report any condition that may potentially affect proper application.
C. Test shop-applied primer for compatibility with subsequent cover materials.
D. Measure moisture content of surfaces using an electronic moisture meter. Do not apply finishes unless moisture content of surfaces are below the following maximums:
   1. Gypsum Wallboard: 12 percent.

3.02 PREPARATION
A. Clean surfaces thoroughly and correct defects prior to coating application.
B. Prepare surfaces using the methods recommended by the manufacturer for achieving the best result for the substrate under the project conditions.
C. Remove or mask surface appurtenances, including electrical plates, hardware, light fixture trim, escutcheons, and fittings, prior to preparing surfaces or finishing.
D. Seal surfaces that might cause bleed through or staining of topcoat.
E. Remove mildew from impervious surfaces by scrubbing with solution of tetra-sodium phosphate and bleach. Rinse with clean water and allow surface to dry.
F. Gypsum Board Surfaces to be Painted: Fill minor defects with filler compound. Spot prime defects after repair.

3.03 APPLICATION
A. Apply products in accordance with manufacturer’s instructions.
B. Do not apply finishes to surfaces that are not dry. Allow applied coats to dry before next coat is applied.
C. Apply each coat to uniform appearance.
D. Vacuum clean surfaces of loose particles. Use tack cloth to remove dust and particles just prior to applying next coat.
E. Reinstall electrical cover plates, hardware, light fixture trim, escutcheons, and fittings removed prior to finishing.
3.04 CLEANING
   A. Collect waste material that could constitute a fire hazard, place in closed metal containers, and remove daily from site.

3.05 PROTECTION
   A. Protect finished coatings until completion of project.

3.06 SCHEDULE - PAINT SYSTEMS
   A. Refer to Finish Schedule on Shhet F1.1 for color and manufacturer selections.

END OF SECTION
SECTION 09 9410
ARCHITECTURAL FINISH FILMS

PART 1 GENERAL

1.01 SECTION INCLUDES
A. 3M™ DI-NOC™ Whiteboard Film WH-111 (To be bid as an alternative A8)
B. Related Sections
   1. Section 09 29 00 – Gypsum Board: Gypsum wallboard back-up

1.02 SUBMITTALS
A. Manufacturer's Product Data for specified products.
B. Submit shop drawings showing layout, profiles, and product components, including dimensions, anchorage, and accessories.
C. Samples: 4 inch by 4 inch Samples of specified color and pattern for verification.
D. Mockups: as required.
E. Submit operation and maintenance data for installed products, including precautions against harmful cleaning materials and methods.
F. LEED requirements: Refer to Section 01-8112 and Section 01-8113 for information regarding VOC limits, recycled content, regional materials, and required documentation.

1.03 QUALITY ASSURANCE
A. Obtain all products in this section from a single supplier.
B. Installer: Installation shall be performed by a trained and qualified installer, specialized and experienced in work required for this project. A list of 3M Endorsed installers is available at 3M.com/AMD or 3M Commercial Solutions, 1-888-650-3497.

1.04 PRODUCT DELIVERY, STORAGE, AND HANDLING
A. Deliver products in manufacturer's original, unopened, undamaged containers with identification labels intact.
B. Store products protected from weather, temperature, and other harmful conditions as recommended by supplier.
C. Product must remain in original plastic bag and boxes and have storage conditions as follows:
   1. 40° - 90°F (4° - 32°C)
   2. Out of direct sunlight
   3. Clean dry area
   4. Original container
   5. Do not stack boxes over six (6) units high. Excessive weight can damage the film
   6. Relative humidity below 80 percent
   7. Handle products in accordance with manufacturer's instructions.
   8. Total pre-installation shelf life: 2 years. Up to 2 years unprocessed, OR process within 1 year and apply within 1 year of processing.

1.05 PROJECT/SITE CONDITIONS
A. Confirm appropriate substrate is suitable for mounting of architectural finish components prior to start of installation.
B. Apply materials when environmental conditions are continuously heated. Application temperature range is 60° to 100° F (16° to 38° C).
C. Environmental Limitations: Do not install until spaces are enclosed and weatherproof, wet work in spaces is complete and dry, work above ceilings is complete, and ambient temperature and humidity conditions are maintained at the levels indicated for Project when occupied for its intended use.
1.06 WARRANTY
   A. Manufacturer's Warranty: Submit manufacturer's standard warranty document by authorized manufacturer.
   B. Standard Product Warranty: See the 3M™ DI-NOC™ Technical Data Sheet.

1.07 EXTRA MATERIALS
   A. Furnish 2 percent extra material at time of installation. Deliver in protective packaging for storage and label contents appropriately.

PART 2 PRODUCTS
2.01 MANUFACTURER
   A. 3M Company - Commercial Solutions Division [CSD]
   B. 3M Center, Building 0220-12-E-04
   C. St. Paul, MN  55144-1000, USA
   D. 1-888-650-3497
   E. Material Standard: Design based upon 3M™ DI-NOC™ Architectural Finishes with pressure-sensitive adhesive and air release channels depending on individual part number specified.
   F. Design Standard: based upon DI-NOC™ Architectural Finishes material.

2.02 MATERIAL PROPERTIES
   A. Film: Polyester 6.7 mils (170 microns) thickness (thickness includes film and adhesive, excludes liner).
   B. Liner: Polyethylene coated paper.
   C. Adhesive: Pressure-sensitive with air release channels, recommended by manufacturer.
   D. Fire-Test-Response Characteristics: Most types of 3M™ DI-NOC™ finishes have the following fire-test-response characteristics as determined by testing Products applied to substrates per test method indicated below by UL or another testing and inspecting agency acceptable to authorities having jurisdiction.
      1. Flame-Spread Index: 25 or less.
      2. Smoke-Developed Index: 450 or less.
   E. Surface-Burning Characteristics: As follows, per ASTM E84/UL-723:
      1. Flame-Spread Index: 25 or less.
      2. Smoke-Developed Index: 450 or less.
   F. Chemical and stain resistance: Contaminant was in contact with the film surface for 24 hours and then removed using water or mild detergent. Results may vary. The following contaminants were tested: Coffee, Tea, Cola, Milk, Red Wine, Ketchup, Soy Sauce, Cooking Oil, Vinegar, Water, Mustard, Crayon, Shoe Polish (a little stain remained), Betadine Iodine, Soap Solution (1%), Ammonia solution (10%), Citrate solution (10%), Ethyl Alcohol (50%).

PART 3 EXECUTION
3.01 EXAMINATION
   A. Examine substrate(s) for compliance with requirements for non-porous, smooth surface and other conditions affecting the performance of work in this section. Do not proceed with installation until unsatisfactory conditions have been corrected.
   B. Refer to the 3M™ DI-NOC™ Whiteboard WH-111 Technical Data Sheet to determine compatibility of finish to substrate.
   C. Do not proceed with installation until unsatisfactory conditions have been corrected.
   D. Responsibility for state of surfaces prior to installation to be pre-determined by installation specialist.
   E. Scheduling of installation by Owner or its representative implies that substrate and conditions are prepared and ready for product installation per the recommendations of the installation specialist.
F. Proceeding with installation implies installer’s acceptance of substrate and conditions.

3.02 SURFACE PREPARATION

A. Comply with all manufacturers’ instructions for surface preparation. Consider these factors in determining the suitability of the Product:

B. Substrate texture affects Product adhesion and application ease.
   1. Unless the substrate is very smooth, its texture may be visible through Product.
   2. Compounds used to smooth a textured substrate permanently change that substrate.
   3. Product removal may damage the substrate or its finish.

C. Application surface conditions affect Product adhesion.
   a. Ensure that the existing paint, surface finish, or wall covering has excellent bond to the substrate area where Product will be applied.
   b. Repair, prime and paint the substrate, as needed.
   c. An adhesion promoter may be required to increase Product adhesion.

D. Human and environmental conditions affect Product.
   a. Temperature and humidity: constant or variable.
   b. Direct UV light (sunlight).
   c. Heating or cooling ducts in close proximity.
   d. Unsealed substrates in front of water sources.
   e. People or equipment that will be in contact with the Product.

E. The Product may contain a splice. The location of the splices is marked with a tab along the edge of the Product. The installer will need to determine the impact of the splice and work around it to make the best use of the material layout.

C. Test and prepare application surfaces per instructions in the 3M™ DI-NOC™ Installation Guide.
   1. Use the 3M™ Wall Adhesion Test to determine the compatibility of the application surface with the Product.
   2. Use the 3M™ Enhanced Cleaning Method to ensure that the application surface is ready to receive and hold the Product.

D. Repair damaged application surfaces per instructions in the 3M™ DI-NOC™ Installation Guide

E. Re-clean application surfaces with a lint-free cloth and 70/30 IPA cleaning solution, or use the 3M™ Enhanced Cleaning Method in the 3M™ DI-NOC™ Installation Guide.

3.03 APPLICATION

A. Application must be performed by a qualified installer. Refer to 3M.com/AMD for a list of 3M Endorsed installers.

B. Do not proceed with installation until all finishing work has been completed in and around the work area.

C. Install substrates with no gaps, wire seams, or overlaps. Form smooth, wrinkle-free, bubble-free surface for finished installation.

D. No exposed joints on corners or other “open” type joints permitted.

E. Make seams as tight as possible. Marker residue tends to accumulate in the seams of WH-111.

F. Comply with manufacturer’s installation instructions applicable to products and applications indicated, except where more stringent requirements apply.

G. Apply 3M™ DI-NOC™ Whiteboard WH-111 over properly prepared substrates.

H. Remove air bubbles, wrinkles, and blisters. Use approved procedures to prevent the formation of air bubbles, wrinkles, blisters and other defects.

3.04 SCHEDULE

A. Shop Drawing Reference: In addition to original A/E elevations, the installation specialist may be asked to provide elevation views of installation surfaces to confirm design intent.

B. Refer to Finish Schedule on sheet F1.1 for location.
3.05 CLEANING AND PROTECTION

A. Use cleaning methods recommended by architectural surfacing manufacturer for applicable environment.

B. Protect completed graphic film during remainder of construction period.

C. Consult with authorized installation specialist for project specifics.

END OF SECTION
PART 1 GENERAL

1.01 SECTION INCLUDES
   A. Markerboards. (Dry Erase - Bid As Alternative A-3)

1.02 RELATED REQUIREMENTS
   A. Section 06 1000 - Rough Carpentry: Blocking and supports.

1.03 REFERENCE STANDARDS

1.04 SUBMITTALS
   A. See Section 01 3000 - Administrative Requirements, for submittal procedures.
   B. Product Data: Provide manufacturer's data on chalkboard, markerboard, tackboard, tackboard surface covering, trim, and accessories.
   C. Shop Drawings: Indicate wall elevations, dimensions, joint locations, special anchor details.
   D. Samples: Submit color charts for selection of color and texture of chalkboard, markerboard, tackboard, tackboard surface covering, and trim.

PART 2 PRODUCTS

2.01 MANUFACTURERS
   A. Visual Display Boards: Refer to Finish Schedule on Sheet F1.1.

2.02 VISUAL DISPLAY BOARDS
   A. Markerboards: Porcelain enamel on steel, laminated to core.
      2. Steel Face Sheet Thickness: 24 gage, 0.0239 inch.
      3. Size: As indicated on drawings.

2.03 MATERIALS
   A. Porcelain Enameled Steel Sheet: ASTM A424/A424M, Type I, Commercial Steel, with fired-on vitreous finish.

PART 3 EXECUTION

3.01 EXAMINATION
   A. Verify that field measurements are as indicated.
   B. Verify that internal wall blocking is ready to receive work and positioning dimensions are as indicated on shop drawings.

3.02 INSTALLATION
   A. Install boards in accordance with manufacturer's instructions.
   B. Secure units level and plumb.

3.03 CLEANING
   A. Clean board surfaces in accordance with manufacturer's instructions.

END OF SECTION
SECTION 10 1423
DISPLAY SYSTEMS

PART 1 GENERAL

1.01 SIGN/PANEL SUPPORT SYSTEM MANUFACTURE
   A. Manufacturer: Nova Display, Inc. 1626 Piner Road Santa Rosa, CA 95403
   E. Phone: 800-753-9688 EMAIL: enquiries@novadisplay.com Website: www.novadisplay.com

1.02 REFERENCE STANDARDS
   A. American Iron and Steel Institute (AISI)
   B. AISI 12L14 Carbon Steel (UNS G12144)
   C. American National Standards Institute (ANSI)
   D. American Society for Testing and Materials (ASTM)

1.03 PRODUCT DESCRIPTION
   A. Fittings of stainless steel for durability and consist of precision-machined components—standoffs, edge grips, projecting supports, grippers and screw caps—to provide an integrated signage and panel display.

PART 2 PRODUCTS

2.01 APPLICATION
   A. Wall-Mounted Signage

2.02 COMPOSITION AND MATERIALS
   A. Aluminum Fittings
      1. Stainless Steel

2.03 STAINLESS STEEL SUPPORTS/WALL MOUNTED OPTIONS:
   A. 12 mm (1/2 inch) diameter: 5 pounds

PART 3 EXECUTION

3.01 INSTALLATION
   B. Check the installation surface to ensure the substrate is strong enough to hold the weight of the panel. All installation must be done so with proper hardware and protective gear to ensure safety.
   H. Most components are small and do not require any special packaging or handling.

3.02 WARRANTY
   A. THE WARRANTY TERM IS ONE YEAR BEGINNING ON THE DATE OF PURCHASING, OR THE DATE THE MERCHANDISE IS RECEIVED BY THE CUSTOMER.

END OF SECTION