

**SECTION 00800-SUPPLEMENTARY CONDITIONS
MODIFICATIONS TO THE GENERAL CONDITIONS
(STATE FUNDED CONSTRUCTION)**

The following supplements modify, change, delete from, or add to Section 00700 "General Conditions of the Construction Contract for Buildings", revised December 2011. Where any article of the General Conditions is modified, or a Paragraph, Subparagraph, or Clause thereof is modified or deleted by these Supplementary Conditions, the unaltered provisions of that Article, Paragraph, Subparagraph, or Clause shall remain in effect.

SC-1- DEFINITIONS

A. At General Conditions Article 1, definition of:

1. **Final Completion:** Add the following sentence:

"This is the date that all punch list items on the Final Inspection Punch List are completed. If there are no punch list items, then this date is the same as the Final Inspection Date."

2. **QUALITY ASSURANCE (QA):** Delete the text of this definition in it's entirely and replace with the following:

"The control measures taken by the Owner, the Consultant, and the DEPARTMENT to verify that Quality Control measures, materials, workmanship, etc., complies with Contract Documents and the related CONTRACTOR'S Quality Control Program. The Technical Specifications Divisions 2 through 16) lists these control measures (indicated in the Quality Assurance paragraphs in the Individual Specification Sections). The CONTRACTOR, Subcontractor, and/or Supplier provide and pay for these control measures."

B. Add the following definitions:

1. **CFR** - Initials that stand for the Code of Federal Regulations.
2. **OWNER**-The State of Alaska.
3. **QUALITY ASSURANCE ACCEPTANCE TESTING**-This is all sampling and testing performed by the DEPARTMENT to determine at what level the product or service will be accepted for payment. Qualified personnel and laboratories will perform sampling and testing. The DEPARTMENT pays for this testing.
4. **QUALITY ASSURANCE PROGRAM (QA PROGRAM)**-An FHWA required program developed by the DEPARTMENT (see Section 01400). The QA program assures that materials and workmanship incorporated into each Federal-aid highway construction project conforms to the Contract Plans and Specifications, including changes. This QA Program consists of all those planned and systematic actions necessary to provide adequate confidence that the product or service will satisfy given requirements for quality. The QA Program includes the CONTRACTOR'S Quality Control Plan, acceptance testing, verification testing, independent assurance testing, and quality level analysis.
5. **QUALITY CONTROL PROGRAM (QC PROGRAM)** – The CONTRACTOR'S, Subcontractor's or Supplier's operational techniques and activities that maintain control of the manufacturing process to fulfill the Contract requirements. This may include materials handling, construction procedures, calibration and maintenance of equipment, production process control, material sampling, testing and inspection, and data analysis.

6. **RESIDENT ENGINEER OR INSPECTOR-** The Engineer's authorized representative assigned to make detailed observations relating to contract performance.

SC-2.4 - VISITS TO SITE/PLACE OF BUSINESS

At General Conditions Article 2.4, delete the first four words of the first sentence ("The Contracting Officer will ...") and replace with the following words "The Contracting Officer has the right to, but is not obligated to..."

SC-4.2 - VISIT TO SITE

At General Conditions Article 4.2, delete this article in its entirety and replace with the following article:

- 4.2.1. A formal visit to the site will occur on January 15, 2020 at 10:00 a.m. The Bidders may not visit the site at any other time during the bidding period.
- 4.2.2. The submission of a bid by the CONTRACTOR is considered a representation that the CONTRACTOR has reviewed and carefully examined the site and is satisfied as to the conditions to be encountered in performing the Work and as to the requirements of the Contract Documents."

SC-4.3 - EXPLORATIONS AND REPORTS

At General Conditions Article 4.3, add the following paragraph:

"All reports and other records (if available) are provided for informational purposes only to all plan holders listed with the DEPARTMENT as General Contractors and are available to other planholder's upon request. They are made available, so Bidders have access to the same information available to the DEPARTMENT. The reports and other records are not intended as a substitute for independent investigation, interpretation, or judgment of the Bidder. The DEPARTMENT is not responsible for any interpretation or conclusion drawn from its records by the Bidder. While referenced by or provided with the Contract Documents; the recommendations, engineering details, and other information contained in these reports of explorations shall not be construed to supersede or constitute conditions of the Contract Documents."

SC-5.4.1 - INSURANCE REQUIREMENTS

At General Condition Article 5.4.1, delete the second to the last sentence and replace with the following: "The delivery to the DEPARTMENT of a written notice in accordance with the policy provisions is required before cancellation of any coverage or reduction in any limits of liability."

SC-5.4.2a- WORKERS COMPENSATION INSURANCE

At General Condition Article 5.4.2a, delete paragraph "a" in its entirety and replace with the following:

- "a. Workers' Compensation Insurance: The Contractor shall provide and maintain, for all employees of the Contractor engaged in work under this contract, Workers' Compensation Insurance as required by AS 23.30.045. The Contractor shall be responsible for Workers' Compensation Insurance for any subcontractor who provides services under this contract. Coverage shall include:

1. Waiver of subrogation against the State.
2. Employer's Liability Protection in the amount of \$500,000 each accident / \$500,000 each disease.
3. If the Contractor directly utilizes labor outside of the State of Alaska in the prosecution of the work, "Other States" endorsement shall be required as a condition of the contract.
4. Whenever the work involves activity on or about navigable waters, the Workers' Compensation policy shall contain a United States Longshoreman's and Harbor Worker's Act endorsement, and when appropriate, a Maritime Employer's Liability (Jones Act) endorsement with a minimum limit of \$1,000,000."

SC-5.4.2d - BUILDERS RISK INSURANCE (SUBCONTRACTORS)

At General Conditions Article 5.4.2d, delete this subsection in its entirety.

SC-6.13 - SUBCONTRACTORS

A. Add the following paragraph:

6.13.7 The CONTRACTOR may, without penalty, replace a Subcontractor who:

1. Fails to comply with the licensing and registration requirements of AS 08.18;
2. Fails to obtain or maintain a valid Alaska Business License;
3. Files for bankruptcy or becomes insolvent;
4. Fails to execute a subcontract or performance of the work for which the Subcontractor was listed, and the CONTRACTOR has acted in good faith;
5. Fails to obtain bonding acceptable to the DEPARTMENT;
6. Fails to obtain insurance acceptable to the DEPARTMENT;
7. Fails to perform subcontract work for which the Subcontractor was listed;
8. Must be replaced to meet the CONTRACTOR'S required state or federal affirmative action requirements.
9. Refuses to agree to abide by the CONTRACTOR'S labor agreement; or
10. Is determined by the DEPARTMENT to be not responsible.

In addition to the circumstances described above, a Contractor may in writing request permission from the Department to add a new Subcontractor or replace a listed Subcontractor. The DEPARTMENT will approve the request if it determines in writing that allowing the addition or replacement is in the best interest of the state.

The contractor shall submit a written request to add a new Subcontractor or replace a listed Subcontractor to the Contracting Officer a minimum of five working days prior to the date the new Subcontractor is scheduled to begin work on the construction site. The request must state the basis for the request and include supporting documentation acceptable to the Contracting Officer.

If a CONTRACTOR violates this article, the Contracting Officer may:

1. Cancel the Contract after Award without any damages accruing to the DEPARTMENT;
- Or
2. After notice and hearing, assess a penalty on the bidder in an amount not exceeding

10 percent of the value of the subcontract at issue."

SC-7.2 - PERMITS, LICENSES, AND TAXES

A. In Paragraph 7.2.1, add the following subparagraphs:

The terms, conditions, and stipulations in permits obtained either by the DEPARTMENT or by the CONTRACTOR is made part of this Contract.

1. Permitting in process:
 - a. Seward Fire Marshal Plan Review
 - i. Application and application fee by the DEPARTMENT.
 - ii. The CONTRACTOR will cooperate with the DEPARTMENT and the Seward Fire Marshal in acquiring the plan review permit.
 - iii. The DEPARTMENT will make the plan review permit available.
 - iv. The DEPARTMENT will pay for plan review fees to modify the plan review permit during the performance of the Contract, if deemed necessary by the Engineer or the Fire Marshal.
2. The CONTRACTOR shall procure all other permits and licenses required to complete the project, pay all charges, fees and taxes, and give all notices necessary and incidental to the due and lawful prosecution of the Work.

SC-7.12- APPLICABLE ALASKA PREFERENCES

A. Add the following paragraph:

7.12.5 Alaska Veteran's Preference (AS 36.30.175). In determining the low bidder for State funded projects, a 5% bid preference has been given to a bidder who qualifies under AS 36.30.170(b) as an Alaska bidder and is a Qualifying Entity. This preference may not exceed \$5,000.00. In this subsection a "Qualifying Entity" means a:

- (1) Sole proprietorship owned by an Alaska Veteran;
- (2) Partnership under AS 32.06 or AS 32.11 if a majority of the members are Alaska veterans;
- (3) Limited liability company organized under AS 10.50 and if a majority of the members are Alaska veterans; or
- (4) Corporation that is wholly owned by individuals and a majority of the individuals are Alaska Veterans.

A preference under this section is in addition to any other preference for which the bidder qualifies. To qualify for this preference, the bidders must add value by the bidder actually performing, controlling, managing and supervising a significant part of the services provided or the bidder must have sold supplies or the general nature solicited to other state agencies, governments, or the general public. An Alaska veteran shall be a resident of this state and an individual who served in the Armed forces of the United States, including a reserve unit of the United States armed forces; or Alaska Territorial Guard, the Alaska Army National Guard, or the

Alaska Navel Militia; and was separated from service under a condition that was not dishonorable."

SC-7.13-WAGES AND HOURS OF LABOR

A. In paragraph 7.13.3, delete this paragraph in its entirety and replace with the following

paragraphs: 7.13.3 Notice of Work and Completion; Withholding of Payment

- A. Within three calendar days of award of a construction contract, the CONTRACTOR Shall file a "Notice of Work" with the Department of Labor and Workforce Development (DOLWD) fees per AS 36.08.045. The CONTRACTOR lists all their Subcontractors who will perform any portion of work on the contract and the contract price being paid to each subcontractor. The primary contractor shall pay all filing fees for each subcontractor performing work on the contract, including a filing fee based on the contract price being paid for work performed by the primary contractor's employees. The filing fee payable shall be the sum of all fees calculated for each subcontractor. The filing fee shall be one percent of each contractor's contract price. The total filing fee payable by the primary contractor under this subsection may not exceed \$5,000. **The "Notice of Work" is available at <http://www.labor.state.ak.us/lss/forms/notice-of-work.pdf>**
- B. The Contracting Officer will not issue Notice to Proceed to the CONTRACTOR until such notice and fees have been paid to DOLWD. Failure of the CONTRACTOR to file the Notice of Work and pay fees within this timeframe shall not constitute grounds for an extension of contract time or adjustment of contract price.
- C. Upon completion of all work, the primary contractor shall file with DOLWD a "Notice of Completion" together with payment of any additional filing fees owed due to increased contract amounts. Within 30 days after DOLWD's receipt of the primary contractor's notice of completion, DOLWD shall inform the DEPARTMENT of the amount, if any, to be withheld from the final payment. The "Notice of Completion Form" is available at; <http://www.labor.state.ak.us/lss/forms/not-comp-pub-wrks.pdf>

SC-11.8-DELAY DAMAGES

At General Condition Article 11.8, add the following paragraphs:

- 11.8.1 Failure to Meet Fire Alarm offline period limits. Total time the Fire Alarm system is completely offline in any building shall not exceed 7 calendar days. Only one building can be offline at any given time. For each calendar day or portion thereof that the fire alarm system in any building is completely offline after the initial 7 days, the DEPARTMENT will deduct \$1,100 from progress payments.
- 11.8.2 Failure to Meet Substantial Completion Date. Total time from Notice to Proceed to Substantial Completion shall not exceed 120 days. For each calendar day that the work is not Substantially Complete after the expiration of the Contract Time or the Substantial Completion Date has passed, the DEPARTMENT will deduct \$1,100 from progress payments.
- 11.8.3 Failure to Meet Final Completion Date. For each calendar day that the work is substantially complete, but the project is not at Final Completion, after the Final Completion Date has passed, the DEPARTMENT shall deduct \$487.50 from progress payments.
- 11.8.4 If no money is due the CONTRACTOR, the DEPARTMENT shall have the right to recover these sums from the CONTRACTOR, from the Surety, or from both. These are

liquidated damages and not penalties. These charges shall reimburse the DEPARTMENT for its additional administrative expenses incurred due to CONTRACTOR'S failure to complete the work within the time specified.

- 11.8.5 Permitting the CONTRACTOR to continue and finish the work or any part of it after the Contract time has elapsed or the completion date has passed does not waive the DEPARTMENT'S rights to collect liquidated damages under this section."

Liquidated Damages

Liquidated Damages in the amount of \$487.50 (or actual damages) per day for each calendar day elapsing between the time stipulated for the **final completion** and the actual date of substantial completion as set forth and stated in the Contract Documents.

SC-12.1-WARRANTY AND GUARANTEE

At General Condition Article 12.1, add the following sentence:

"The failure of the DEPARTMENT to strictly enforce the Contract in one or more instances does not waive its right to do so in other or future instances."

**END OF
SECTION 00800**

1.01 Laborers' & Mechanics' Minimum Rates of Pay

Bidders are to refer to the Department of Labor & Workforce Development website for current Pamphlet No. 600. Please note there may be a new Pamphlet issued prior to the bid date for this project.

<http://labor.state.ak.us/lss/pamp600.htm>

SECTION 01010

SUMMARY OF WORK

PART 1 GENERAL

1.01 RELATED REQUIREMENTS

- A. Section 00300 – Information Available to Bidders.
- B. Section 00700 - General Conditions: Provisions for use of site and Using Agency occupancy. Relations of Contractor - Subcontractors.
- C. Section 00800 - Supplementary Conditions: Modifications to General Conditions.
- D. Section 01400 – Quality Control

1.02 WORK COVERED BY CONTRACT DOCUMENTS

- A. Work covered by the contract documents is located at the Lemon Creek Correctional Center (LCCC) Prison Industries Building (PIB), Juneau, Alaska. The work of this project includes, but is not limited to:

Scope of Work: The project includes shipping and installation of three new electric/steam washers, two new electric dryers, one new steam-heated ironing machine, one new rear-discharge folding machine, and two new laundry wrapping machines. This also includes removal and disposal of existing units identified to be replaced.

The tasks required to do this work include but are not limited to the following:

1. Remove and dispose of two existing soft-mount washing machines, approximately 100 lbs capacity
2. Remove and dispose of existing dryer
3. Remove and dispose of existing Chicago Flatworks Ironing machine
4. Remove and dispose of existing folder unit
5. Provide and install two new soft-mount electric/steam washing machines, approximately 125-145 lbs capacity each; model Unimac UYN125 (220-240V 50-60 Hz 3ph), or State approved equivalent
6. Provide and install one new hard-mount electric/steam washing machine, approximately 65 lbs capacity; model Unimac UWT065D4 (9 speed cylinder cycle), or State approved equivalent
7. Provide and install two new steam dryers, approximately 170 lbs capacity each; model Unimac UT170DN (utility connection is 3/4" NPT inlet, 1" NPT outlet), or State approved equivalent
8. Install one new combination ironing/folding/cross folding unit; model Chicago Tri-Star CT 32", steam heated, or State approved equivalent
9. Install one new small piece folding machine; model Braun SPFRD Rear Discharge, or State approved equivalent

10. Install two new laundry console wrapping machines; model Felwrap F136a, or State approved equivalent
11. Any possible modifications to the PIB's existing mechanical, electrical, or structural systems to accommodate the installation and operation of the new equipment identified above.

- B. The Department is acting for the State of Alaska and the Department of Corrections.
- C. Contractor shall coordinate outages per Article 1.08 of this Section.
- D. Contractor shall maintain existing fire alarm and security systems in service during the period of construction.

1.03 CONTRACT METHOD

- A. Construct the Work under a single lump sum Contract.

1.04 WORK BY OTHERS

- A. Other State projects may be under construction in the vicinity of the Project. See Document 00800 - Supplementary Conditions, Article SC-8.1.
- B. Cooperate with other Contractors and the Department to minimize conflict with construction operations.

1.05 WORK INSIDE FACILITY

- A. Work within the facility shall be conducted only between the hours of 7:00 AM and 5:00 PM seven days per week, unless specifically approved by the Department. Requests for work outside of these hours must be submitted in writing 24 hours in advance.
- B. Contractor shall not under any circumstances leave tools or equipment unattended within the limits of the project site unless secured in a locked toolbox or equipment storage container. Contractor will be liable for any damages to persons and/or property resulting from unattended tools or equipment.
- C. Any tools or equipment left unattended within the limits of the project site by the Contractor shall be subject to confiscation by the Department. Confiscated equipment may be obtained from the Department after 24 hours. A fee of \$25 per item confiscated may be deducted from the Contractor's subsequent pay request. No claims for delay will be considered for impacts to the work due to items left unattended by the Contractor and confiscated by the Department.
- C. Contractor and all subcontractors shall at all times wear an identifying badge in a visible location. Badge to be provided by the Using Agency – see Section 01540, Security.
- D. Contractor shall at all times maintain a clean and clear floor space and provide a physical barricade and detour route for foot traffic within the areas of construction. Provide clear and easy access to and egress from spaces at all times during construction, unless specifically arranged through the Using Agency. Provide and maintain full safe access at existing exits at all times.
- E. Contractor shall notify the Department 24 hours in advance of performing Work that produces loud noise for an extended duration of time (greater than 15 minutes).
- F. All items marked for demolition shall remain the property of the Using Agency.

1.06 WORK PLANS AND ACCESS TO FACILITY, INDIVIDUAL WORK AREAS

- A. In close coordination with the work schedule, provide detailed written (narrative) work plan with a sketch of each area impacted by the Contractor's work. The work plan shall be broken out into phases to localize impact of construction activities. Show limits of work enclosures, barricades, temporary partitions, or other items affecting the operation of the area.
- B. Prior to beginning work in new phase of work identified in the work plan, the Contractor

shall notify the Department in writing at least 5 (five) working days, not including weekends or Holidays.

- C. Allow for Using Agency use and occupancy of the facility throughout the duration of the work. The Department may reject a work plan for non-conformance with contract documents or this section. The Contractor may be required to construct work in stages to accommodate Using Agency use of the facility during construction. Coordinate progress schedule with Using Agency occupancy during construction.
- D. No construction operations affecting safety or comfort of the public shall begin until the work area is closed off from the public.
- E. Where work is adjacent to or above existing cabinetwork, equipment, furniture, supplies or other fixtures, include means and method of protection as a part of the work plan. This requirement is for coordination with Using Agency and is not intended to relieve the Contractor of the responsibility for safety and protection of the existing building and facilities in accordance with Article 6.17 of the General Conditions.
- F. It shall be the responsibility of the Contractor to coordinate all construction and haul activities through the Department and to comply with their instructions concerning the movements of construction equipment, men and materials in the vicinity of the Using Agency operations in the vicinity of the project. All such requests shall be made at least 48 hours (excluding weekends) in advance of any planned closure or change.
- G. All work shall be performed in a manner that will minimize disruption of ongoing activities and operations in the existing facility during the course of the project. Demolition or any other work of a nature that could be hazardous or disruptive to activities shall be as approved by the Using Agency. Work areas must be cleaned and made safe and suitable for occupancy prior to the next scheduled use of the facility.
- H. Contractor staging area shall minimize interference with the Using Agency's use of the facility. Access shall be maintained for the Using Agency, supply access, trash disposal, and vehicle access around the facility.
- I. Contractor staging area to remain within the location designated on the plans.

1.07 WORK SEQUENCE

- A. Project Phasing Schedule: The project shall be completed in a single phase. The installation of the (two) new dryer units shall be completed first, prior to taking other equipment offline.

1.08 SHUTOFFS/DISRUPTIONS TO SERVICE

- A. Provide written notification of work in area at least three working days (not including weekends) in advance.
- B. Plan work to minimize down time. Work with Department to schedule disruption for a time that minimizes impact on the Using Agency's operations.
- C. Provide written work plan and schedule for disruptions to service that exceed one hour.
- D. Schedule of Utilities Interruptions. As soon as practical, and at least one week prior to the first outage, the Contractor shall prepare a proposed schedule of utilities outages. The schedule shall include proposed water, heating, and electrical outages. The Contractor will not be bound by the entire schedule as originally submitted, but he will be expected to modify the schedule as required, and to the best of his ability, adhere to an accurate schedule as adjusted on a week-to-week basis. In addition to the above requirements, the Contractor must give the Department a minimum of 16-working hours notice prior to any utility's interruptions.

1.09 CONTRACTOR'S USE OF PREMISES

- A. Limit use of premises to that necessary for performance of the Work and for construction operations, to allow for continuous occupancy of the facility and grounds. Coordinate use of the premises under direction of Department.

- B. Contractor is responsible for all safety considerations and precautions required during the construction period and to ensure all laws pertaining to workplace safety are followed.
- C. Assume full responsibility for protection and safekeeping of products under this Contract.
- D. Assume full responsibility for the protection of existing buildings and contents, and equipment from damage due to construction operations. Take all necessary precautions to protect building occupants from any hazards during the progress of the Work.
- E. Obtain and pay for use of additional storage or Work areas needed for operations under this Contract.
- F. Do not stop or otherwise impede traffic without prior written approval from the Department. Provide traffic control layout plan and traffic control schedule upon request, unless Traffic Control is specifically required by another Section within this Contract, then provide as required in that Section.

1.10 USING AGENCY OCCUPANCY

- A. The Using Agency will occupy facilities for the conduct of its normal operations during the entire construction period. Limit use of premises for Work and for construction operations to allow for Using Agency occupancy. Coordinate use of premises under direction of the Using Agency.
- B. Cooperate with the Department in scheduling operations to minimize conflict and to facilitate Using Agency operations.
- C. Contractor shall provide Material Safety Data Sheets for all products that may produce unpleasant odors.

1.11 COORDINATION

- A. Coordinate Work of the various sections of Specifications to ensure efficient and orderly sequence of installation of construction elements, with provisions for accommodating items installed later.
- B. Verify if characteristics of elements of interrelated operating equipment are compatible; coordinate Work of various sections having interdependent responsibilities for installing, connecting to, and placing in service, such equipment.
- C. Coordinate space requirements and sequence of installation of mechanical and electrical work, which is indicated diagrammatically on Drawings. Follow routing shown for pipes, ducts, and conduits, as closely as practicable; make runs parallel with lines of building. Utilize spaces efficiently to maximize accessibility for other installations, for maintenance, and for repairs. Coordinate work with existing elements in the building. Do not locate piping, conduit or other products where they will block access to equipment or junction boxes.
- D. In finished areas except as otherwise shown, conceal pipes, ducts, and wiring in the construction. When removing existing ceiling materials, the contractor shall ensure that the removed ceiling materials are reinstalled in a similar condition as when removed. All damaged ceiling materials shall be replaced by the Contractor at no cost to the Department.
- E. Execute cutting and patching to integrate elements of Work, provide openings for penetrations of existing surfaces, and provide samples for testing. Seal penetrations through floors, walls, partitions, and ceilings.

1.12 OVERTIME WORK

- A. The Contractor shall notify the Department at least 48 hours in advance of any overtime work, including nights, weekends, and holidays. No overtime work will be authorized without prior Department approval.

1.13 SURVEYING EXISTING CONDITIONS

- A. Prior to commencing work, the Contractor and the Department shall jointly survey existing conditions, noting and recording any existing damage. Before work begins, the Contractor and the Department shall both sign a Survey Record.
- B. The Survey Record shall serve as a basis for determining any subsequent damage to existing facilities caused by the Contractor's work.

1.14 CONCEALED CONDITIONS UNACCEPTABLE TO CONTRACTOR

- A. Should the Contractor discover conditions that are inconsistent with the Contract or existing construction of a substandard nature that will affect the satisfactory completion of the Work, the Department shall be notified immediately.
- B. Upon notification from the Contractor, the Department may issue a Change Order authorizing the Contractor to perform the work necessary for compliance with the Contract.

1.15 PROJECT COORDINATION PROCEDURE

- A. The Department shall issue all orders to the Contractor. The Architect/Engineer shall be responsible to the Department for architectural observation of the project. The Architect/Engineer may issue field memorandum to the Contractor for deficiencies in the work and for providing additional instruction and interpretation of the technical specifications and drawings. The Architect/Engineer is not authorized to make any changes in the contract amount nor time for completion of the project. Any reference to Architect, Engineer, Project Manager, or any other related title shall be construed to be the Department.

1.16 SUPERINTENDENCE AND EMPLOYEES

- A. Before starting work, the Contractor shall designate a competent authorized representative to represent and act for the Contractor, and shall inform the Department in writing of the name and address of such representative, together with a clear definition of the scope of his authority to represent and act for the Contractor, and shall specify any and all limitations of such authority. Such representative shall be present or duly represented at the site of work at all times when work is actually in progress and, during periods when work is suspended, arrangements acceptable to the Department shall be made for emergency work that may be required. The Contractor's authorized representative shall be supported by competent assistants; as necessary; and the authorized representative and his assistants shall be satisfactory to the Department. All requirements, instructions and other communications given to the authorized representative by the Department shall be as binding if given to the Contractor.
- B. None of the Contractor's superintendents, supervisors, or engineers shall be withdrawn from the work without due notice being given to the Department; and no such withdrawal shall be made if it will jeopardize successful completion of the work.
- C. The Contractor shall employ only competent and skilled personnel to perform any work. The Contractor shall be responsible for maintaining the orderly and faithful conduct of its employees.
- D. The Department may, in writing, require the Contractor to remove from the work any employee whom the Department deems incompetent, careless, insubordinate, or otherwise objectionable or whose continued employment on the work is deemed by the Department to be contrary to the Department's interest.

PART 2 PRODUCTS

Not Used

PART 3 EXECUTION

Not used

END OF SECTION

SECTION 01020

INTENT OF DOCUMENTS

PART 1 GENERAL

1.01 REQUIREMENTS INCLUDED

- A. Explanation of intent and terminology of the Construction Documents.

1.02 RELATED REQUIREMENTS

- A. Section 00700 - General Conditions: Article 1 Definitions relating to 'Drawings' and 'Specifications'.
- B. Section 00700 - General Conditions: Article 3 Contract Documents relating to Intent, Amending, and Reuse.

1.03 SPECIFICATION FORMAT AND COMPOSITION

- A. Specifications are divided into Divisions and Sections for the convenience of writing and using. Titles are not intended to imply a particular trade jurisdiction. DEPARTMENT is not bound to define the limits of any subcontract, and will not enter into disputes between the Contractor and his employees, including Subcontractors.
- B. Pages are numbered independently for each Section, and recorded in the Table of Contents. Section number is shown with the page number at the bottom of each page. The end of each Section of the specifications is ended by "End of Section". It is Contractor's responsibility to verify that Contract Documents received for bidding and/or construction are complete in accordance with Table of Contents.
- C. The language employed in the Contract Documents is addressed directly to the Contractor. Imperative or indicative language is generally employed throughout and requirements expressed are the mandatory responsibility of the Contractor, even though the work specified may be accomplished by specialty subcontractors engaged by the Contractor. References to third parties in this regard shall not be interpreted in any way as to relieve the Contractor of his or her responsibility under this Contract.
- D. These Specifications are of the abbreviated, or "streamlined" type, and may include incomplete sentences.
- E. Omissions of words or phrases such as "the Contractor shall", "in conformity therewith", "shall be", "as noted on the Drawings", "according to the Drawings", "a", "an", "the" and "all" are intentional.
- F. Omitted words or phrases shall be supplied by inference in the same manner as they are when a "note" occurs on the Drawings.

1.04 DRAWINGS: CONTENT EXPLANATION

- A. Drawings, Dimensions and Measurements.
 - 1. Contract Documents do not purport to describe in detail, absolute and complete construction information. In some instances drawings are diagrammatic. Contractor shall provide verification of actual site conditions

and shall provide complete and operational systems as specified when drawings do not provide full detail.

2. Where on any of the Drawings a portion of the work is drawn out and the remainder is indicated in outline, the parts drawn out shall apply also to all other portions of the Work.
3. Wherever a detail is referenced and developed for a specific condition, same or similar detail shall apply to identical or similar conditions elsewhere on Project even though not specifically referenced.
4. Where the word "similar" occurs on the Drawings, it shall be interpreted in its general sense and not as meaning identical, all details shall be worked out in relation to their location and their connection with other parts of the work.
5. The figured dimensions on the Drawings or notes indicating dimensions shall be used instead of measurements of the Drawings by scale.
6. No scale measurements shall be used as a dimension to work with unless specific permission to do so is granted in advance in writing by the Department.

1.05 COMMON TERMINOLOGY

A. Certain items used generally throughout the Specifications and Drawings are used as follows:

1. Indicated: The term "indicated" is a cross reference to details, notes or schedules on the Drawings, other paragraphs or schedules in the Specifications, and similar means of recording requirements in the Contract Documents. Where terms such as "shown", "noted", "schedules", and "specified" are used in lieu of "indicate", it is for the purpose of helping the reader accomplish the cross reference, and no limitation of location is intended except as specifically noted.
2. Installer: The person or entity engaged by Contractor, his Subcontractor or sub-subcontractor for the performance of a particular unit of Work at the Project site, including installation, erection, application and similar required operations. It is a general requirement that installers be recognized experts in the work they are engaged to perform.
3. Furnish: Except as otherwise defined in greater detail, the term "furnish" is used to mean "...supply and deliver to the Project site, ready for unpacking, assembly and installation..."
4. Provide: Except to the extent further defined, the term "provide" means to furnish and install, complete and ready for the intended use.
5. Guarantee and Warranty: "Warranty" is generally used in conjunction with products manufactured or fabricated away from the Project site, and "guarantee" is generally used in conjunction with units of work which require both products and substantial amounts of labor at the Project site. The resulting difference is that warranties are frequently issued by manufacturers, and guarantees are generally issued by Contractor and frequently supported (partially) by product warranties from manufacturers.

1.06 CONFLICTS

A. Report any conflicts to the Department for clarification.

PART 2 PRODUCTS

Not Used

PART 3 EXECUTION

Not Used

END OF SECTION

SECTION - 01027

APPLICATIONS FOR PAYMENT

PART 1 GENERAL

1.01 REQUIREMENTS INCLUDED

- A. Procedures for preparation and submittal of Applications for Payment.

1.02 RELATED REQUIREMENTS

- A. Section 00510 - Construction Contract - Contract Form 25D-10a and Bid Schedule: Method of Payment and Contract Price and Amounts of Liquidated Damages.
- B. Section 00700 - General Conditions: Progress Payments, and Final Payment.
- C. Section 01300 - Submittals: Procedures.
- D. Section 01700 - Contract Closeout: Closeout Procedures.

1.03 FORMAT

- A. Application for Payment form in format approved by the Department.

1.04 PREPARATION OF APPLICATIONS

- A. Type required information on Application for Payment form approved by the Department.
- B. Execute certification by original signature of authorized officer upon the Application for Payment.
- C. Submit names of individuals authorized to be responsible for information submitted on application for payment.
- D. Indicate breakdown of costs for each item of the Work on accepted Schedule of Values. Provide dollar value in each column for each line item for portion of Work performed and for stored products.
- E. List each authorized Change Order as an extension on continuation sheet, listing Change Order number and dollar amount as for an original item of Work.
- F. Prepare Application for Final Payment as specified in Section 01700.

1.05 SUBMITTAL PROCEDURES

- A. Submit one copy of each Application for Payment at times stipulated in Contract.
- B. Submit under transmittal letter specified in Section 01300.

1.06 SUBSTANTIATING DATA

- A. When Department requires substantiating information, submit data justifying line item amounts in question.

- B. Substantiating data required under General Conditions Articles 7.12.3 and 7.12.4 shall be submitted (or updated) when the Application for Payment includes a current request for payment on an item of Work required to include Alaska "agricultural/wood" products.
- C. Provide one copy of data with cover letter for each copy of Application. Show Application number and date, and line item by number and description.

1.07 SUBMITTALS WITH APPLICATION FOR PAYMENT

- A. Submit the following with each Application for Payment.
 - 1. Updated construction schedule as required by Section 01300 - Submittals.
 - 2. Updated Schedule of Values as required by Section 01300 – Submittals: Schedule of Values.
 - 3. The Contractor's as-builts will be reviewed prior to approving each application for payment.

PART 2 PRODUCTS
Not Used

PART 3 EXECUTION
Not Used

END OF SECTION

SECTION 01028

CHANGE ORDER PROCEDURES

PART 1 GENERAL

1.01 REQUIREMENTS INCLUDED

- A. Procedures for processing Change Orders.

1.02 RELATED REQUIREMENTS

- A. Section 00312 - Bid Schedule: Total amount bid for lump sum items.
- B. Section 00510 - Contract Form: Total amount of Contract Price, as awarded.
- C. Section 00700 - General Conditions: Governing requirements for changes in the Work, in Contract Price, and Contract Time.
- D. Section 00800 - Supplementary Conditions: Modifications to Document 00700 - General Conditions.
- E. Section 01027 - Applications for Payment.
- F. Section 01300 - Submittals: Construction Progress Schedules, Schedule of Values.
- G. Section 01600 - Material and Equipment: Product Options, Substitutions.
- H. Section 01700 - Contract Closeout: Project Record Documents.

1.03 SUBMITTALS

- A. Submit name of the individual authorized to accept changes, and to be responsible for informing others in Contractor's employ of changes in the Work.
- B. Change Order Forms will be prepared by the Department.

1.04 DOCUMENTATION OF CHANGE IN CONTRACT PRICE AND CONTRACT TIME

- A. Maintain detailed records of work done on a Cost of the Work plus a Fee basis. Provide full information required for evaluation of proposed changes, and to substantiate costs of changes in the Work. Incomplete or unsubstantiated costs will be disallowed.
- B. Contractor shall submit a complete, detailed, itemized cost breakdown addressing impact on Contract Time and Contract Price with each proposal.
- C. On request, provide additional data to support computations:
 - 1. Quantities of products, labor, and equipment.
 - 2. Taxes, insurance and bonds.
 - 3. Overhead and profit.
 - 4. Justification for any change in Contract Time.

5. Credit for deletions from Contract, similarly documented.
- D. Support each claim for additional costs, and for work done on a cost of the Work plus a Fee basis, with additional information:
1. Origin and date of claim.
 2. Dates and times work was performed, and by whom.
 3. Time records and wage rates paid.
 4. Invoices and receipts for products, equipment, and subcontracts, similarly documented.

1.05 PRELIMINARY PROCEDURES

- A. Department may submit a Proposal Request which includes: Detailed description of change with supplementary or revised Drawings and Specifications, the projected time for executing the change, with a stipulation of any overtime work required, and the period of time during which the requested price will be considered valid.
- B. Contractor may initiate a change by submittal of a request to Department describing the proposed change with a statement of the reason for the change, and the effect on Contract Price and Contract Time, with full documentation. Document any requested substitutions in accordance with Section 01600.

1.06 CONSTRUCTION CHANGE AUTHORIZATION

- A. Shall be in accordance with Article 9 – Changes, in Section 00700 - General Conditions, as modified by the Supplementary Conditions.

1.07 FIXED PRICE CHANGE ORDER

- A. Contractor shall submit an itemized price proposal in sufficient detail to fully explain the basis for the proposal. Attach invoices and receipts for products, equipment, and subcontracts, as requested by the Department. Contractor and the Department shall then negotiate an equitable price (and time adjustment if appropriate) in good faith. The Change Order will reflect the results of those negotiations. If negotiations break down Contractor may be directed to perform the work under COST OF THE WORK CHANGE ORDER.
- B. The following maximum rates of cost markup (to cover both overhead and profit of the Contractor) shall be used in the negotiation of a "Fixed-Price" Change Order:
- See Supplementary Conditions, Article SC-10.3.2.
- C. These terms shall also apply to the proposals of subcontractors and allowances.
- D. Will be based on proposal request and Contractor's lump sum quotation or Contractor's request for Change Order as approved by the Department.

1.08 UNIT PRICE CHANGE ORDER

- A. For pre-determined Unit Prices and quantities, Change Order will be executed on a lump sum basis.

- B. For pre-determined Unit Prices and undetermined quantities, Change Order will be executed on an estimated quantity basis; payment will be based on actual quantities measured as specified.
- C. For unit costs or quantities of units of Work which are not predetermined, execute Work under a Directive. Changes in Contract Price or Contract Time will be computed as specified for Cost of the Work Change Order.

1.09 COST OF THE WORK CHANGE ORDER

- A. Contractor shall submit documentation required in Article 1.04 on a daily basis for certification by the Department. Project Manager will indicate by signature that the submitted documentation is acceptable.
- B. After completion of the change and within 14 calendar days, unless extended by the Project Manager, the Contractor shall submit in final form an itemized account, with supporting data, of all costs. Supporting data shall have been certified by the Project Manager, as required above in paragraph A.

1.10 EXECUTION OF CHANGE ORDERS

- A. Department will issue Change Orders for signatures of parties as provided in Conditions of the Contract.

1.11 CORRELATION OF CONTRACTOR SUBMITTALS

- A. Promptly revise Application for Payment forms to record each authorized Change Order as a separate line item and adjust the Contract Price as shown on Change Order.
- B. Promptly revise Progress Schedules to reflect any change in Contract Time, revise sub-schedules to adjust times for other items of Work affected by the change, and resubmit.
- C. Promptly enter changes in Project Record Documents.

PART 2 PRODUCTS

Not Used

PART 3 EXECUTION

Not Used

END OF SECTION

SECTION 01045

CUTTING AND PATCHING

PART 1 GENERAL

1.01 REQUIREMENTS INCLUDED

- A. Requirements and limitations for cutting and patching of Work.

1.02 RELATED REQUIREMENTS

- A. Section 01010 - Summary of Work.
- B. Section 01120 – Alteration Project Procedures.
- C. Section 01600 - Materials and Equipment: Substitutions.
- D. Individual Specifications Sections:
 - 1. Cutting and patching incidental to Work of the section.
 - 2. Advance notification to other Sections of openings required in Work of those Sections.
 - 3. Limitations on cutting structural members.

1.03 SUBMITTALS

- A. Submit written request in advance of cutting or alteration which affects:
 - 1. Structural integrity of any element of Project.
 - 2. Integrity of weather-exposed or moisture-resistant elements such as siding or roof systems.
 - 3. Efficiency, maintenance, or safety of any operational element.
 - 4. Visual qualities of sight-exposed elements.
 - 5. Work of Department or separate Contractor.
- B. Include in request:
 - 1. Identification of Project and Department's project number.
 - 2. Location and description, with photos of affected Work.
 - 3. Necessity for cutting or alteration.
 - 4. Description of proposed Work, and products proposed to be used.
 - 5. Alternatives to cutting and patching.
 - 6. Effect on Work of Department or separate Contractor.
 - 7. Written permission of affected separate Contractor.
 - 8. Date and time Work will be executed.
- C. Submit product data for replacement materials to be used in the work, including product description, specifications, recommended installation methods, and samples. Submittals shall cover all sight-exposed elements applicable, such as roofing, exterior siding, floor tile, ceiling tile, and wall covering.

PART 2 PRODUCTS

2.01 MATERIALS

- A. Materials used for replacement shall match existing materials removed. Interior or exterior finish materials shall visually match surrounding surface finishes. Replacement interior finish materials, such floor tile, wall tile, ceiling tile, or wall covering shall be of the same manufacturer and pattern as materials removed to assure compatibility. New doors and frames to be finished to match existing. Submittals to be approved prior to installation.
- B. Replacement gypsum wallboard surfaces are to be finished smooth or in a texture to match the existing wall or ceiling finish or Finish Schedule in drawings as required. Paint new exposed surfaces with two coats semi-gloss acrylic latex enamel in a color to match existing. New paint shall cover the entire plane of the area impacted and shall extend to the nearest joint or corner.
- C. Cut and patch work at roof assemblies shall provide a complete weather tight installation and shall be compatible with existing roofing materials. Contractor to verify manufacturer, materials, and warranty of the existing roofing system and ensure work does not have a negative impact on the performance of the existing roof membrane or existing drainage pattern. Cut and patch work shall not have a negative impact on any active warranty of the existing roofing system.
- D. For replacement of work removed, comply with specifications for type of work to be done, manufacturers' recommendations, and good construction practice.
- E. Provide materials for cutting and patching which will result in equal to or better than the work being cut and patched in terms of performance characteristics and visual effect where applicable.

PART 3 EXECUTION

3.01 GENERAL

- A. Contractor shall be responsible for all cutting, fitting, and patching required to complete the work or to:
 - 1. Accommodate the installation or coordination of work.
 - 2. Remove and replace defective work.
 - 3. Remove and replace work not conforming to requirements of the Contract Documents.
 - 4. Uncover other work for access or inspection.
 - 5. Obtain samples for testing or similar purposes.
 - 6. Provide routine penetrations of nonstructural surfaces for installation of piping, ductwork, chimneys, vents, louvers, electrical conduit or other equipment included in the work.
- B. Contractor shall not cut or alter any existing structural members without the approval of the Department. If structural members must be cut or altered, the Contractor shall provide engineered details with structural engineer's stamp for review in the submittal process.
- C. Execute cutting, fitting, and patching to complete Work, and to:
 - 1. Fit the several parts together, to integrate with other work.
 - 2. Uncover work to install ill-timed work.
 - 3. Remove and replace non-conforming and Defective Work.
 - 4. Remove samples of installed Work for testing.
 - 5. Provide openings in elements of Work for penetrations of mechanical and electrical work.

- D. Installation of replacement materials shall be in accordance with specifications for type of work to be done, manufacturers' recommendations, and good construction practice.

3.02 INSPECTION

- A. Inspect existing conditions, including elements subject to damage or movement during cutting and patching.
 - 1. Notify the Department immediately of any suspected hazardous materials.
- B. Do not cut and patch work which is exposed to view in a manner resulting in a reduction of visual qualities or resulting in substantial evidence of the cut and patch work. Remove and replace work judged by the Department to be visually unsatisfactory.
- C. After uncovering, inspect conditions affecting performance of Work.
- D. Beginning of cutting or patching means acceptance of existing conditions.

3.03 PREPARATION

- A. Clean adjacent structures and improvements of dust, dirt, and debris caused by cutting and patching operations, as directed. Return adjacent areas to condition existing prior to start of work.
- B. Provide supports to ensure structural integrity of surroundings; devices and methods to protect other portions of Project from damage.
- C. Provide protection from elements for areas which may be exposed by uncovering work; maintain excavations free of water.

3.04 PERFORMANCE

- A. Execute work by methods to avoid damage to other Work, and which will provide proper surfaces to receive patching and finishing.
- B. For all new work, employ qualified installer to perform cutting and patching for weather-exposed and moisture resistant elements, and sight-exposed surfaces.
- C. Cut rigid materials using masonry saw or core drill. Use wet-type core drill for all holes over 1/2" in diameter. Pneumatic/hammer tools or dry-type core drills not allowed without prior approval. Cutting structural reinforcement with heat is strictly forbidden without prior written approval.
- D. Restore Work with new products in accordance with requirements of Contract Documents.
- E. Fit Work tightly to pipes, sleeves, ducts, conduit, and other penetrations through surfaces.
- F. Maintain all fire-rated wall or area separation construction per applicable codes. At penetrations of fire-rated wall, ceiling, or floor construction, completely seal voids with fire-rated material, full thickness of the construction element or in accordance with U.L. listed assembly requirements.
- G. Refinish surfaces to match adjacent finishes. For continuous surfaces, refinish to nearest intersection; for an assembly, refinish entire unit.

END OF SECTION

SECTION 01090

REFERENCE STANDARDS

PART 1 GENERAL

1.01 REQUIREMENTS INCLUDED

- A. Quality Assurance
- B. Applicability of Reference Standards
- C. Provision of Reference Standards at site
- D. Acronyms used in Contract Documents for Reference Standards. Source of Reference Standards

1.02 RELATED REQUIREMENTS

- A. Section 00700 - General Conditions: Paragraph 3.4.2.

1.03 QUALITY ASSURANCE

- A. For products or workmanship specified by association, trade, or Federal Standards, comply with requirements of the standard, except when more rigid requirements are specified or are required by applicable codes.
- B. The date of the standard is that in effect as of the Project Advertisement date, or Effective Date of the Contract when there was no Advertisement, except when a specific date is specified.
- C. When required by an individual Specification section, obtain copy of standard. Maintain copy at site during submittals, planning, and progress of the specific Work, until Final Completion.
- D. Should specified reference standards conflict with Contract Documents, request clarification from the Architect/Engineer before proceeding. Local code requirements, where more stringent than referenced standards, shall govern.
- E. Neither the contractual relationship, duties, nor responsibilities of the parties in Contract nor those of the Architect/Engineer shall be altered by the Contract Documents by mention or inference otherwise in any reference document.

1.04 SCHEDULE OF REFERENCES

AA	Aluminum Association 818 Connecticut Avenue, N.W. Washington, DC 20006
AABC	Associated Air Balance Council 1000 Vermont Avenue, N.W. Washington, DC 20005
AASHTO	American Association of State Highway and Transportation Officials 444 North Capitol Street, N.W. Washington, DC 20001
ACI	American Concrete Institute Box 19150 Reford Station Detroit, MI 48219

ADC	Air Diffusion Council 230 North Michigan Avenue Chicago, IL 60601
AGC	Associated General Contractors of America 1957 E Street, N.W. Washington, DC 20006
AI	Asphalt Institute Asphalt Institute Building College Park, MD 20740
AISC	American Institute of Steel Construction 400 North Michigan Avenue Eighth Floor Chicago, IL 60611
ISI	American Iron and Steel Institute 1000 16th Street, N.W. Washington, DC 20036
AITC	American Institute of Timber Construction 333 W. Hampden Avenue Englewood, CO 80110
AMCA	Air Movement and Control Association 30 West University Drive Arlington Heights, IL 60004
ANSI	American National Standards Institute 1430 Broadway New York, NY 10018
APA	American Plywood Association Box 11700 Tacoma, WA 98411
ARI	Air-Conditioning and Refrigeration Institute 1815 North Fort Myer Drive Arlington, VA 22209
ASHRAE	American Society of Heating, Refrigeration and Air Conditioning Engineers 1791 Tullie Circle, N.E. Atlanta, GA 30329
ASME	American Society of Mechanical Engineers 345 East 47th Street New York, NY 10017
ASPA	American Sod Producers Association Association Building Ninth and Minnesota Hastings, NE 68901
ASTM	American Society for Testing and Materials 1916 Race Street Philadelphia, PA 19103

AWI	Architectural Woodwork Institute 2310 South Walter Reed Drive Arlington, VA 22206
AWPA	American Wood-Preservers' Association 7735 Old Georgetown Road Bethesda, MD 20014
AWS	American Welding Society 550 LeJeune Road Miami, FL 33135
AWWA	American Water Works Association 6666 West Quincy Avenue Denver, CO 80235
CDA	Copper Development Association 57th Floor, Chrysler Building 405 Lexington Avenue New York, NY 10174
CLFMI	Chain Link Fence Manufacturers Institute 1101 Connecticut Avenue, N.W. Washington, DC 20036
CRSI	Concrete Reinforcing Steel Institute 933 Plum Grove Road Schaumburg, IL 60195
EJMA	Expansion Joint Manufacturers Association 707 Westchester Avenue White Plains, NY 10604
FGMA	Flat Glass Marketing Association 3310 Harrison White Lakes Professional Building Topeka, KS 66611
FM	Factory Mutual System 1151 Boston-Providence Turnpike Norwood, MA 02062
FS	Federal Specification General Services Administration Specifications and Consumer Information Distribution Section (WFSIS) Washington Navy Yard, Building 197 Washington, DC 20407
GA	Gypsum Association 1603 Orrington Avenue Evanston, IL 60201
IEEE	Institute of Electrical and Electronics Engineers 345 East 47th Street New York, NY 10017

IMIAC	International Masonry Industry All-Weather Council International Masonry Institute 815 15th Street, N.W. Washington, DC 20005
MFMA	Maple Flooring Manufacturers Association 2400 East Devon Suite 205 Des Plaines, IL 60018
MIL	Military Specification Naval Publications and Forms Center 5801 Tabor Avenue Philadelphia, PA 19120
ML/SFA	Metal Lath/Steel Framing Association Metal Manufacturers 221 North LaSalle Street Chicago, IL 60601
NAAMM	National Association of Architectural Metal Manufacturers 221 North LaSalle Street Chicago, IL 60601
NEBB	National Environmental Balancing Bureau 8224 Old Courthouse Road Vienna, VA 22180
NEMA	National Electrical Manufacturers' Association 2101 L Street, N.W. Washington, DC 20037
NFPA	National Fire Protection Association Battery March Park Quincy, MA 02269
NFPA	National Forest Products Association 1619 Massachusetts Avenue, N.W. Washington, DC 20036
NSWMA	National Solid Wastes Management Association 1120 Connecticut Avenue, N.W. Washington, DC 20036
NTMA	National Terrazzo and Mosaic Association 3166 Des Plaines Avenue Des Plaines, IL 60018
PCA	Portland Cement Association 5420 Old Orchard Road Skokie, IL 60077
PCI	Prestressed Concrete Institute 201 North Wacker Drive Chicago, IL 60606

PS	Product Standard U.S. Department of Commerce Washington, DC 20203
RCSHSB	Red Cedar Shingle and Handsplit Shake Bureau 515 116th Avenue Bellevue, WA 98004
RIS	Redwood Inspection Service One Lombard Street San Francisco, CA 94111
SDI	Steel Deck Institute Box 3812 St. Louis, MO 63122
SDI	Steel Door Institute 712 Lakewood Center North Cleveland, OH 44107
SIGMA	Sealed Insulating Glass Manufacturers Association 111 East Wacker Drive Chicago, IL 60601
SJI	Steel Joist Institute 1703 Parham Road Suite 204 Richmond, VA 23229
SMACNA	Sheet Metal and Air Conditioning Contractors' National Association 8224 Old Court House Road Vienna, VA 22180
SSPC	Steel Structures Painting Council 4400 Fifth Avenue Pittsburgh, PA 15213
TAS	Technical Aids Series Construction Specifications Institute 601 North Madison Street Alexandria, VA 22314
TCA	Tile Council of America, Inc. Box 326 Princeton, NJ 08540
UL	Underwriters' Laboratories, Inc. 333 Pfingston Road Northbrook, IL 60062
WCLIB	West Cost Lumber Inspection Bureau Box 23145 Portland, OR 97223

PART 2 PRODUCTS

Not Used

PART 3 EXECUTION

Not Used

END OF SECTION

SECTION 01126
CONTRACTOR'S CERTIFICATION OF SUBCONTRACTS

PART 1 GENERAL

1.01 REQUIREMENTS INCLUDED

- A. Procedures for preparing, submitting and accepting subcontracts.

1.02 RELATED REQUIREMENTS

- A. Section 00100 - Instructions to Bidders, Requirements of Apparent Low Bidder.
- B. Section 00430 - Subcontractor List.
- C. Section 00700 - General Conditions: Article 6.13.1, Subcontractor Certification and Approval.
- D. Section 01300 - Submittals: Procedures.

1.03 PREPARATION OF CERTIFICATION

- A. Certification Forms: Use only forms provided by Department.
- B. Contractor to prepare certification form in accordance with the instructions on the reverse side of form. Multiple subcontracts may be included under a single submittal. Where required, attach additional information -- cross referenced to the appropriate Subcontract -- to the certification form.
- C. Substitute certification forms will not be considered.

1.04 SUBMITTAL OF CERTIFICATION

- A. Contractor shall submit the initial and all subsequent certification form(s) in accordance with the submittal requirements identified under paragraph 1.02.D, previous.

1.05 CONSIDERATION OF CERTIFICATION

- A. Following receipt of submittal and within a reasonable period of time Department shall review for each of the following:
 - 1. Completeness of forms and attachments
 - 2. Proper execution (signatures) of forms and attachments
- B. Submittals which are not complete or not properly executed will be returned to the Contractor under a transmittal letter denoting the deficiencies found. Contractor shall correct and resubmit per paragraph 1.04, previous.
- C. SUBCONTRACTORS WHICH HAVE NOT BEEN APPROVED BY THE DEPARTMENT SHALL NOT BE ALLOWED ON SITE.
- D. Payment will not be made for work performed by a non-certified subcontractor.

1.06 ACKNOWLEDGEMENT OF CERTIFICATION

- A. Submittals which have been examined by the Department and are determined to be complete and properly executed shall be acknowledged as such by the Department's project Manager on the approval line of the certification form.

1.07 CHANGES TO APPROVED SUBCONTRACTORS LIST

- A. Deletion or Replacement of Subcontractors listed on approved form 25D-5, or the addition of Subcontractors not listed on approved form 25D-5 shall be in accordance with article 6.13.7 of the Supplementary Conditions.

PART 2 PRODUCTS

Not Used

PART 3 EXECUTION

Not Used

END OF SECTION

SECTION 01200 - PROJECT MEETINGS

PART 1 GENERAL

1.1 SECTION INCLUDES

- A. Preconstruction Conferences.
- B. Site Mobilization Meeting.
- C. Progress Meetings.
- D. Preinstallation Conferences.

1.2 RELATED REQUIREMENTS

- A. Bidding and Contract Requirement Document 00120 - Supplementary Instructions to Bidders: Pre-Bid Conference.
- B. Bidding and Contract Requirement Section 00700 - General Conditions:
 - 1. Article 6.6 – Anticipated Schedules. Submitting the Anticipated Progress Schedule before the Preconstruction Conference.
- C. Section 01010 – Summary of Work: Coordination.
- D. Section 0141 – Work Coordination.
- E. Section 01300 - Submittals: Submittal Procedures and Progress Schedules.
- F. Section 01305 – Submittal Register Form.
- G. Section 01400 - Quality Control.
- H. Section 01700 - Contract Closeout: Closeout Procedures.

1.3 SUBMITTALS

- A. Submit under transmittal letter specified in Section 01300 Submittals.
- B. Contractor's Delegation of Authority.
- C. Submit Progress Meeting Minutes.
- D. Submit Preinstallation Meeting Minutes (if requested).

1.4 PRECONSTRUCTION CONFERENCES

- A. DEPARTMENT will administer a preconstruction conference at the project site before any physical construction begins at the site.
- B. Attendance: The CONTRACTOR, the CONTRACTOR'S Job superintendent, major Subcontractors and Suppliers; DEPARTMENT and Consultants as appropriate.
- C. Agenda (including, but not limited to the following, as applicable):
 - 1. Notice to Proceed.
 - 2. Execution of Contract.
 - 3. The DEPARTMENT'S and Contractor's Delegation of Authority.
 - 4. A discussion of lines and limitation of authority for the contractor, the construction management team, the client agency and the DOT&PF.
 - 5. Review of administrative procedures.
 - 6. Submittal and RFI procedures.
 - 7. Exchange of CONTRACTOR'S preliminary submittals.
 - 8. Change Notices, Change Proposal Requests and Change Order procedures.

9. Progress schedule, meetings and updating procedures.
 10. Using Agency operations and emergencies.
 11. Security issues.
 12. Badge requirements.
 13. Parking limitations.
 14. Wage reporting requirements and labor compliance interviews.
 15. Subcontractor approvals.
 16. DBE requirements.
 17. Liquidated damages.
 18. Pay request procedures.
 19. Safety requirements.
 20. Special Inspection schedules.
 21. Environmental concerns.
 22. Unusual conditions, potential construction difficulties or specialty items.
 23. Other items pertinent to the project.
 24. Questions and Answers.
- D. The DEPARTMENT will take notes and distribute meeting minutes to each attendee. This meeting is usually tape-recorded.

1.5 SITE MOBILIZATION MEETING

- A. DEPARTMENT may administer site mobilization conference at Project site before any physical construction begins at the site. This meeting will be conducted at the same time as the preconstruction meeting.
- B. Attendance: Job superintendent, Subcontractors (if available), the DEPARTMENT and Consultants as appropriate to agenda topics for each meeting. If Subcontractors are not available at the beginning of the project, then the DEPARTMENT will administer other site mobilization meetings as the Subcontractors arrive at the site.
- C. Prepare a detailed written work plan in preparation for this meeting.
- D. Agenda (including, but not limited to the following, as applicable):
1. CONTRACTOR'S responsibilities and use of premises.
 2. Coordinate with the Using Agency for occupancy throughout the duration of the work.
 3. Review site Using Agency's requirements.
 4. Coordinate and review related work at the site.
 5. Review security, safety, and housekeeping procedures.
 6. Schedules and submittals.
 7. Manufacturer's instructions and Material Safety Data Sheets (MSDS).
 8. Material storage.
 9. Procedures for testing and inspection.
 10. Procedures for maintaining record documents.
- E. The DEPARTMENT will take notes and distribute meeting minutes to the CONTRACTOR.

1.6 PROGRESS MEETINGS

- A. Schedule and administer weekly Project meetings throughout progress of the Work (unless this requirement is waived by the Project Manager).
- B. Make physical arrangements for meetings, prepare agenda with copies for participants, preside at meetings, record minutes, and distribute copies within two days to DEPARTMENT, participants, and those affected by decisions made at meetings.
- C. Attendance: Job superintendent, major Subcontractors and Suppliers, DEPARTMENT and Consultants as appropriate to agenda topics for each meeting.
- D. Minimum Required Agenda:
 - 1. Review of Work progress.
 - 2. Status of progress schedule and adjustments thereto.
 - 3. Work anticipated in the next two weeks (two week look ahead schedule).
 - 4. Delivery schedules.
 - 5. Submittals.
 - 6. Maintenance of quality standards.
 - 7. Pending changes and substitutions.
 - 8. Other items affecting progress of Work.
- E. The CONTRACTOR will take notes and submit meeting minutes to the Project Manager.

1.7 PREINSTALLATION CONFERENCES

- A. When required in Individual Specification Section, or directed by the DEPARTMENT convene a preinstallation conference prior to commencing Work of the section.
- B. Require attendance of entities directly affecting, or affected by, Work of the section.
- C. Review conditions of installation, preparation and installation procedures, and coordination with related Work.
- D. The CONTRACTOR will take notes and submit meeting minutes to the Resident Engineer (if requested).

1.8 OTHER MEETINGS

- A. When required in Individual Specification Section, or directed by the DEPARTMENT convene a meeting prior to commencing Work of the section.

PART 2 PRODUCTS

Not Used

PART 3 EXECUTION

Not Used

END OF SECTION 01200

THIS PAGE INTENTIONALLY LEFT BLANK

**STATE OF ALASKA
DOT & PF
PUBLIC FACILITIES BRANCH**

**CONTRACTOR
DELEGATION
OF
AUTHORITY**



CONTRACTOR: _____

Project No.: 20003569

PROJECT NAME: LEMON CREEK CORRECTIONAL CENTER LAUNDRY EXPANSION

The contract documents contain several requirements that the Contractor identify employees with various authorities and/or responsibilities. This form is provided for your convenience in meeting the requirements common to most contracts. Other requirements may exist. The referenced paragraphs in General Provision (Section 00700) do not apply to Small Procurement Contracts.

Please complete the applicable portions of this form and return it to the Project Manager. A letter will be furnished to you that define the authorities and responsibilities of Department, Using Agency and Consultant personnel.

Authority to sign Applications for Payment (see Section 00700, Para 13.3)

Printed Name

Sample Signature

Printed Name

Sample Signature

Authority to Sign Change Orders & Change Notices (see Section 00700, Para 9.4)

Printed Name

Sample Signature

Printed Name

Sample Signature

Safety Representative (see Section 00700, Para 6.18)

Printed Name

Project Superintendent (see Section 00700, Para 6.2)

Printed Name Telephone Number

Local Address

Telephone Number

Shop Drawing Submittals (see Section 00700, Para 6.20.1)

Sample Initials

I certify that the above personnel have been delegated the authorities and responsibilities referenced in the contract documents:

Name, printed or typed _____

REV 5/01

SECTION 01300

SUBMITTALS

PART 1 GENERAL

1.01 REQUIREMENTS INCLUDED

- A. Procedures
- B. Construction Progress Schedules
- C. Schedule of Values
- D. Shop Drawings, Product Data, and Samples
- E. Manufacturer's Instructions and Certificates
- F. Field Samples

1.02 RELATED REQUIREMENTS

- A. Section 00700 - General Conditions
- B. Section 00800 - Supplementary Conditions
- C. Section 01010 - Summary of Work.
- D. Section 01027 - Applications for Payment.
- E. Section 01400 - Quality Control: Manufacturers' Field Services, Testing Laboratory Services.
- F. Section 01600 - Material and Equipment: Products List.
- G. Section 01700 - Contract Closeout: Closeout Procedures.

1.03 PROCEDURES

- A. Deliver submittals to Department as directed.
- B. Prior to the purchase or ordering of any materials or equipment, submit for approval complete data describing all items intended for use in the Work. Include the item's manufacturer, identifying number or nomenclature, and other information as necessary to describe the item. Also include the manufacturer's published data describing each item's size, capacity, performance, and power requirements. Provide certification stating that the Contractor has reviewed the material and that all items conform with the Contract requirements. Submittals made without such certification will be returned unreviewed. This certification shall be in the form of a stamp on each material item submitted and signed or initialed. The name of the certifier shall be typed or legibly printed in or near the stamp.
- C. Transmit each item under Department accepted form. Identify Project, Contractor, subcontractor, major Supplier, identify pertinent Drawing sheet and detail number, and Specification section number, as appropriate. Identify deviations from Contract Documents by submitting a Department supplied Substitution Request Form. Provide a minimum of 8-1/2" x 5-1/2" blank space on the front page for Contractor and Consultant review stamps. Provide submittals bound in loose leaf, hard cover, three ring binders complete with tabs and indexes by Specification Section. At the Department's option, partial submittals, which encompass less than a single section will be returned unreviewed or held unreviewed until the submittal is complete.
- D. When substitute equipment is proposed, clearly and unambiguously mark submitted material describing the substitute to identify the differences between the qualities and characteristics of the offered substitute and the specified material. Failure to provide this identification of

differences when substitutes are submitted for consideration will result in rejection of the proposed material.

- E. When equipment substitutions are approved and that equipment alters the design or space requirements indicated on the plans, the Contractor shall pay for all items of cost for the revised design and construction including costs of other trades involved and any engineering required to incorporate the approved substituted equipment into the Project. Owner shall not pay for the required additional costs.
- F. Material and equipment installed, purchased, furnished, or provided for the Project which has not been submitted and reviewed by the Department may be ordered removed and acceptable material and equipment installed in its place at no additional cost to the Owner.
- G. Submit initial Progress Schedules and Schedule of Values in accordance with Article SC-6.6 of Section 00800 - Supplementary Conditions prior to submitting first Application for Payment. Form and content shall be reviewed by the Department. After review by Department, revise and resubmit as required. Submit subsequent updated schedules (10) days prior to each Application for Payment.
- H. Comply with progress schedule for submittals related to Work progress. Coordinate submittal of related items.
- I. After Department review of submittal, revise and resubmit as required, identifying changes made since previous submittal. Provide total number of submittals as required for the first submission. If six are required and four were returned for revisions, submit six again. The Department and Consultants will not return the first or revised copies of rejected submittals for re-use. DO NOT submit partial copies of submittals for incorporation into rejected submittal packages, which have been kept by the Department and/or Consultants. Provide COMPLETE copies for each review.
- J. If drawings, product submittals, samples, mock-ups, or other required submittals are incomplete or not properly submitted, the Department will not review the submittal and will immediately return submittal to Contractor. Department will review a submittal no more than two times (incomplete or improper submittals count as one). Contractor shall pay all review costs associated with more than two reviews, unless a resubmittal is required due to new comments addressing previously submitted information.

1.04 CONSTRUCTION PROGRESS SCHEDULES

- A. Submit horizontal bar Gantt chart (see below for electronic version requirements). Schedule shall show:
 - 1. Separate bar for each major trade or operation, identifying the duration of each activity and precedent activities.
 - 2. Complete sequence of construction by activity, identifying Work of separate stages and other logically grouped activities. Show each work plan and separate work area as a separate activity or group of activities.
 - 3. Submittal dates for required Shop Drawings, product data, and samples, and product delivery dates, including those furnished by Department and those under allowances.
 - 4. All required submittals and indicating the date for each required submittal.
 - 5. Show projected percentages of completion for each item of Work and submittal as of time of each Application for Progress Payment. See below for electronic version requirements.
 - 6. Submit Progress Schedule plotted on paper no larger than 24" x 36" and no smaller than 8-1/2" x 11" from the electronic program. Provide in electronic form using Microsoft Project 2000 version 9.0 or newer.
 - 7. Submit Progress Schedule percentages in Tracking Gantt form plotted from and in electronic form as stated above.

1.05 SCHEDULE OF VALUES

A. FORMAT

1. Form and content must be acceptable to Department.
2. Contractor's standard form or media-driven printout will be considered on request.
3. Follow Table of Contents of Project Manual and Divisions Indicated on the drawings for listing component parts. Identify each line item by number and title of listed Specification Sections.

B. CONTENT

1. List installed value of each major item of Work and each subcontracted item of Work as a separate line item to serve as a basis for computing values for progress payments. Round off values to nearest dollar.
2. For each major subcontract, list products and operations of that subcontract as separate line items.
3. Coordinate listings with progress schedule.
4. Component listings shall each include a directly proportional amount of Contractor's overhead and profit.
5. For items on which payments will be requested for stored products, list sub-values for cost of stored products with taxes paid.
6. Specific line item Values as indicated below shall be minimum acceptable amounts and must be included on all approved Schedules of Values and Applications for Payment.
 - a. Section 01700 - Contract Closeout. Value of all required Substantial Completion Submittals and Closeout Submittals shall be not less than: See Supplementary Conditions, Article SC-6.6.2.
 - b. No progress payments will be made for Substantial Completion Submittals and Closeout Submittals until all submittals have been submitted to and accepted by the Department.
7. The sum of values listed shall equal total Contract Price.

C. SUBMITTAL

1. Submit Schedule of Values within 21 days after the Notice to Proceed. Subsequent updated Schedule of Values shall be presented for review ten days prior to each Application for Payment.
2. Transmit under Department accepted form transmittal letter. Identify Project by Department title and Project number; identify Contract by Department Contract number.

D. SUBSTANTIATING DATA

1. When Department requires substantiating information, submit data justifying line item amounts in question.
2. Provide one copy of data with cover letter for each copy of the Application for Payment. Show application number and date, and line item by number and description.

1.06 SHOP DRAWINGS, PRODUCT DATA AND SAMPLES

A. SHOP DRAWINGS:

1. Present in a clear and thorough manner. Label each Shop Drawing with Department's Project name and Project number; identify each element of the

Shop Drawings by reference to sheet number and detail, schedule, or room number of Contract Documents.

2. Identify field dimensions; show relation to adjacent or critical features or Work or products.
3. Minimum Sheet Size: 8-1/2"x11". Larger sheets may be submitted in multiples of 8-1/2"x11".

B. PRODUCT DATA

1. Submit only pages which are pertinent; mark each copy of standard printed data to identify pertinent products, models, options, and other data, referenced to Specification section and Article number. Show reference standards, performance characteristics, and capacities; wiring and piping diagrams and controls; component parts; finishes; dimensions; and required clearances.
2. Modify manufacturer's standard schematic drawings and diagrams to supplement standard information to provide information specifically applicable to the Work. Delete information not applicable.

C. SAMPLES

1. Submit full range of manufacturer's standard finishes except when more restrictive requirements are specified, indicating colors, textures, and patterns, for Department selection.
2. Submit samples to illustrate functional characteristics of products, including parts and attachments.
3. Approved samples, which may be used in the Work, are indicated in the Specification section.
4. Label each sample with identification required for transmittal letter.
5. Provide field samples of finishes at Project, at location acceptable to Department, as required by individual Specification section. Install each sample complete and finished. Acceptable finishes in place may be retained in completed Work.

D. MANUFACTURER'S INSTRUCTIONS

1. When required in individual Specification Section, submit manufacturer's printed instructions for delivery, storage, assembly, installation, start-up, adjusting, balancing, and finishing, in quantities specified for product data.
2. Manufacturer's instructions for storage, preparation, assembly, installation, start-up, adjusting, balancing, and finishing under provisions of Section 01400.

E. CONTRACTOR REVIEW

1. Review submittals prior to transmittal; determine and verify field measurements, field construction criteria, manufacturer's catalog numbers, and conformance of submittal with requirements of Contract Documents.
2. Coordinate submittals with requirements of Work and of Contract Documents.
3. Sign or initial each sheet of Shop Drawings and product data, and each sample label to certify compliance with requirements of Contract Documents. Notify Department in writing at time of submittal, of any deviations from requirements of Contract Documents.
4. Do not fabricate products or begin Work that requires submittals until return of submittal with Department acceptance.

F. SUBMITTAL REQUIREMENTS

1. Each submittal to be numbered by Specification Section and Paragraph. Revisions shall be identified by a hyphen after the paragraph, with a letter

designator. Example: 1st submittal "01010 1.08A", 2nd submittal 01010 1.08A - A".

2. Transmit submittals in accordance with the required submittal schedule and in such sequence to avoid delay in the Work.
3. Provide 8-1/2" x 5-1/2" blank space on each submittal for Contractor and Consultant stamps.
4. Apply Contractor's stamp, signed or initialed, certifying to review, verification of products, field dimensions and field construction criteria, and coordination of information with requirements of Work and Contract Documents.
5. Coordinate submittals into logical groupings to facilitate interrelation of the several items:
 - a. Finishes which involve Department selection of colors, textures, or patterns.
 - b. Associated items that require correlation for efficient function or for installation.
6. Submit number of opaque reproductions of shop drawings Contractor requires, plus two copies which will be retained by Department.
7. Submit number of copies of product data and manufacturer's instructions Contractor requires, plus two copies, which will be retained by Department.
8. Submit number of samples specified in individual Specifications sections.
9. Submit under Department accepted transmittal form letter. Identify Project by title and Department Project number; identify Contract by Department contract number. Identify Work and product by Specification section and Article number.
10. Each submittal shall have as its face document a completed Department furnished Submittal Summary form.
11. Each submittal shall include the manufacturer's name and address, and supplier's name, address and telephone number.

G. RESUBMITTALS

1. After Department review of submittal, revise and resubmit as required, identifying changes made since previous submittal. Provide total number of submittals as required for the first submission. If six are required and four were returned for revisions, submit six again. The Department and Consultants will not return the first or revised copies of rejected submittals for re-use. DO NOT submit partial copies of submittals for incorporation into rejected submittal packages which have been kept by the Department and/or Consultants. Provide COMPLETE copies for each review.

H. DEPARTMENT REVIEW

1. Department or authorized agent will review Shop Drawings, product data, and samples and return submittals within (14) working days.
2. Department or authorized agent will examine shop drawings for general arrangement, overall dimensions and suitability, and will return to the Contractor marked as follows:
 - "No Exceptions Taken" - denotes that the submittal generally meets the requirements of the Contract Documents. "No Exceptions Taken" does not indicate a review of the Contractor's design except for general compliance with the requirements of the Contract Documents.
 - "Make Corrections Noted" - denotes review is conditional on compliance with notes made on the submittal.

- "Revise and Resubmit" - denotes that revisions are required in the submittal in order for the submittal to be generally consistent with the requirements of the Contract Documents. Required revisions will be identified to the Contractor.
- "Rejected" - denotes that the submittal does not meet the requirements of the Contract Documents and shall not be used in the Work. Reasons for rejection will be identified to the Contractor.

3. Review by the Department of shop and erection drawings shall not be construed as a complete check, but will indicate only that the general method of construction and detailing is consistent with the requirements of the Contract Documents. Review of such drawings shall not relieve the Contractor of the responsibility for errors, dimensions, and detail design.
4. Department will require submittal of all required color and finish samples in order to approve any color or finish.

I. DISTRIBUTION

1. Duplicate and distribute reproductions of Shop Drawings, copies of product data, and samples, which bear Consultant's stamp, to job site file, record documents file, Subcontractors, Suppliers, and other entities requiring information.

J. SCHEDULE OF SUBMITTALS

1. Submittal Register Form to be completed by Contractor and approved by Department prior to submittal of any items.
2. Submit shop drawings, product data and samples as required for each specification section.
3. Format.
 - a. Submittal schedule form as provided by Department.

1.07 MANUFACTURER'S INSTRUCTIONS

- A. When required in individual Specification Section, submit manufacturer's printed instructions for delivery, storage, assembly, installation, start-up, adjusting, and finishing, in quantities specified for product data.

1.07 FIELD SAMPLES

- A. Provide field samples of finishes as required by individual Specifications section. Install sample complete and finished. Acceptable samples in place may be retained in completed Work.

PART 2 PRODUCTS

Not Used

PART 3 EXECUTION

Not Used

END OF SECTION

SECTION 01400

QUALITY CONTROL

PART 1 GENERAL

1.01 REQUIREMENTS INCLUDED

- A. General Quality Control
- B. Workmanship
- C. Manufacturer's Instructions
- D. Manufacturer's Certificates
- E. Mockups
- F. Manufacturers' Field Services
- G. Testing Laboratory Services
- H. Departmental Inspection Services

1.02 RELATED REQUIREMENTS

- A. Section 00700 - General Conditions: Inspection and testing required by governing authorities.
- B. Section 01010 - Summary of Work: Work Plans and Access to Facility, Individual Work Areas.
- C. Section 01300 - Submittals: Shop Drawings, Product Data, and Samples

1.03 QUALITY CONTROL, GENERAL

- A. Maintain quality control over suppliers, manufacturers, products, services, site conditions, and workmanship, to produce Work of specified quality.

1.04 WORKMANSHIP

- A. Comply with industry standards except when more restrictive tolerances or specified requirements indicate more rigid standards or more precise workmanship.
- B. Perform Work by persons qualified to produce workmanship of specified quality.
- C. Secure products in place with positive anchorage devices designed and sized to withstand stresses, vibration, and racking.

1.05 MANUFACTURERS' INSTRUCTIONS

- A. Comply with instructions in full detail, including each step in sequence. Should instructions conflict with Contract Documents, request clarification from Department before proceeding.

1.06 MANUFACTURERS' CERTIFICATES

- A. When required by individual Specifications section, submit manufacturer's certificate, in duplicate, that products meet or exceed specified requirements.

1.07 MOCKUPS

- A. When required by individual Specifications section, erect complete, full-scale mockup of assembly at site, perform required tests, and remove mockup at completion, when approved by Department.

1.08 MANUFACTURERS' FIELD SERVICES

- A. When required by manufacturer or when specified in respective Specification sections,

require manufacturer to provide qualified personnel to observe field conditions, conditions of surfaces and installation, quality of workmanship, start-up of equipment, test, adjust and balance of equipment as applicable, and to make appropriate recommendations.

- B. Require manufacturer's representative to submit written report to Department listing observations and recommendations.

1.09 TESTING LABORATORY SERVICES

- A. Contractor shall employ and pay for services of an independent testing laboratory to perform inspections, tests, and other services required by individual Specification sections.
- B. Services will be performed in accordance with requirements of governing authorities and with specified standards.
- C. Reports will be submitted to Department in triplicate giving observations and results of tests, indicating compliance or non-compliance with specified standards and with Contract Documents.
- D. Contractor shall cooperate with testing laboratory personnel; furnish tools, samples of materials, design mix, equipment, storage and assistance as requested.
 - 1. Notify Department and testing laboratory 72 hours prior to expected time for operations requiring testing services.
 - 2. Make arrangements with testing laboratory and pay for additional samples and tests for Contractor's convenience.

1.10 DEPARTMENTAL INSPECTION SERVICES

- A. REQUEST AND PAYMENT
 - 1. Contractor shall request and when applicable pay for services provided by the Department to perform specified inspection and testing.
 - 2. Inspection by the Department or its agents shall in no way relieve Contractor of obligation to perform Work in accordance with requirements of Contract Documents.
- B. QUALITY ASSURANCE
 - 1. Comply with requirements of all referenced standards.
 - 2. Department shall retain a registered Engineer or Architect on staff to provide review services in those areas of their immediate expertise.
 - 3. Engineers or Architects will be registered in State in which Project is located.
 - 4. Testing equipment shall be calibrated at reasonable intervals with devices of an accuracy traceable to either NBS Standards or accepted values of natural physical constants.
- C. DEPARTMENT RESPONSIBILITIES
 - 1. Review schedules and request for inspections as submitted by Contractor for timeliness and conformance.
 - 2. Provide qualified personnel at site after due notice; cooperate with Contractor in performance of services.
 - 3. Perform specified inspection, inventorying, and testing of products in accordance with specified standards.
 - 4. Ascertain compliance of materials and equipment with requirements of Contract Documents.
 - 5. Promptly notify Contractor of observed irregularities or non-conformance of Work or products.
 - 6. Perform additional inspections and re-tests required by the Contract Documents.

7. When applicable provide to the Contractor a written description of Department's costs attributed to the inspection.

D. DEPARTMENT REPORTS

1. After each inspection and/or test, promptly submit one copy of inspection report to Contractor. Include: Date issued, Project title and Department Project number, name of inspector(s), date and time of inspection, identification of product and Specifications section, location in the Project, type of inspection or test, results of inspection or tests, and conformance with Contract Documents. When requested in writing by Contractor, provide interpretation of results.

E. LIMITS ON AUTHORITY RESULTING FROM INSPECTIONS

1. Department may not release, revoke, alter, or enlarge on requirements of Contract Documents through the issuance of an inspection report.
2. Department may not approve or accept any portion of the Work through the issuance of an inspection report.
3. Department may not assume any duties of Contractor through the issuance of an inspection report.
4. Department has no authority to stop Work through the issuance of an inspection report.

F. CONTRACTOR RESPONSIBILITIES

1. Cooperate with Department personnel, and provide access to Work and when appropriate, to manufacturer's facilities.
2. Provide incidental labor and facilities to provide access to Work to be inspected, to obtain and furnish incidental supplies at the site or at source of products to be inspected, to facilitate tests and inspections, and for storage and curing of test samples when appropriate.
3. Notify Department as stated above in Contractor Submittals for operations requiring inspection, special inspection and testing services.
4. Pay costs of Department furnished services for all re-inspections as required by Contract Documents.

PART 2 PRODUCTS

Not Used

PART 3 EXECUTION

Not Used

END OF SECTION

SECTION 01500
CONSTRUCTION FACILITIES AND TEMPORARY CONTROLS

PART 1 GENERAL

1.01 REQUIREMENTS INCLUDED

- A. Electricity, Lighting
- B. Heat, Ventilation
- C. Telephone Service
- D. Water
- E. Sanitary Facilities
- F. Dust Control (Exterior)
- G. Dust Control
- H. Noise Control
- I. Construction Enclosures
- J. Barriers
- K. Barricades, Warnings, and Markings
- L. Protection of Installed Work
- M. Security
- N. Water Control
- O. Fencing and Security
- P. Materials Storage and Protection
- Q. Site and Off-Site Storage
- R. Owner Access
- S. Utility Locates
- T. Marking of Contractor Vehicles
- U. Parking
- V. Protection of Existing Facilities
- W. Protection of Existing Vegetation, Structures, Utilities, and Improvements
- X. Salvage
- Y. Temporary Enclosure and Space Heating
- Z. Environmental Requirements
- AA. Construction Cleaning
- AB. Removal
- AC. Waste Storage Equipment
- AD. Cleaning of the Project Area
- AE. Disposal

1.02 RELATED REQUIREMENTS

- A. Section 01010 - Summary of Work: Use of Premises.
- B. Section 01010 - Summary of Work: Shutoffs and Disruptions to Service.
- C. Section 01700 - Contract Closeout: Final cleaning.

1.03 ELECTRICITY, LIGHTING

- A. The Contractor may utilize power from the Using Agency's existing facility. All tie-ins are the Contractor's responsibility and must be coordinated with the Using Agency.
- B. Connect to existing service, provide branch wiring and distribution boxes located to allow service and lighting by means of construction-type power cords. Department will pay costs of energy used.
- C. Provide lighting for construction operations. The Contractor shall include in its bid the cost of providing, and shall provide, general construction area lighting wherever work is in progress and wherever lighting is required for the safety of any person employed on the site.
- D. Take precautions to conserve energy. Wasteful use of power will be back-charged to the Contractor.

1.04 HEAT, VENTILATION

- A. Coordinate use of existing facilities with the Owner. Extend and supplement with temporary units as required to maintain specified conditions for construction operations, and to protect materials and finishes from damage due to temperature or humidity. Using Agency will absorb costs of energy used.
- B. Provide as required to maintain specified conditions for construction operations, to protect materials and finishes from damage due to temperature or humidity.
- C. Do not use permanent facilities for temporary purposes, except as installation is approved by the Department for operation.
- D. Fully exhaust to the outside welding fumes generated from operations related to performance of the Work.
- E. Provide ventilation of enclosed areas to cure materials, to disperse humidity, and to prevent accumulations of dust, fumes, vapors, or gases.

1.05 TELEPHONE SERVICE

- A. Provide telephone service if required for construction operations. Use of telephones in existing facilities can be arranged with the Using Agency for making local calls only.

1.06 WATER

- A. The Contractor may utilize water from the Using Agency's existing facility. All tie-ins are the Contractor's responsibility and must be coordinated with the Using Agency.
- B. Provide service required for construction operations. Extend branch piping with outlets located so that water is available by use of hoses.
- C. The Using Agency will pay for water used.
- D. Hoses or temporary piping will not be permitted in public areas where a hazard to the public may be created.

1.07 SANITARY FACILITIES

- A. Use of existing toilet facilities can be arranged with the Using Agency provided arrangements are made in advance to start of construction and subject to the following conditions: (a) Contractor must maintain strict supervision of the use of the facility; (b) Contractor must clean facilities daily; (c) The Owner will be utilizing these same facilities and must have access to them at all times.

1.08 DUST CONTROL (EXTERIOR)

- A. The Contractor shall be responsible for dust control on the project site. The Contractor is responsible to prevent dust being generated from his operation to enter into any part of existing facilities. The only allowable exception is the area on the construction site of any temporary dust-proof partitioning. The Contractor shall include in its bid the cost of

providing, and shall provide, all plant, labor and equipment necessary to fulfill his responsibilities under this Article.

- B. Execute Work by methods that minimize raising of dust or airborne debris from construction or demolition operations.
- C. Provide positive means to prevent airborne dust from dispersing or entering any portion of the building.

1.09 DUST CONTROL

- A. Execute Work by methods to minimize raising dust from construction operations.
- B. Provide active means to prevent airborne dust from dispersing into occupied areas.
- C. Water mist work surfaces to control dust while cutting.

1.10 NOISE CONTROL

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

1.11 CONSTRUCTION ENCLOSURES

- A. Provide temporary wall and roof enclosures if required to maintain specified working conditions and/or protect existing facilities.
 - 1. Temporary wall and roof enclosures shall be sealed and insulated R-19 minimum thermal resistance to maintain specified working conditions and to maintain minimum 65° F. interior temperature and to attenuate noise. Plastic insulation is not permitted.
- B. Provide temporary enclosures/partitions around areas inside the structures that are affected by the construction. Enclosures/partitions shall:
 - 1. Isolate construction from Using Agency, occupants, and the public occupying adjacent spaces.
 - 2. Prevent the penetration of dust and/or moisture into occupied areas.
 - 3. Prevent damage to existing materials, finishes, and equipment or other existing building components and contents.
 - 4. Be designed and stamped by an engineer licensed by the State of Alaska if over 12 feet high.
 - 5. Localized polyethylene enclosures: airtight plastic enclosures that extend from floor to ceiling. Seams shall be sealed with duct tape to prevent dust and debris from escaping. Provide overlapping flap minimum of 2 feet wide for personnel access.
 - 6. Rigid enclosures shall be constructed of metal studs, GWB, 10 mil polyethylene, and sound attenuation insulation. Enclosures/partitions shall extend from floor to ceiling with complete closure at intersections with existing surfaces to prevent dust and debris from escaping.
- C. The Contractor shall include his plan for construction enclosures and dust control in the work plan prepared under Section 01010.

1.12 BARRIERS

- A. Provide as required to prevent public entry to construction areas and to protect existing facilities and adjacent properties from damage from construction operations.
- B. Provide barriers to provide both separation and safety to adjacent building occupants. Maintain clear route to allow access of emergency vehicles to the facility and emergency entrances.
- C. Provide temporary Type K precast concrete railing adjacent to vehicle-traveled lanes where needed to separate either the public or Using Agency operations from the

construction site or haul route. Identify such areas in the work plan described in Section 01010.

1.13 BARRICADES, WARNINGS, AND MARKINGS

- A. The Contractor shall furnish, erect, and maintain all barricades, warning signs and markings for hazards, as necessary to protect the public, pedestrians, Using Agency and employees from construction operations, and to protect the Work. All safeguards shall be constructed in conformance with local codes.
- B. For vehicular and pedestrian traffic, the Contractor shall furnish, erect, and maintain barricades, warning signs, lights and other traffic control devices in reasonable conformity with the Manual of Uniform Traffic Control Devices for Streets and Highways (published by the United States Government Printing Office), or as approved by the Engineer.

1.14 PROTECTION OF INSTALLED WORK

- A. Provide temporary protection for installed products. Control traffic in immediate area to minimize damage.
- B. Provide protective coverings at walls, projections, jambs, sills, and soffits of openings. Protect finished floors and stairs from traffic, movement of heavy objects, and storage.
- C. Prohibit traffic and storage on waterproofed and roofed surfaces, and on lawn and landscaped areas.

1.15 SECURITY

- A. Provide security program and facilities to protect Work, existing facilities, and Using Agency's operations from unauthorized entry, vandalism, and theft. Coordinate with Using Agency's security program.
- B. The Contractor shall be responsible for security of any area of the building turned over to the Contractor for his exclusive use. Security responsibility for areas that are particularly or fully occupied by the Using Agency will remain with the Using Agency.
- C. Contractor shall perform work in a manner that will not alter the integrity of the Using Agency's security system. When this is not possible, the Contractor will coordinate with the Department prior to disrupting the security system. Maintain the security of the perimeter fencing associated with the detention facility during construction operations.

1.16 WATER CONTROL

- A. Protect the interior of facilities from water and/or moisture infiltration.

1.17 FENCING AND SECURITY

- A. The Using Agency will not provide security of any kind and shall not be liable to anyone for, or for the lack of, security. Each subcontractor shall include in its bid the cost to provide, and shall provide, such fencing and security as may be necessary in addition to the requirements of this section.

1.18 MATERIALS STORAGE AND PROTECTION

- A. An area will be assigned to the Contractor for materials storage in the closest possible proximity to each project site. Providing protection and security for the area is the responsibility of the Contractor. Any materials stored outside of the buildings being worked on under this contract will be kept in an agreed upon storage area. Materials stored in Using Agency-occupied facilities as directed by the Using Agency.

1.19 SITE AND OFF-SITE STORAGE

- A. The Contractor shall include in its bid the cost to provide, and shall provide, such special security work for which he is contractually responsible, the allocation of job-site storage space for temporary job-site facilities, and the furnishing of off-site storage space, if sufficient job-site storage is not available.

1.20 OWNER ACCESS

- A. Existing roads and parking areas shall be kept open at all times for the flow of traffic from existing facilities.

1.21 UTILITY LOCATES

- A. Contractor shall be responsible for obtaining all utility locates. Contractor shall arrange with utility locate services for locating utilities such as telephone and communications, video cable, water, sewer, electric, fuel lines, etc. Hand dig within two feet of all utilities to avoid damaging existing facilities.

1.22 MARKING OF CONTRACTOR VEHICLES

- A. All Contractor vehicles used on the job site shall be marked with Contractor's Name (as it appears on his business license) and telephone number. This may be a magnetic sign on the door, sign in window or other, providing it is visible and legible.

1.23 PARKING

- A. The Contractor and his employees may park their vehicles in parking areas designated by the Using Agency. There will be no authorized parking in fire lanes and delivery lanes unless authorized by the Using Agency and then only for loading and unloading materials for and debris from the project. Provide and maintain access to fire hydrants and control valves free of obstructions.

1.24 PROTECTION OF EXISTING FACILITIES

- A. The Contractor shall include in its bid the cost to provide, and shall provide, the locating and protecting of the existing facilities of the Using Agency, or any other public facilities whether or not such facilities be on the site of the work or in the public right-of-way.

1.25 PROTECTION OF EXISTING VEGETATION, STRUCTURES, UTILITIES, AND IMPROVEMENTS

- A. The Contractor will preserve and protect all existing vegetation such as trees, shrubs, and grass on or adjacent to the site of work which is not to be removed and which does not unreasonably interfere with the construction work. Care will be taken in removing trees authorized for removal to avoid damage to vegetation to remain in place. Any lines or branches of trees broken during such operations or by the careless operation of equipment, or by workmen, shall be trimmed with a clean cut and painted with an approved tree pruning compound as directed by the Department.
- B. The Contractor will protect from damage all existing improvements or utilities at or near the site of the work, the location of which is made known to him, and will repair or restore any damage to such facilities resulting from failure to comply with the requirements of this contract or the failure to exercise reasonable care in the performance of the work. If the Contractor fails or refuses to repair any such damages promptly, the Department may have the necessary work performed and charge the cost thereof to the Contractor.

1.26 SALVAGE

- A. All materials excavated and any other materials on the site at the time of award are the property of the Using Agency. The Contractor shall provide in its bid the cost to dispose of, and shall dispose of, salvage materials and/or materials which may be surplus to the requirements of the work, provided that the Using Agency, at its sole option, may direct that salvage and/or surplus materials shall be delivered to, unloaded, and stored at place of storage on the Using Agency's property. Such place of storage will be within one mile and a half of the project site.
- B. All items or materials removed from the project shall be made available for the Using Agency's inspection. The Using Agency retains the option to claim any item or material. The Contractor shall deliver any claimed item or material in good condition to the place designated by the Using Agency. All items not claimed become the property of the Contractor and shall be removed from the site by the Contractor.

- C. Salvage materials shall not include trash, lumber or concrete debris, or debris of any nature. Trash and debris shall be disposed of off-site in accordance with federal, state, and local statutes.

1.27 TEMPORARY ENCLOSURE AND SPACE HEATING

- A. The Contractor shall include in its bid the cost to provide, and shall provide, such temporary insulated weather-tight enclosures of the work and such space heating as may be required to protect the work from damage due to freezing temperatures, snow and rain, and to allow orderly coordinated progress of all work.

1.28 ENVIRONMENTAL REQUIREMENTS

- A. General. The Contractor shall include in its bid the cost of complying, and shall comply, and shall require each of its subcontractors to comply, with this section and also each local, state, and federal Environmental Law and Regulation.
- B. Provide methods, means, and facilities to prevent contamination of soil, water, and air from discharge of noxious, toxic substances and pollutants produced by construction operations.
- C. Dust Prevention. Should the site produce visible dust, the Contractor shall, when directed by the Department, forthwith, apply a palliative which prevents the dust from drifting or being wind-driven off the site.

1.29 CONSTRUCTION CLEANING

- A. In accordance with Part 3 of this specification.

1.30 REMOVAL

- A. Remove temporary utilities, materials, equipment, facilities, services, and construction prior to Substantial Completion inspection.
- B. Clean and repair damage caused by installation or use of temporary facilities.
- C. Restore existing facilities used during construction to specified, or to original condition. Restore permanent facilities used during construction to specified condition.

PART 2 PRODUCTS

Not Used

PART 3 EXECUTION

3.01 WASTE STORAGE EQUIPMENT

- A. Provide covered containers for collection of waste materials, debris, and rubbish; and for the transportation of same from point of generation to point of disposal. Containers shall be adequately secured to prevent release of waste materials.

3.02 CLEANING OF THE PROJECT AREA

- A. Control accumulation of waste materials and rubbish. Maintain areas under Contractor's control free of waste materials, debris, and rubbish. Maintain site in a clean and orderly condition.
- B. Clean periodically to keep the Work, the site, and adjacent properties free from accumulations of waste materials, rubbish, and wind-blown debris resulting from construction operations.
- C. Remove debris, rubbish, and combustible material from pipe chases, plenums, attics, crawl spaces, and other closed or remote spaces, prior to closing the space.

- D. Immediately clean interior areas after completion of work to provide suitable conditions for building occupants. All occupied areas and areas used by the general public require cleanup at the end of each shift.
- E. Broom and vacuum clean interior areas prior to start of surface finishing, and continue cleaning on an as needed basis.
- F. Control cleaning operations so that dust and other contaminants will not adhere to wet or newly-coated surfaces.
- G. Maintain manpower and equipment, including dust mops, wet mops, brooms, buckets, and clean wiping rags for cleaning fine dust from floors in adjacent occupied areas.

3.03 DISPOSAL

- A. Promptly remove waste materials, debris, and rubbish from the site periodically and dispose of off the site in accordance with all federal, state and local regulations.
- B. Tightly covered containers shall be used to remove debris from the facility through all occupied areas to minimize dust and contamination from demolition materials. Facility waste containers and dumpsters shall not be used by the Contractor.
- C. Open free-fall chutes are not permitted. Terminate closed chutes into appropriate containers with lids. If conditions dictate, chute and containers shall be sprayed with water to maintain dust control. Chute opening shall be closed when not in use.

END OF SECTION

SECTION 01540

SECURITY

PART 1 GENERAL

1.01 SECTION INCLUDES

- A. Security Check and Orientation
- B. DOC Project Coordinator
- C. Personnel Access
- D. Vehicle Access
- E. Tool Control
- F. Contraband
- G. Cell Phones / Cameras

1.02 SUMMARY

- A. This document outlines security provisions that the Contractor and its Subcontractors shall follow. The facility is a correctional institution and the performance of the Work could impact the operations of the facility. The Contractor must understand and shall comply with Department of Corrections (DOC) security requirements.
- B. The intent of this section is to prevent any escape, sabotage or assault attempt; any disturbance; or the importation of contraband.

1.03 RELATED REQUIREMENTS

- A. Section 01010 – Summary of Work
- B. Section 01300 – Submittals
- C. Section 01500 – Construction Facilities and Temporary Controls

1.04 SUBMITTALS

- A. Submit list of Contractor's and Subcontractor's personnel and a completed Request for Clearance form for each individual to the facility security officer.
- B. Submit Using Agency's Daily Log Sheet at the end of each shift or day.

PART 2 PRODUCTS

Not Used

PART 3 EXECUTION

3.01 SECURITY CHECK AND ORIENTATION

- A. All personnel (Contractor and Subcontractor) working at the site will be required to undergo a security check before performing any work on the project. The Using Agency will provide a mandatory security briefing for all persons before commencement of on-site work.
- B. Submit the following data on a Request for Clearance form to the DOC Project Coordinator for each individual at least 72 hours before that individual is scheduled to commence work on the site:
 - Full name
 - Residence address
 - Telephone Number
 - Date of birth
 - Social Security Number
 - Valid driver's license and State of issue, or other photo identification
- C. The security check will screen (nationally) for recent or frequent past convictions or for outstanding warrants. The DOC reserves the right to disqualify anyone from access to the work site. A past conviction will not automatically disqualify.

3.02 DEPARTMENT OF CORRECTIONS PROJECT COORDINATOR

- A. DOC will designate an on-site project coordinator to be the liaison between the Contractor and the facility staff.
- B. In the event of an emergency affecting the secure operation of the facility, the Project Coordinator is authorized to direct the Contractor to take appropriate action. The directions of the Project Coordinator shall be followed immediately.
- C. The Project Coordinator shall be briefed each week by the Contractor regarding the Contractor's work requirements and weekly work plan for the subsequent week. This briefing may be performed concurrently with the progress meetings that may be required under the Contract.

3.03 PERSONNEL ACCESS

- A. Access to the worksite within a correctional facility will be monitored and controlled by the Department of Corrections in order to prevent importation of contraband and escape of inmates.
- B. Contractor personnel shall report as a group to the entrance control at the beginning of each shift to obtain their identification or visitor badges and sign in on the Contractor's log. At the end of each shift, workers shall return their badges and sign out on the Contractor's log. If workers leave the facility at lunch, they shall turn in their badges and leave as a group. Contractor should encourage workers to bring lunch and eat in the facility.
- C. Contractor employees may be denied access or be removed from the facility for the following reasons:

Possession of firearms or deadly weapons

Workers that are incompetent, careless or otherwise detrimental to the work or the

security of the facility

Security requirements

Disruptive, abrasive, and/or argumentative conduct

Being under the influence of alcohol, drugs and/or any substance that is considered contraband by the Facility, including use of tobacco products

Refusal to submit to search of personal property, belongings, or themselves

Health problems

Failure to show proper identification

Failure to follow the direction of Correctional Officers and/or staff members

Having any contact or interaction with inmates

Failure to pass security check

Failure to secure tools and work areas. Contractor shall provide personnel to secure his work area and tools. A member of the Contractor's staff shall be in the active work area. If no Contractor personnel are physically present in the work area, the work area and/or tools shall be secured.

3.04 VEHICLE ACCESS

- A. No privately-owned vehicles may enter inside the security fence without approval of the facility on-site Security Officer. Employee vehicles can be parked in the employee/visitor parking lot outside the security fence and must be locked at all times. No firearms or deadly weapons are allowed inside vehicles on the facility grounds.
- B. Authorized work vehicles, i.e., job site trailers and trucks, may be left inside the fence if they can be secured, in a location approved by the facility Security Officer.

3.05 TOOL CONTROL

- A. Do not leave prisoner-accessible work areas unattended without first removing or securing all tools and objects that would be considered contraband.
- B. At the end of each work day, remove all tools and equipment from inmate-accessible work areas and store within locked cabinets, locked containers, or locked storage trailers.
- C. Maintain written daily inventory of tools and equipment. Tools and equipment that cannot be accounted for shall be reported immediately to the Project Coordinator or the Security Officer.

3.06 CONTRABAND

- A. The mailing, bartering, introducing, exchanging or buying of items between inmates and contractors or their employees is strictly prohibited without the written consent of the Superintendent of the Institution.

3.07 CELL PHONES / CAMERAS

- A. No cell phones, cameras or taking of pictures are allowed inside the secure perimeter. The Contractor's on-site superintendent may have a cell phone if no other phones are available in the facility. If necessary, pictures specifically of the work area may be permitted under the direct observation and supervision of the facility Security Sergeant. No photographs shall be taken on facility grounds, either inside or outside the secure perimeter.

The following reference is from the Alaska Statutes and is provided for the Contractor's information:

Title 11 – Alaska Statutes

Section 11.56.375, Promoting contraband in the first degree:

1. A person commits the crime of promoting contraband in the first degree if the person violates AS 11.56.380 and the contraband is:
 - a) a deadly weapon;
 - b) an article that is intended by the defendant to be used as a means of facilitating an escape; or
 - c) a controlled substance.
2. Promoting contraband in the first degree is a class C felony.

Section 11.56.380, Promoting contraband in the second degree:

1. A person commits the crime of promoting contraband in the second degree if the person:
 - a) introduces, takes, conveys, or attempts to introduce, take, or convey contraband into a correctional facility; or
 - b) makes, obtains, possesses, or attempts to make, obtain, or possess anything that person knows to be contraband while under official detention within a correctional facility.
2. Promoting contraband in the second degree is a class A misdemeanor.
 - a) contraband includes tobacco products.

Section 11.56.390, definition:

"Contraband" means any article or thing which persons confined in a correctional facility are prohibited by law from obtaining, making, or possessing in that correction facility.

END OF SECTION

SECTION 01600

MATERIAL AND EQUIPMENT

PART 1 GENERAL

1.1 SECTION INCLUDES

- A. Products.
- B. Transportation, Handling, Storage and Protection.
- C. Product List and Options.
- D. Substitutions.

1.2 RELATED REQUIREMENTS

- A. Bidding and Contract Requirement 00020 - Invitation for Bids: Times for submittal of requests for substitutions during the Bidding period.
- B. Bidding and Contract Requirement Section 00700 - General Conditions:
 - 1. Article 6 – Contractor's Responsibilities (Substitutions, Evaluating Substitutions, Shop Drawings and Samples).
 - 2. Article 7.12 – Applicable Alaska Preferences.
 - 3. Article 9 – Changes.
 - 4. Article 9.10 – Interim Work Authorization.
- C. Section 01010 - Summary of Work. Coordination.
- D. Section 01300 - Submittals: Submittal Procedures.
- E. Section 01400 - Quality Control: Product Quality Monitoring and Manufacturers' Certificates.
- F. Section 01700 – Contract Closeout: Closeout Procedures, Operation and Maintenance Data, Warranties and Bonds, Spare Parts and Maintenance Materials.

1.3 SUBMITTALS

- A. Submit under transmittal letter specified in Section 01300 Submittals.
- B. Submit a List of Products.
- C. Submit on Substitution Request Forms (BLDG-Form 10). Use this for substitutions for any manufacturer not specifically named that meets the product description specifications.
- D. Submit proposed Substitute Means and Methods.

1.4 PRODUCTS

- A. Products include material, equipment, and systems.
- B. Comply with Specifications and referenced standards as minimum requirements.
- C. Supply the same or interchangeable components in quantity within an Individual Specification Section.
- D. Do not use materials and equipment removed from existing structure, except as specifically required, or allowed, by Contract Documents.

1.5 TRANSPORTATION AND HANDLING

- A. Transport and handle Products according to manufacturer's instructions and Material Safety Data Sheets per Section 01300 Submittals and Section 01400 Quality Control. Use methods to avoid product damage. Deliver in undamaged condition in manufacturer's unopened containers or

packaging, and dry.

- B. Provide equipment and personnel to handle products by methods to prevent soiling or damage.
- C. Immediately on delivery, inspect shipment to ensure:
 - 1. Product complies with requirements of Contract Documents and reviewed submittals.
 - 2. Quantities are correct.
 - 3. Accessories and installation hardware are correct.
 - 4. Containers and packages are intact and labels legible.
 - 5. Products are protected and undamaged.

1.6 STORAGE AND PROTECTION

- A. Provide Material Safety Data Sheets (MSDS) for all products available at the site per Section 01300 Submittals and Section 01400 Quality Control.
- B. Store and protect Products in accordance with manufacturer's instructions and MSDS, with seals and labels intact and legible. Store sensitive products in weather-tight enclosures; maintain within temperature and humidity ranges required by manufacturer's instructions. Provide adequate venting if needed.
- C. Arrange storage to provide access for inspection. Periodically inspect to ensure products are undamaged, and are maintained under required conditions.

1.7 PRODUCT OPTIONS

- A. Products Specified by Reference Standards or by Description Only: Use any product meeting those standards.
- B. Products Specified by Naming One or More Manufacturers with a Provision for Substitutions by meeting product description: Submit a request for substitution for any manufacturer not specifically named that meets the product description specifications per Paragraph REQUEST FOR SUBSTITUTIONS.
- C. Products Specified by Naming One or More Manufacturers followed by the term "No Substitutions": Use only specified manufacturers, no substitutions allowed.

1.8 PRODUCTS LIST

- A. Within 7 days after date of Notice to Proceed, submit four copies of a list of products, which are proposed for installation, including name of manufacturer.
- B. Tabulate products by Individual Specification Section number, title, and Article number.
- C. For products specified only by reference standards, give manufacturer, trade name, model or catalog designation, and reference standards.
- D. DEPARTMENT will reply in writing within five days stating whether there is reasonable objection to listed items. Failure to object to a listed item shall not constitute a waiver of requirements of Contract Documents.

1.9 SUBSTITUTIONS

- A. SUBSTITUTION SUBMITTAL PERIOD:
 - 1. There may be Products listed as "no Substitutions Allowed." The DEPARTMENT will not allow the Contractor to submit a substitution.
 - 2. All other product substitution requests will be considered only within 30 days after date established in Notice to Proceed. Subsequent requests will be considered only in case of product unavailability or other conditions beyond control of CONTRACTOR.
- B. LIMITATIONS ON SUBSTITUTIONS:

1. **Only one request for substitution will be considered for each product** from each Prime Bidder/CONTRACTOR. When substitution is not accepted, Prime Bidder/CONTRACTOR shall provide specified product.
2. Substitutions will not be considered when indicated on Shop Drawings or product data submittals.
3. Substitute products shall not be ordered or installed without written acceptance.
4. DEPARTMENT will determine acceptability of substitutions according to the information supplied by the CONTRACTOR under Bidding and Contract Requirement Section 00700 General Conditions, Article 6.9.

C. REQUESTS FOR SUBSTITUTIONS:

1. Bidding and Contract Requirement Section 00700 - General Conditions, Article 6.9.
2. Submit on Substitution Request Form (BLDG-Form 10).
3. Submit separate request for each substitution. Document each request with complete data substantiating compliance of proposed substitution with requirements of Contract Documents.
4. Identify product by Individual Specification Section and Article numbers. Provide manufacturer's name and address, trade name of product, and model or catalog number. List fabricators and Suppliers as appropriate.
5. Attach product data as specified in Section 01300 Submittals.
6. List similar projects using product, dates of installation, and names of design Consultant(s) and owner.
7. Give itemized comparison of proposed substitution with specified product, listing variations, and reference to Individual Specification Sections and Article numbers.
8. Give quality and performance comparison between proposed substitution and the specified product.
9. Give cost data comparing proposed substitution with specified product, and amount of net change to Contract Price.
10. List availability of maintenance services and replacement materials.
11. State effect of substitution on construction schedule, and changes required in other Work or products.

D. CONTRACTOR REPRESENTATION:

1. Request for substitution constitutes a representation that CONTRACTOR has investigated proposed product and has determined that it is equal to or superior in all respects to specified product.
2. CONTRACTOR will provide same warranty for substitution as for specified product.
3. CONTRACTOR will coordinate installation of accepted substitute, making such changes as may be required for Work to be complete in all respects.
4. CONTRACTOR certifies that cost data presented is complete and includes all related costs under this Contract.
5. CONTRACTOR waives claims for additional costs related to substitution that may later become apparent.

E. SUBMITTAL PROCEDURES:

1. Submit one original and four copies of complete request for Substitution Request Form (BLDG-Form 10).

2. Request to include complete product information and data, color swatch board, and certification that proposed product meets or exceeds all requirements for the specified product.
3. DEPARTMENT will review CONTRACTOR'S requests for substitutions within 14 days of receipt.
4. After receipt of submittal, DEPARTMENT will notify CONTRACTOR, in writing, of decision to accept or reject requested substitution within 14 days.
5. For accepted products, submit Shop Drawings, product data, and samples under provisions of Section 01300 Submittals.

1.10 SUBSTITUTE MEANS AND METHODS

- A. The CONTRACTOR may propose alternative means and methods to perform the Work. Submit substitute means and methods according to Section 00700 General Conditions Article 6.10 Substitute Means and Methods.
- B. Submit one original and four copies of complete request for Substitution Request Form (BLDG-Form 10).
- C. Request to include sufficient information to allow the DEPARTMENT to determine that the substitute means and methods proposed is equivalent to that indicated or required by the Contract Documents.
- D. DEPARTMENT will review CONTRACTOR'S requests for substitutions within 14 days of receipt.
- E. After receipt of submittal, DEPARTMENT will notify CONTRACTOR, in writing, of decision to accept or reject requested substitution within 14 days.

PART 2 PRODUCTS

Not Used

PART 3 EXECUTION

Not Used

END OF SECTION 01600

This page intentionally left blank.

State of Alaska
Department of Corrections
REQUEST FOR CLEARANCE
for
Contractor/Contract Staff Background Checks

Date: _____

Applicant Name: _____

Mailing Address: _____

Purpose of this check: _____

Date of Birth: _____ Social Security #: _____

Alaska driver's license #: _____

Other states applicant has resided in and the dates: _____

Prior criminal history (including the state the offense occurred in) _____

Is applicant currently on probation or parole? _____ If yes, where? _____

Does applicant have any relatives or acquaintances presently incarcerated in Alaska or under the Dept. of Corrections supervision? _____ If yes, state the person's name/location: _____

Clearance requested by (Contractor): _____

Address: _____ Phone: _____

The information that I have provided is true and accurate to the best of my knowledge. I authorize the Department of Corrections to perform a background investigation for any and all prior convictions or current warrants.

Signature of applicant: _____ Date: _____

Contractor's signature: _____ Date: _____

* * * * *

AP SIN/WANTS:	Clear: _____	Wants: _____	See Attached: _____
NCIC/WANTS:	Clear: _____	Wants: _____	See Attached: _____
Criminal History Check (Alaska)	No record found: _____	See Attached: _____	
Criminal History Check (other states)	No record found: _____	See Attached: _____	

Approved by: _____ Date: _____

Contract Oversight Officer/Superintendent,
Division of Institutions

Request Granted: _____ Request Denied: _____

Reason for denial: _____

DOC Staff Signature/Title: _____ Date: _____

SECTION 01700
CONTRACT CLOSEOUT

PART 1 GENERAL

1.01 REQUIREMENTS INCLUDED

- A. Closeout Procedures
- B. Final Cleaning
- C. Project Record Documents
- D. Operation and Maintenance Data
- E. Warranties
- F. Spare Parts and Maintenance Materials

1.02 RELATED REQUIREMENTS

- A. Section 00700 - General Conditions: Fiscal provisions, legal submittals, and other administrative requirements.
- B. Section 01010 - Summary of Work: Using Agency occupancy.
- C. Section 01400 – Quality Control: Departmental Inspection Services.
- D. Section 01500 - Construction Facilities and Temporary Controls: Cleaning during construction.
- E. Section 01730 – Operation and Maintenance Data
- F. Section 01740 – Warranties and Bonds

1.03 CONTRACT CLOSEOUT PROCEDURES

- A. SUBSTANTIAL COMPLETION
 - 1. Submit the following prior to requesting a Substantial Completion inspection:
 - a. Evidence of Compliance with Requirements of Governing Authorities:
 - 1) Certificate of Occupancy.
 - 2) Required Certificates of Inspection.
 - b. Project Record Documents in accordance with Section 01720
 - c. Operation and Maintenance Data in accordance with Section 01730
 - d. Warranties and Bonds in accordance with Section 01740
 - e. Spare Parts and Maintenance Materials in accordance with Section 01700-1.08
 - 2. Substantial Completion shall be considered by the Department when:
 - a. Written notice is provided 10 days in advance of inspection date.
 - b. List of items to be completed or corrected is submitted.
 - c. Operation and Maintenance Manuals are submitted and approved by the Department.
 - d. Equipment and systems have been tested, adjusted, balanced and are fully operational.
 - e. Automated and manual controls are fully operational.
 - f. Operation of system has been demonstrated to Department personnel.

- g. Certificate of Occupancy is submitted.
- h. Certificates of Inspection for required inspections have been submitted.
- i. Project Record Documents for the Work or the portion of the Work being accepted are submitted and approved.
- j. Spare parts and maintenance materials are turned over to the Department.
- k. All keys are turned over to the Department.
- 3. Should Department inspection find Work is not substantially complete, the Department will promptly notify Contractor in writing, listing observed deficiencies.
- 4. The Contractor shall remedy deficiencies and send a second written notice of Substantial Completion.
- 5. When the Department finds Work is substantially complete, the Department will prepare a Certificate of Substantial Completion in accordance with provisions of General Conditions.
- 6. Using Agency will occupy existing facilities for the conduct of business, under provisions stated in Certificate of Substantial Completion

B. FINAL COMPLETION

- 1. When Contractor considers Work is complete, submit written certification that:
 - a. Contract Documents have been reviewed.
 - b. Work has been inspected for compliance with Contract Documents.
 - c. Work has been completed in accordance with Contract Documents, and deficiencies listed with Certificate of Substantial Completion have been corrected.
 - d. Work is complete and ready for final inspection.
- 2. Should the Department inspection find Work incomplete, Department will promptly notify Contractor in writing listing observed deficiencies.
- 3. Contractor shall remedy deficiencies and send a second certification of Final Completion.
- 4. When Department finds Work is complete, Department will consider closeout submittals.

C. REINSPECTION FEES

- 1. Should status of completion of Work require more than one reinspection by the Department due to failure of Work to comply with Contractor's responsibility, the Department will deduct the cost of reinspection from final payment to Contractor as provided in the Contract Documents.
- 2. Reinspection fees shall not exceed \$5,000 for any one reinspection.

D. CLOSEOUT SUBMITTALS

- 1. Warranties and Bonds in accordance with Section 01740 Warranties and Bonds.
- 2. Evidence of Payment in accordance with Conditions of the Contract.
- 3. Consent of Surety to Final Payment.
- 4. Certificates of Insurance for Products and Completed Operations in accordance with Supplementary Conditions.
- 5. Certificate of Release.

E. APPLICATION FOR FINAL PAYMENT

- 1. Submit application for final payment in accordance with provisions of the General Conditions of the Contract.

2. Department will issue a final Change Order reflecting all remaining adjustments to Contract Price not previously made by Change Orders.
3. The full amount of the Schedule of Values line item labeled "Contract Closeout" will be withheld as a portion of the final payment.
4. Final payment will not be executed until the Department has fully reviewed the Project records and found them to be in compliance with the Contract Documents.

1.04 FINAL CLEANING

- A. Execute final cleaning prior to Substantial Completion inspection.
- B. Remove grease, adhesives, dust, dirt, fingerprints, temporary labels, stains, and other foreign substances from interior and exterior surfaces exposed to view; polish transparent and glossy surfaces; vacuum carpeted and soft surfaces. Clean equipment and fixtures to a sanitary condition, clean or replace filters of mechanical equipment. Clean roofs, gutters, downspouts, and drainage systems.
- C. Clean site; sweep paved areas, rake clean other surfaces.
- D. Use cleaning materials which will not create hazards to health or property, and which will not damage surfaces. Follow manufacturer's recommendations.
- E. Maintain cleaning until the Department issues certificate of Substantial Completion.
- F. Remove waste, debris, and surplus materials from the site. Clean grounds; remove stains, spills, and foreign substances from paved areas and sweep clean. Rake clean other exterior surfaces.

1.05 PROJECT RECORD DOCUMENTS

- A. In accordance with Section 01720 Project Record Documents

1.06 OPERATION AND MAINTENANCE INSTRUCTIONS

- A. In accordance with Section 01730 Operation and Maintenance Data.

1.07 WARRANTIES

- A. In accordance with Section 01740 Warranties and Bonds.

1.08 SPARE PARTS AND MAINTENANCE MATERIALS

- A. Provide products, spare parts, maintenance and extra materials in quantities specified in individual Specification Sections.
- B. Deliver to project site and place in location as directed, obtain receipt prior to final payment.

PART 2 PRODUCTS

Not Used

PART 3 EXECUTION

Not Used

END OF SECTION

SECTION 01720

PROJECT RECORD DOCUMENTS

PART 1 -GENERAL

1.1 REQUIREMENTS INCLUDED

- A. Maintenance of Record Documents.
- B. Submittal of Record Documents.

1.2 RELATED REQUIREMENTS

- A. Document 00700 - General Conditions.
- B. Section 01300 - Submittals: Shop drawings, product data.
- C. Section 01700 - Contract Closeout Procedures.
- D.

1.3 MAINTENANCE OF DOCUMENTS AND SAMPLES

- A. In addition to requirements in General Conditions, maintain at the site for the Project Manager one record copy of:
 - 1. Contract Drawings.
 - 2. Specifications.
 - 3. Addenda.
 - 4. Change Orders and other modifications to the Contract.
 - 5. Reviewed shop drawings, product data, and samples.
 - 6. Field test records.
 - 7. Inspection certificates.
 - 8. Manufacturer's certificates.
- B. Prior to Substantial Completion, provide original or legible copies of each item maintained by the Contractor as listed in Section 01720, 1.3A above.
- C. Delegate responsibility for maintenance of Record Documents to one person on the Contractor's staff as approved in advance by the Project Manager.
- D. Promptly following award of contract, secure from Project Manager, at no charge to Contractor, one complete set of all documents comprising the Contract.
- E. Immediately upon receipt of job set, described above, stamp each document with title "RECORD DOCUMENTS -JOB SET."
- F. Store Record Documents apart from documents used for construction. Provide secure storage for Record Documents.

G. Label and file Record Documents in accordance with Section number listings in Table of Contents of this Project Manual. Label each document "PROJECT RECORD" in neat, large, printed letters.

H. Maintain Record Documents in a clean, dry and legible condition. Do not use Record Documents for construction purposes.

I. Use all means necessary to maintain job set of Record Documents completely protected from deterioration and from loss and damage until completion of Work and transfer of recorded data to Project Manager.

J. Keep Record Documents and samples available for inspection by Project Manager.

K. Project Manager's approval of current status of Record Documents will be prerequisite to Project Manager's approval of and request for final payment.

1. Prior to submitting request for final payment, submit final Record Documents to Project Manager and secure his approval.

L. Do not use job set for any purpose except entry of new data and for review and copying by Project Manager.

1.4 RECORDING

A. Record information on a set of black line or opaque Drawings, and in a copy of a Project Manual, provided by Project Manager.

B. Using colored felt tip marking pens or colored pencil, maintaining separate colors for each major system, clearly describe changes by note and by graphic line, as required. Date all entries. Call attention to entry by a "cloud" around area or areas affected.

C. Thoroughly coordinate all changes within Record Documents, making adequate and proper entries on each Specification Section and each sheet of Drawings and other Documents where such entry is required to properly show change or selection. Accuracy of records shall be such that future search for items shown in Contract Documents may reasonably rely on information obtained from approved Record Documents.

D. Record all entries within 24 hours of receipt of information and concurrently with construction progress. Do not conceal any Work until required information is recorded.

E. Contract Drawings and Shop Drawings: Legibly mark each item to record actual construction, including:

1. Use all means necessary, including proper tools for measurement, to determine actual location of installed items.
2. Field changes of dimension and detail.
3. Changes made by Modifications.
4. Details not on original Contract Drawings.
5. References to related shop drawings and Modifications.
6. Where changes are caused by Contractor-originated proposals approved by Project Manager, including inadvertent errors by Contractor which have been accepted by Project Manager, clearly indicate change by note.

7. Show on job set Record Drawings, by dimension accurate within one inch (1"), centerline of each run of items described in sub-paragraphs 3 and 4 above. Identify item by accurate note such as "Intercom Control Unit", etc. Show by symbol or note, vertical location of item (in ceiling plenum", "exposed", etc.). Make all identification sufficiently descriptive that it may be related reliably to Specifications.

F. Specifications: Legibly mark each item to record actual construction, including:

1. Manufacturer, trade name, and catalog number of each product actually installed, particularly optional items and substitute items.
2. Changes made by Addenda and Modifications.

1.5 SUBMITTALS

A. Upon submittal of completed total set of Record Documents to Project Manager, participate in review meeting(s) as required by Project Manager, make required changes in Record Documents, and promptly deliver final Record documents to Project Manager and samples under provisions of Section 01701.

B. Transmit with cover letter in duplicate, listing:

1. Date.
2. Project title and number.
3. Contractor's name, address, and telephone number.
4. Number and title of each Record Document.
5. Signature of Contractor or authorized representative.

PART 2 - PRODUCTS - Not Used.

PART 3 - EXECUTION - Not Used.

END OF SECTION

**SECTION 01730
OPERATION AND MAINTENANCE DATA**

PART 1 - GENERAL

1.1 REQUIREMENTS INCLUDED

- A. Format and content of manuals.
- B. Instruction of Department personnel.
- C. Schedule of submittals.

1.2 RELATED REQUIREMENTS

- A. Section 01300 - Submittals: Submittals procedures.
- B. Section 01300 - Submittals: Shop drawings, product data, and samples.
- C. Section 01700 - Contract Closeout Procedures.
- D. Section 01720 - Project Record Documents.
- E. Section 01740 - Warranties and Bonds.
- F. Individual Specifications Sections: Specific requirements for operation and maintenance data.

1.3 QUALITY ASSURANCE

- A. Prepare instructions and data by personnel experienced in maintenance and operation of described products.

1.4 FORMAT

- A. Prepare data in the form of an instructional manual.
- B. Binders: Commercial quality, 8-1/2 x three-ring binders with hardback, cleanable, plastic covers; one inch maximum ring size. If multiple binders are used correlate data into related consistent groupings.
- C. Cover: Identify each binder with typed or printed title OPERATION AND MAINTENANCE INSTRUCTIONS; list title of Project; identify subject matter of contents.
- D. Arrange content by systems, under section numbers and sequence of Table of Contents of this Project Manual.
- E. Provide tabbed fly leaf for each separate product and system, with typed description of product and major component parts of equipment.
- F. Text: Manufacturer's printed data, or typewritten data on 20 pound paper.
- G. Drawings: Provide with reinforced punched binder tab. Bind in with text; fold larger drawings to size of text pages.

1.5 CONTENTS, EACH VOLUME

- A. Table of Contents: Provide DEPARTMENT's Project title; DEPARTMENT's Project number; names, addresses, and telephone numbers of Consultant(s) and Contractor with name of responsible parties; schedule of products and systems, indexed to content of the volume.
- B. For Each Product or System: List names, addresses and telephone numbers of subcontractors and suppliers, including local source of supplies and replacement parts.
- C. Product Data: Mark each sheet to clearly identify specific products and component parts, and data applicable to installation; delete inapplicable information.
- D. Drawings: Supplement product data to illustrate relations of component parts of equipment and systems, to show control diagrams. Do not use Project Record Documents as maintenance drawings.
- E. Typed Text: As required to supplement product data. Provide logical sequence of instructions for each procedure, incorporating manufacturer's instructions.
- F. Warranties and Bonds: Bind in copy of each.

1.6 MANUAL FOR EQUIPMENT AND SYSTEMS

- A. Each Item of Equipment and Each System: Include description of unit or system, and component parts. Give function, normal operating characteristics, and limiting conditions. Include performance curves, with engineering data and tests, and complete nomenclature and commercial number of replaceable parts.
- B. Include as-installed color coded wiring diagrams.
- C. Operating Procedures: Include start-up and routine normal operating instructions and sequences. Include control, shut-down, and emergency instructions. Include any special operating instructions.
- D. Maintenance Requirements: Include routine procedures and guide for trouble-shooting; disassembly, repair, and reassembly instructions; and alignment, adjusting, balancing, and checking instructions.
- E. Provide servicing schedule.
- F. Include manufacturer's printed operation and maintenance instructions.
- G. Provide original manufacturer's parts list, illustrations, assembly drawings, and diagrams required for maintenance.
- H. Provide list of original manufacturer's spare parts, current prices, and recommended quantities to be maintained in storage.
- I. Additional Requirements: As specified in individual Specifications sections.

1.7 INSTRUCTION OF OWNER PERSONNEL

- A. Before final inspection, instruct DEPARTMENT designated personnel in operation, adjustment, and maintenance of products, equipment, and systems, at agreed upon times.
- B. Use operation and maintenance manuals as basis of instruction. Review contents of manual with personnel in detail to explain all aspects of operation and maintenance.
- C. Prepare and insert additional data in Operation and Maintenance Manual when needed for such data becomes apparent during instruction.

1.8 SUBMITTALS

- A. Submit two copies of preliminary draft or proposed formats and outlines of contents before start of Work. DEPARTMENT will review draft and return one copy with comments.
- B. For equipment, or component parts of equipment put into service during construction and operated by DEPARTMENT, submit documents within ten days after acceptance.
- C. Submit one copy of completed volumes in final form 15 days prior to final inspection. Copy will be returned after final inspection, with DEPARTMENT comments. Revise content of documents as required prior to final submittal.
- D. Submit two copies of revised volumes of data in final form within ten days after final inspection.

PART 2 - PRODUCTS - Not Used.

PART 3 - EXECUTION - Not Used.

END OF SECTION

Section 01740
WARRANTIES AND BONDS

PART 1 - GENERAL

1.1 REQUIREMENTS INCLUDED

- A. Format and content of manuals.
- B. Schedule of submittals.

1.2 RELATED REQUIREMENTS

- A. Section 00700 – General Conditions.
- B. Section 01700 - Contract Closeout.
- C. Section 01730 – Operation and Maintenance Data.
- D. Individual Specifications Sections: Specific requirements for operation and maintenance data.

1.3 FORM OF SUBMITTALS

- A. Bind in commercial quality, 8-1/2 x 11 inch three-ring binders with hardback, cleanable, plastic covers.
- B. Label cover of each binder with typed or printed title "WARRANTIES AND BONDS"; with title of Project and DEPARTMENT Project number; name, address and telephone number of CONTRACTOR; and name of responsible principal.
- C. Table of Contents: Neatly typed, in the sequence of the table of contents of the Project manual, with each item identified with the number and title of the Specification section in which specified, and the name of product or Work item.
- D. Separate each warranty or bond with index tab sheets keyed to the table of contents listing. Provide full information, using separate typed sheets as necessary. List Subcontractor, Supplier, and manufacturer, with name, address, and telephone number of responsible principle.

1.4 PREPARATION OF SUBMITTALS

- A. Obtain warranties and bonds, executed in duplicate by responsible Subcontractors, Suppliers, and manufacturers, within ten days after completion of the applicable item of Work. Except for items put into use with DEPARTMENT permission, leave date of beginning of time of warranty until the date of Final Completion is determined.
- B. Verify that documents are in proper form, contain full information, and are notarized.
- C. Retain warranties and bonds until time specified for submittal.

1.5 TIME OF SUBMITTALS

- A. Warranty period for equipment begins at Substantial Completion, unless otherwise approved by DEPARTMENT.
- B. For equipment or component parts of equipment put into service during construction with DEPARTMENT permission, submit documents within ten days after acceptance.
- C. Make other submittals within ten days after date of Final Completion, prior to final Application for Payment.
- D. For items of Work when acceptance is delayed beyond date of Final Completion, submit within ten days after acceptance, listing the date of acceptance as the beginning of the warranty period.

PART 2 - PRODUCTS - Not Used.

PART 3 - EXECUTION - Not Used.

END OF SECTION

