

ARCHITECTURAL SPECIFICATIONS

1. GENERAL RESPONSIBILITY:
A. CONTRACTOR SHALL VERIFY EXISTING CONDITIONS THAT AFFECT ALL ALTERATIONS, ADJUSTMENTS TO DELIVER A COMPLETE PROJECT CONFORMING TO THE CONTRACT DRAWINGS AND SPECIFICATIONS.
B. THE OWNER RESERVES THE RIGHT TO INSTALL FIXTURE WORK OR TO USE PORTIONS OF THE CONSTRUCTION AREA AFTER SUBSTANTIAL COMPLETION BY THE CONTRACTOR. SUCH OCCUPANCY SHALL IN NO WAY IMPLY ACCEPTANCE OF ANY PORTION OF THE WORK.
C. FOR SIZE AND OPENINGS FOR ALL MECHANICAL DUCTWORK, REFER TO MECHANICAL DRAWINGS.
D. CONTRACTOR SHALL PERFORM ANY AND ALL CUTTING, PATCHING, REPAIRING, RESTORING, AND THE LIKE TO COMPLETE THE WORK. THE GENERAL CONTRACTOR SHALL ALSO RESTORE ANY DAMAGED OR AFFECTED SURFACES (RESULTING FROM THIS WORK) TO THEIR ORIGINAL CONDITION AND TO THE SATISFACTION OF THE ARCHITECT.
E. GENERAL CONTRACTOR SHALL COORDINATE THE WORK PERFORMED BY THE SUB-CONTRACTORS BEFORE PROCEEDING.
F. SHOULD CONFLICTS OCCUR WITHIN THE CONTRACT DRAWINGS OR SPECIFICATIONS, THE HIGHER QUALITY OR LARGER QUANTITY SHALL BE ADOPTED FOR ESTIMATION PURPOSES AND SHALL BE FURNISHED AND INSTALLED.
G. IF ANY ERRORS OR OMISSIONS APPEAR IN THE CONTRACT DOCUMENTS, THE CONTRACTOR SHALL NOTIFY THE OWNER, ARCHITECT, AND ENGINEERS IN WRITING OF SUCH ERROR OR OMISSION IMMEDIATELY UPON DISCOVERING THE ERROR OR OMISSION.
H. THE GENERAL CONTRACTOR SHALL BE RESPONSIBLE FOR THE TIMELY ARRIVAL OF ALL SPECIFIED FINISH MATERIALS, EQUIPMENT, AND ANY OTHER MATERIALS UTILIZED ON THIS PROJECT. THE GENERAL CONTRACTOR SHALL NOTIFY THE OWNER IN WRITING WITHIN TEN (10) DAYS OF DATE OF CONTRACT OF THOSE SPECIFIED ITEMS THAT MAY NOT BE READILY AVAILABLE. IF NOTIFICATION IS NOT RECEIVED BY OWNER WITHIN THAT TIME FRAME, THE CONTRACTOR ACCEPTS RESPONSIBILITY FOR THE PROPER ORDERING AND FOLLOW-UP OF SPECIFIED ITEMS AND SHALL PURSUE WHATEVER MEANS NECESSARY, AT NO ADDITIONAL COST TO THE OWNER, TO ASSURE AVAILABILITY OF ALL SPECIFIED ITEMS SO AS NOT TO CREATE A HARDSHIP ON THE OWNER AND NOT DELAY THE PROGRESS OF THE WORK, NO EXTENSION OF TIME TO THE CONTRACT WILL BE ALLOWED.
2. PERMITS:
ALL CONTRACTORS SHALL HAVE VALID CERTIFICATES OF WORKMANS COMPENSATION ON FILE WITH THE APPROPRIATE AGENCIES.
END OF SECTION

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INSULATION	07200		
BATT AND BLANKET INSULATION	07211	X	
WATER AND AIR RETARDER	07260	X	
MODIFIED BITUMEN ROOFING	07525	X	
MOP APPLIED SYSTEM	07526	X	
THERMOPLASTIC MEMBRANE ROOF	07540	X	
SHEET METAL AND ROOF ACCESSORIES	07600		
SEALANTS AND CAULKING	07920		X
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GLASS	08800	X	
GLASS	08810	X	
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SPECIAL WALL SURFACES	09710	X	
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PAINTING	09900	X	
BUILDING SPECIALTIES	10000		
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SECTION 00100 INSTRUCTION TO BIDDERS
00100.11 GENERAL:
Bid the project exactly as drawn and specified. Complete all proposals and include all work as shown and/or specified and as required by all applicable building codes. The Contractor is held to have fully examined all drawings and specifications, not only of his/her particular concern but of all trades as well, and to be fully familiar with conditions under which he/she will assume his/her work. Particular attention is drawn to the General Conditions and the Supplementary General Conditions of the specifications. The Contract is in the form of a single, lump sum of type of agreement.
00100.12 PROPOSALS:
Sealed proposals will be received at such time and place designated. Submit proposals in accordance with the "Invitation to Bid". Sign proposals by legal authorized parties of companies only and state titles of same. The Owner retains the right to reject any and/or all proposals.
00100.13 ACCEPTANCE OR WITHDRAWAL OF PROPOSALS:
Any Contractor who has submitted a proposal may withdraw his proposal at any time prior to the scheduled time for opening of same, however, once proposals are opened the Contractor agrees to honor same for a minimum of thirty (30) days.
00100.14 DISCREPANCIES:
Should a bidder find discrepancies in, ambiguities in, or omissions from the drawings and/or the specifications, or be in doubt as to their meaning or intent, notify the Architect in time to allow for issuance of clarification by means of Addenda for delivery in sufficient time before proposals are due.
00100.15 QUALIFICATION OF CONTRACTORS:
The Owner reserves the right to require any Contractor submitting a proposal to furnish any or all of the following information prior to award of the Contract.
1. Performance record of project completed over the previous two (2) years.
2. Address and description of plant or permanent place of business.
3. A itemized list of equipment.
4. Additional information as required to satisfy the Owner that the Contractor is adequately prepared to fulfill all requirements of the Contract, such as contained in A.I.A. document A305 - Contractor's Qualification Statement.
00100.16 DISTRIBUTION OF DOCUMENTS:
Only approved contractors as determined by the owner may obtain drawings, specifications and Supplemental Bidder's Package. Drawings and specifications remain the property of the Architect and are to be returned complete and in good condition. Use by unauthorized persons for any purpose whatsoever is strictly prohibited and is punishable to the full extent of the law.
00100.17 CONDITIONS:
Submit a proposal by any Contractor constitutes full acceptance by that Contractor of all conditions as herein stated.
00100.18 ALTERNATES AND SUBMITTALS:
Specific materials and/or equipment the Contractor furnished items are noted on the Drawings. If any alternate manufacturer's products are furnished, note this information on the Proposal. Additionally, provide proposed substitutions of non-approved manufacturers in compliance with the respective section of the general conditions.
00100.19 NOTICE TO PROCEED AND PRE-CONSTRUCTION MEETING:
No work will be started without a pre-construction meeting attended by the Contractor, or his/her representative, and the receipt by the Contractor of a formal "Notice to Proceed" from the Owner.
00100.20 RECORD DRAWINGS:
Prior to release of the final retention, furnish the Owner a complete set of drawings re-lined with all deviations made during construction plus the permit set of drawings and specifications maintained at the site.
END OF SECTION

SECTION 00220 SUBSURFACE INVESTIGATION
00220.1 GENERAL:
00220.11 GENERAL:
A. Geotechnical investigation (Subsurface Soils Tests) for the project site has been performed and a report of the investigation has been completed. A copy of the investigation report can be obtained from the Owner.
00220.12 SUBSURFACE INFORMATION:
A. Log of borings indicates materials penetrated at specific locations. Owner and/or Architect assume no responsibility for any conclusions or interpretations made by Contractor related to information included in the Report. Should Contractor require additional information concerning sub-surface conditions, he may without cost to Owner, make additional investigations. Should additional investigations produce information different from that in Soil Report, notify Owner in writing.
00220.13 REQUIREMENT:
A. Contractor read and otherwise become completely familiar with contents of Soil Report, including but not limited to its recommendations for preparation of subcell, bases, sub-bases and fill and construction of building foundations, parking and paving. Provide building foundations in compliance with recommendations in Report. Should discrepancy be found between the requirements of Soil Report and the drawings and/or specifications, notify Owner in writing prior to beginning Work.
B. Structural Engineer to state applicable data for final design from the soil report. Reference drawings for details.
END OF SECTION
DIVISION 1 GENERAL REQUIREMENTS
SECTION 01000 SUPPLEMENTARY GENERAL CONDITIONS
01000.1 GENERAL:
01000.11 DEFINITIONS:
A. Owner: The Owner is defined as the Owner's representative for administering the Contract and is the Construction Manager.
B. The Owner's Consultant: The Owner's Consultant is referred to as "Consultant" for purposes of the contract. He/She may be an Architect and/or Engineer, or other technical representative, responsible for assisting the Owner (representative, the Construction Manager, in administering the contract.
C. Contractor: The person(s), company (ies) or corporation(s) with whom the Owner makes a direct Contract for the work or any portion thereof or for any materials or related services required thereto.
D. Sub-Contractor: Any person(s), company (ies), or corporation(s) with whom a contractor makes a contract to furnish labor and/or material in connection with the project. Within the drawing and specifications, the term "Contractor" is interpreted to mean subcontractor where applicable unless further defined.
E. Project: The project is defined as the complete labor, materials and services required for the construction and all related work as described on the Contract document.
F. Site: The property on which the project is located.
G. Contract Documents: The contract documents consist of
1. The Construction Contract.
2. The Drawings
3. The Specifications, and
4. The Soils Report.
H. Include the dates and revision dates of all drawings and specifications on the proposal form.

01000.12 GENERAL CONDITIONS:
D. The Standard Form of General Conditions published by the American Institute of Architects (A.I.A.) form A201, latest edition, is binding and the General Conditions included herein are supplementary thereto. In the event of conflict, the Supplementary General Conditions govern over the General Conditions, and the Owner's Construction Contract governs over the Supplementary General Conditions.
E. It is accepted as a fact that all Contractors have inspected the site prior to submitting their bid and no additional compensation is allowed for failure to fulfill this requirement. It is to be understood however, that the Contractor has included in their bids amounts to cover unforeseen conditions of obstacles other than those indicated on the drawings or visually apparent at the site. Should unforeseen conditions arise, notify the Owner immediately.
F. The following specifications are divided into chapters and each Contractor is to figure on that portion in which each is concerned. It is the responsibility of each Contractor to read and familiarize himself with the General Conditions and Supplementary General Conditions which are considered equally binding with the remaining specifications.
G. Settle any controversy or claim arising due to a labor conflict caused by the working of assignment or these specifications in accordance with local governing labor practice.
H. List alternates, whether by the Owner or suggested by the Contractor, separately on the proposal. Indicate the cost of materials and labor required to complete the alternate and the credit due the Owner for any materials and/or labor not required due to the alternate installation.
01000.13 DRAWINGS AND SPECIFICATIONS:
A. Execute all work according to the true meaning and intent of the drawings and specifications which are intended to include everything required and necessary for the proper and entire finishing of the work, notwithstanding, that each and every item necessarily involved in the work is not specifically mentioned. Deliver the completed work to the Owner in a perfect and undamaged condition without exception.
B. The drawings and specifications are intended to be cooperative. Furnish and perform the work or materials called for by the drawings and not mentioned in the specifications or vice-versa in as faithful a manner as though mentioned in both.
C. Before submitting an estimate, carefully check the drawings and specifications. Should a conflict, uncertainty or discrepancy be found, report it to the Architect immediately, who will notify all bidders as to the resolution.
01000.14 PRECEDENCE OF DRAWINGS:
The order of precedence of drawings is as follows:
1. Larger scale drawings over smaller scale drawings.
2. Figured dimensions over scale dimensions.
3. Supplementary General Conditions over A.I.A. General Conditions.
4. Architectural drawings over mechanical and electrical drawings.
5. Any addenda over all material of an earlier date.
6. Notice of conflict.
01000.15 SUBSTITUTION:
Any substitution must be approved in ADVANCE OF CONSTRUCTION in writing by the Architect after receipt and study of complete information regarding same, including any credits or additional costs.
01000.16 MATERIALS AND WORKMANSHIP:
Unless otherwise particularly stated, furnish and install ALL materials and labor mentioned in these specifications and/or shown on the drawings. Execute all work in a neat and skillful manner to the entire satisfaction of the Owner.
01000.17 SUB-CONTRACTS:
Provide a list of sub-contractors proposed prior to award of the Contract with their best and final offer. The Sub-contractor is bound by the specifications. No Contractor or Subcontractor may subcontract or assign his Contract or any part thereof without the written approval of the Owner.
01000.18 LAWS AND ORDINANCES:
Comply in all respects with all laws and ordinances having jurisdiction over the work and/or materials or methods employed. No additional compensation will be allowed to Contractors for failure to familiarize themselves with all conditions under which they will perform their work unless these conditions are brought to the Owner's attention prior to signing of Contracts, and provisions for adjusting costs are made at that time.
01000.19 PERMITS, BONDS, LICENSES:
Take out and pay for all permits, bonds, licenses and similar items. Should separate Contracts be awarded, each Contractor is responsible for obtaining all permits, fees, bonds, licenses, and similar items as may be required by work covered under his/her portion of the Contract. Turn over receipts for same to the Owner upon completion. At the Owner's election, the Owner may obtain any of the Permits. The General Contractor is required to obtain the building permit and to be reimbursed with no markup.
01000.20 PROTECTION:
A. Barricade and/or shelter the work as to protect it from damage. Arrange all barricades so as to insure a reasonable width and physical warning for workmen and the public. Provide flashing sign blinkers around obstructions.
B. The Contractor(s) is held responsible for any damage to his/her work as may be due to negligence of the above, or as may be caused by accident, wind, rain, snow, freezing, riot, fire, explosion, mischief, theft, or due to his/her acts, omissions or negligence. If such damage occurs, restore the work to its previous condition at no cost to the Owner.
C. Protect all adjoining property from damage during the course of the work. If required by local laws or ordinances, issue notices to Owner of said property. No use of adjacent privately owned property by a Contractor without written permission by its Owner is allowed.
D. Contractor is responsible for any damage or loss to Owner's building package or equipment in said Contractor's possession. In the event of an election, the cost of repair or replacement of any missing items will be borne by said Contractor.
01000.21 INSURANCE:
A. In general, maintain such insurance to protect Contractor, Owner and the Owner's agents and representatives from any and all claims under Workmen's Compensation Acts and from all claims for damages because of bodily injury, including death, and all claims for property damage and Supplemental Bidder's Package. Drawings and specifications remain the property of the Architect and are to be returned complete and in good condition. Use by unauthorized persons for any purpose whatsoever is strictly prohibited and is punishable to the full extent of the law.
B. "Hold Harmless" Clause: Provide certificate stating that this endorsement is included in the policies.
C. This Contractor assumes the liability for all losses, damages (including loss of use), expenses, demands and claims in connection with or arising out of any injury or alleged injury to persons (including death) or damages or alleged damage to property, sustained or alleged to have been sustained, in connection with or arising out of the performance of the work by the Contractor, his Sub-Contractors, and their agents, servants and employees, including losses, expenses, or damages sustained by the Owner and the Architect. The Contractor hereby undertakes and agrees to indemnify and hold harmless the Owner and the Architect, their agents, servants, and employees, from any and all such losses, expenses damages (including loss of use), demands and claims, and defend any suit or action brought against any of them, based on any alleged injury (including death) or damage (including loss of use) and pay all damages, judgments, costs and expenses, including attorney's fees, in connection with said demands and claims resulting there from.
D. The above clause applies in all states unless restricted by state statute. Should this be the case, Provide the maximum form of "Hold Harmless" allowed by the law.
E. Provide Comprehensive General Liability Insurance including a Broad Form endorsement and a Broad Form Property damage endorsement with limits not less than \$1 million CSL (Combined Single Limit). If appropriate, also maintain scaffolding and demolition insurance.
F. Provide Workers Compensation Insurance in accordance with applicable state requirements.
G. Provide Employers' Liability Insurance in an amount not less than \$200,000 each occurrence, \$5,000,000 aggregate.
H. Provide Comprehensive Automobile Liability including owned, non-owned and hire coverage in an amount not less than \$500,000 CSL (Combined Single Limit).
I. Satisfy any insurance requirements necessitated by any pertinent governmental authority.
J. At Owner's election, maintain Builder's Risk Insurance covering the premises. Have such insurance written on an all risk basis and covering all the work until Owner's final acceptance of same.
K. Provide insurance policies immediately after award of contract and prior to any work being performed. Upon obtaining policies, notify the Owner and file certificates and/or duplicate copies with the Owner showing policy numbers, dates the Owner showing policy numbers, and policies are in effect, and all limitations and exclusions. Provide certificate stating that the insurance company will notify the Owner by registered mail thirty (30) days prior to the expiration or cancellation of any policy.
01000.22 PERFORMANCE, MATERIAL AND LABOR BONDS:
When requested, provide performance bonds, labor and material payment bonds, quoting price only, to the Owner, prior to start of work.
01000.23 CONTRACTOR'S QUALIFIED JOB SITE SUPERINTENDENT:
Have the Contractor or his/her designated and qualified representative/job superintendent, with full authority to act on behalf of Contractor under the Construction Contract, in attendance at the job site and supervising said work, at all times during the progress of the work.
01000.24 TEMPORARY FACILITIES:
A. Take charge of the premises from the start to the completion of the project and furnish the following:
1. Laying out of work and establishing building lines and levels, confirm this information with the Owner.
2. Temporary electric power, two telephone lines, and one Contractor provided fax machine, during the period of construction. This does not include portable generators for use of other trades.
3. Heating of building for working and drying purposes during the period of construction.
4. Temporary ladders as required for access to all work.
5. Water for construction use.
6. Acceptance, protection, unloading and storage of Owner's equipment delivered to the site are the responsibility of the Contractor.
7. Temporary toilet facilities.
8. The minimum of one construction trailers in the range of 25'-40' in length.
B. Temporary construction barricade - If required by the landlord a temporary construction barricade at the storefront shall be installed by landlord at tenant's expense. No barricades shall be removed or dismantled without the express written consent of the landlord. Any barricade removed without prior consent will be reconstructed by landlord at the contractor's expense.
C. CONSTRUCTION SIGNAGE, THE CONTRACTOR IS NOT ALLOWED TO POST ANY COMPANY NAME OR SIGN ON THE TEMPORARY CONSTRUCTION BARRICADE OR ANYWHERE OUTSIDE THE PREMISES. THE CONTRACTOR SHALL POST ALL SIGNAGE AS REQUIRED BY THE LANDLORD.
01000.25 INSPECTION AND TESTS:
A. Call for all inspections as required by local authorities, allowing a minimum of two (2) day notice for inspections to be made.
B. Notify the Owner for inspection one week prior to the installation of the items specified in the "Invitation To Bid".
C. The Owner has the right to order tests and/or laboratory examination of any material or work used or performed on the project and he shall have the right to inspect such material or work as specified herein. The costs of all such tests will be paid by the Owner unless they indicate work or materials to be of lesser quality, in which case the Contractor pays the costs along with any expenses incurred in correction of the work.

01000.26 PRECEDING WORK:
A. If the starting work or any work previously installed and immediately report to the Owner any visible defects or conditions which adversely affect the quality and/or completion of this work. It is assumed all conditions are acceptable if no such report is received.
01000.27 CUTTING AND FITTING:
A. Execute all cutting and fitting of work as may be required by other trades so as to insure as near perfect fit of materials as possible.
01000.28 DAMAGED WORK:
A. Pay for replacement of any work damaged in connection with the Contract, and perform such patching or replacement of damaged work as skilled personnel specializing in the particular trade so as to restore damaged work to completely acceptable condition. Should responsibility for damage be unable to be determined, prorate the cost of repairing same among Contractors working on the job at the time the damage occurred as determined by the Owner. The decision of the Owner is final.
01000.29 ADVERTISING:
A. No advertising is allowed.
01000.30 COMPLETED WORK:
A. If the completed work is called for by the Contract to the Owner free from liens, claims or encumbrances of any description whatsoever against the Owner. Acceptance of such work is defined as approval of final payment.
B. If the work is not completed as called for by the Contract or if a claim is filed as a result of Contractor's non-payment, Owner possesses the right under the Construction Contract to either settle the claim and deduct same from the Contract sum or to require the Contractor to bond over such small claims, including any associated expenses as defined in the Construction Contract and to promptly defend to conclusion Owner and Owner's interest against said claim of claims.
C. Completion of Work on the project requires the submission by the Contractor of certain documentation in order for the Final Retention to be paid to the Contractor. The submission of these documents is defined in the Construction Contract and is inclusive of the following items:
1. Record Drawings and Specifications including microfiche copies.
2. Lien Waivers from Contractor and Subcontractors and Material men.
3. List of all Subcontractors and Material men Contractor's Guarantee and Completion Affidavit.
4. Final Signed Punch List.
5. Any Work Orders and Associated Contract Change Orders.
6. Certificate of occupancy and any related public agency orders.
7. Certification of project completion.
8. Copies of project Inspection Reports.
9. Permitted Set of Drawings and Specification.
10. All warranties.
11. Certification of noted in the drawings including civil drawings, the bid documents and Construction Contract.
12. And any required test and/or engineering reports.
01000.31 MAINTENANCE AND CLEANING:
A. Throughout the period of construction, be responsible for satisfactorily maintaining the premises in a neat and clean condition. This means removal of all refuse and debris from the premises.
B. Store all equipment and materials in a neat manner and protect them from any damage from the elements. Maintain building in a generally clean condition during the period of construction, and upon final completion provide a professional service to thoroughly clean all glass, floors, furniture and equipment.
01000.32 GUARANTEE:
A. Fully and unconditionally guarantee all labor, materials, and equipment required by the Owner-contractor agreement(s) for a period of one (1) year from the date of final acceptance or the date the building is opened for business by the Owner, unless otherwise specified in specific chapters herein.
01000.33 CHANGES:
A. The Owner, without invalidating the Contract, may order changes in the work within the general scope of the Contract, consisting of additions, deletions, or other revision. The Contract sum and the contract time will be adjusted accordingly.
B. The cost or credit to the Owner resulting from a change in the work will be determined by mutual agreement. Perform all work under the applicable conditions of the Contract documents.
C. Obtain written authorization for changes in the work (Construction Work Order) from the Owner prior to completion of the work.
01000.34 RECEIPT OF EQUIPMENT:
A. During the receipt of equipment, the Contractor is the receiving party responsible for deliveries of equipment and miscellaneous items made to the job site by common carrier. If, during the receipts of those items by the Contractor's representatives, any missing or damaged items are observed, the receiving person must:
1. Make a notation of the discrepancy on the delivery ticket.
2. Call the supplier and advise of the problem within 24 hours.
3. Call the delivery carrier and/or vendor to file a claim.
01000.35 EQUIPMENT UNDER THIS CONTRACT & FURNISHED BY OTHERS:
A. The general contractor shall account himself with the dimensions of all equipment under this contract so that sufficient clearances and adequate floor area is available for receipt and storage of that equipment.
01000.36 PROGRESS:
A. The general contractor shall cause the work to be diligently pursued to entire completion. Should the work fail to proceed sufficient number of materials or fail to make timely arrangements which may be required for progress, then the contractor shall provide evidence satisfactory to the owner and architect that said deficiencies are due to causes beyond their control. Unless the contractor provides such evidence, the owner shall have the right, after one (1) day notice in writing, to make such arrangements and supply such workers and materials at the contractor's expense. The same relationship shall exist between the general contractor and all sub-contractors.
01000.37 DRAWING DIMENSIONING & VERIFICATION:
A. Inspect site and verify field dimensions before commencing construction. Notify the architect immediately if any significant discrepancies occur. Provide letter of acceptance of existing conditions at bidding and at construction start.
B. The plans for projects which are tenant improvements within an existing lease space or remodeling projects of an existing building have been prepared based upon the best available data. The dimensions for these existing spaces and the elements contained therein are not guaranteed. The general contractor shall confirm the existing dimensions of the lease space or building with those shown on the drawings prior to commencement of work. If discrepancies occur notify the architect immediately.
C. Do not scale drawings.
END OF SECTION

SECTION 01018 OWNER FURNISHED ITEMS:
01018.1 GENERAL:
01018.11 OWNER'S RIGHT TO INSTALL ITEMS AND/OR EQUIPMENT PURCHASED UNDER SEPARATE CONTRACTS:
A. Owner retains the right to place and install, in coordination with Contractor's construction schedule, as many items and/or as much equipment as he may require during the progress of the Work, before completion of the various parts of the Work. This shall not in any way evidence completion of the Work or any portion thereof, nor shall it signify Owner's acceptance of the Work or any portion thereof.
01018.2 PRODUCTS:
01018.21 CATEGORIES OF ITEMS:
A. By Owner: Items shown or noted "By Owner" on the drawings and/or in the specifications shall be furnished by Owner to Contractor/subcontractor for installation by Contractor/subcontractor as part of the construction contract. Contractor/subcontractor shall receive, to the extent of unloading at the job site as required, store and be responsible to the extent of carrying necessary insurance to cover items in case of theft, fire, loss, malicious damage and other miscellaneous damage.
B. Not In Contract (NIC): Items shown or noted "NIC" on the drawings and/or in the specifications shall be furnished and installed by Owner under separate contract, except as described hereinafter. The Contractor shall receive, unload as required, store, and be responsible to the extent of carrying necessary insurance to cover items in case of theft, fire, loss, malicious damage and other miscellaneous damage. NIC items are as noted on drawings.
01018.3 EXECUTION:
01018.31 RECEIPT OF ITEMS:
A. During the course of construction, some deliveries of equipment and miscellaneous items will be made to the job site by common carrier. Contractor shall receive and inspect items for conformance to bill of lading or packing slip and for damage. If during receipt any missing or damaged items are observed, Contractor shall:
1. Make notation of any and all discrepancies on the bill of lading or packing slip.
2. Call delivery carrier and advise him of the problem.
3. Notify the Owner's Construction Manager within 24 hours.
01018.32 RECEIVING GUIDELINES:
A. The following guidelines are in place at all Owner job sites and are to be employed by all agents acting on Owner's behalf.
1. Check the paperwork to be certain you are the recipient. Do not sign for any freight designated for another consignee. Refuse delivery and cause the carrier to clarify the delivery address with the shipper.
2. Make a notation of any visible damage as seen as specific as possible. The more detail provided on the shipper's condition, the better. This will allow for processing a damage claim for efficiently if damage is found. On prepaid shipments, if damage to the contents is obvious, the shipment may be refused. This will lead the carrier back to the shipper for resolution. On third party shipments billed to Owner, do not refuse delivery. As Owner owns the goods in transit. Owner or its agents will be required to file a claim.
3. Inspect the product(s) as soon after receipt as possible. Concealed damage claims must be submitted within 14 days of receipt to have any chance of recovery. Practically speaking, once you assume possession, at best the damage liability is split between the care and custody of the carrier diminishes with each day the damage goes unreported.
4. Sign the carrier's paperwork using a full signature, complete the date and indicate the number of pieces received. It is helpful to print a last name for clarity. These items are important in the event a portion of the shipment is missing. This will allow determination of who signed for what.
END OF SECTION

SECTION 01030 ALTERNATES
01030.1 GENERAL:
01030.11 SUMMARY:
This Section includes administrative and procedural requirements for alternates.
01030.12 DEFINITIONS:
A. Alternate: An amount proposed by bidders and stated on the Bid Form for certain work defined in the Bidding Requirements that may be added to or deducted from the Base Bid amount if Owner decides to accept a corresponding change either in the amount of construction to be completed or in the projects, materials, equipment, systems, or installation methods described in the Contract Documents.
1. The cost or credit for each alternate is the net addition to or deduction from the Contract Sum to incorporate alternate into the Work. No other adjustments are made to the Contract plan.
2. Alternate Bids shall include all overhead and profit applicable to that portion of the work.
3. The description provided for each Alternate Bid is recognized to be incomplete and abbreviated, but implies that each change must be complete for the scope of work affected. The descriptions are primarily scope definitions, and do not necessarily detail the full range of materials and processes needed to complete the work as required. Refer to applicable Specification Sections, and to applicable drawings, for the specific requirements of the work, regardless of whether references are so noted in the description of each Alternate. Coordinate related work and modify surrounding work as required to properly integrate with the work of each Alternate. Any change of details, construction, etc., as required to accommodate the Alternate shall be the responsibility of the Contractor and shall be included in his Alternate Bid Price.
4. Where methods of construction, materials, finishes, or details of installation, required by the various Alternate Bids, differ from the requirements shown on drawings or specified for corresponding items, the alternate construction, materials, etc., will be subject to approval by the Owner.
5. Approval of the Alternate makes all requirements of scope, performance, submissions, service and guarantee binding as any other material name appearing in the Specifications for the Base Bid. All necessary changes in building design or construction to accommodate the alternate materials shall be the sole responsibility of the Contractor without extra cost to the Owner.
6. Construction without requested Alternates may be deemed incomplete and rejected at Owner's option.
01030.13 PROCEDURES:
A. Coordination: Modify or adjust affected adjacent work as necessary to completely integrate work of the alternate into Project.
1. Include as part of each alternate, miscellaneous devices, accessory objects, and similar items incidental to or required for a complete installation whether or not indicated as part of alternate.
2. Prior to installation of the Alternate items, verify that all surfaces have been modified as necessary to accept the installation and that the item or items may be installed in complete accordance with their manufacturer's current recommendations. Notify the Owner of any discrepancies before proceeding.
3. Include as cost of bid alternate and cost of related coordination, modification or adjustment to the work to incorporate the bid alternate scope.
B. Notification: Immediately following award of the Contract, notify each party involved, in writing, of the status of each Alternate. Indicate if alternates have been accepted, rejected, or deferred for later consideration. Include a complete description of negotiated modifications to alternates.
C. Execute accepted alternates under the same conditions as other work of the Contract.
D. Schedule: A Schedule of Alternates is included in the Invitation to Bid letter. Specification Sections referenced in schedule contain requirements for materials necessary to achieve the work described under each alternate.
01030.2 PRODUCTS:
Not used.
01030.3 EXECUTION:
Not used.
END OF SECTION

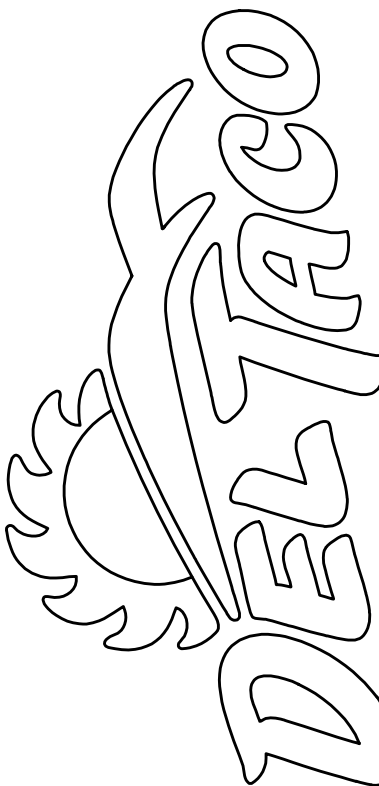
SECTION 01050 FIELD ENGINEERING
01050.1 GENERAL:
01050.11 SECTION INCLUDES:
A. Survey and Field Engineering
B. Submittals and Quality Control
C. Project Record Documents
D. Construction Soils Testing
01050.12 QUALITY ASSURANCE:
A. Surveyor: Employ experienced Civil Engineer or registered Land Surveyor to establish layout, lines, levels and grades, and check Contractor's placement of batterboards, grades stakes, and other controls, and to verify same from time to time during progress of construction of Work. Engineer or Surveyor shall be registered in the state of this project.
B. Measurements: Before ordering materials or doing any work, verify measurements at site and check same against Drawings. No extra charge will be allowed on account of differences between actual measurements shown on Drawings. Submit any differences found to Owner for resolution before proceeding with Work.
01050.13 SUBMITTALS:
A. Surveyor Name: Submit name, address, and telephone number of Surveyor or Engineer to Owner before starting survey work.
B. Certification: Submit certificate signed by Surveyor or Engineer, certifying that elevations and locations of improvements are in conformance, or non-conformance, with Contract Documents.
01050.14 EXECUTION:
A. Inspection: Verify locations of survey control points prior to starting work. Promptly notify Owner of any discrepancies discovered.
B. Survey Control Points: Protect survey control points prior to starting site work; preserve permanent reference points during construction. Make no changes without prior written notice to Owner. Promptly report to Owner the loss or destruction of any reference point or relocation of any control point. In the event of changes in grades or other structures. Replace displaced control points based on original survey control.
C. Survey Requirements:
1. Establish a minimum of two permanent benchmarks on site, referenced to established control points. Record locations, with horizontal and vertical data, on Project Record Documents.
2. Establish lines and levels, locate and lay out by instrumentation and similar appropriate means:
a. Site improvements, including pavements, stakes for grading, fill and topsoil placement; and utility locations, slopes, and invert elevations.
b. Grid or axis for structures.
c. Building foundation, column locations, and ground floor elevations.
d. As-built drawings as required by local codes.
01050.2 PRODUCTS:
Not used.
01050.3 EXECUTION:
Not used.
END OF SECTION

SECTION 01140 - WORK RESTRICTIONS
01140.1 GENERAL:
01140.11 RELATED DOCUMENTS:
A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division I Specification Sections, apply to this Section.
01140.12 USE OF PREMISES:
A. Use of Site: Limit use of premises to work in areas indicated. Do not disturb portions of site beyond areas in which the Work is indicated.
1. Limits: Confine construction operations and all personnel to specific areas of work.
2. Owner Occupancy: Allow for Owner occupancy and use of site and building.
3. Driveways and Entrances: Keep driveways and entrances serving premises clear and available to Owner, Owner's employees, parishioners, and emergency vehicles at all times.
4. Do not use these areas for parking or storage of materials.
a. Schedule deliveries to minimize use of driveways and entrances.
b. Schedule deliveries to minimize space and time requirements for storage of materials and equipment on-site.
B. Use of Existing Building: Maintain existing building in a weather tight condition throughout construction period. Repair damage caused by construction operations. Protect building and its occupants during construction period.
01140.13 OCCUPANCY REQUIREMENTS:
A. Full Owner Occupancy: Owner will occupy site and existing building during entire construction period. Cooperate and coordinate with Owner during construction operations to minimize conflicts and facilitate Owner usage. Perform the Work so as not to interfere with Owner's operations.
B. Maintenance of Operations:
1. Maintain utility services to building during construction. Provide temporary lines and connections where required to maintain services.
2. Notify Owner a minimum of 14 days prior to any required interruption of utility services. Such interruptions shall occur only with prior approval of Owner, and only at such times and for lengths of time as approved by Owner.
3. Costs of extra work required to maintain utility services shall be paid by Contractor.
4. Provide protective measures as specified in Section 01520.
5. Notify the Owner's representative when working in areas where utility lines might be encountered.
C. Partial Owner Occupancy: Owner reserves the right to occupy and to place and install equipment in completed areas of building before substantial completion, provided such occupancy does not interfere with completion of the Work. Such placement of equipment and partial occupancy shall not constitute acceptance of the total Work.
1. Occupancy of Building: Completion for each specific portion of the Work to be occupied before Owner occupancy.
2. Obtain a Certificate of Occupancy from authorities having jurisdiction before Owner occupancy.
3. Before partial Owner occupancy, mechanical and electrical systems shall be fully operational, and required tests and inspections shall be successfully completed.
4. On occupancy, Owner will assume responsibility for maintenance and custodial service for occupied portions of building.
01140.2 PRODUCTS:
Not used.
01140.3 EXECUTION:
Not used.
END OF SECTION



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DO NOT SCALE DRAWINGS
CONTRACTOR TO VERIFY
ALL EXISTING CONDITIONS AND
DIMENSIONS-NOTIFY ARCHITECT
OF ANY DISCREPANCIES PRIOR
TO BEGINNING CONSTRUCTION