Invitation for Bid: **PUBLIC WORKS INTERIOR REMODEL 2020**

Date Issued: **6-23-2020**

BIDS SHALL BE ACCEPTED UNTIL: TUESDAY, **AUGUST 4, 2020** AT 2:00 P.M. LOCAL TIME.

**Specification Contact:**

**DAN NAUNHEIM**
Department of Public Works
636-797-5569
dnaunheim@jeffcomo.org

**Contract Contact:**

**JACKIE TALARSKI**
Department of Administrative Services
636-797-5380

**Mail (3) Three Complete Copies With Vendor And Bid Information As Shown In Sample:**

**SAMPLE ENVELOPE**

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<tr>
<th>VENDOR NAME</th>
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**DEPARTMENT OF THE COUNTY CLERK**
**JEFFERSON COUNTY MISSOURI**
729 MAPLE ST / PO BOX 100
HILLSBORO MO 63050-0100

**SEALED BID: (BID NAME)**

The undersigned certifies that he/she has the authority to bind this company in an agreement/contract to supply the commodity or service in accordance with all terms, conditions, and pricing specified. This Bid, if accepted, will constitute an Agreement and Contract with Jefferson County, Missouri, upon approval of the County Council and County Executive. Prices are firm during this agreement term, unless agreed upon in writing by the County. The County has the option to renew this agreement at the same terms and conditions as the original agreement for one additional one-year term with the written consent of the successful Bidder. Price increases for renewals are not authorized unless approved in writing by the County.

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**REQUIRED DOCUMENTS**

1. Current and valid Certificate of Insurance or binder showing required insurance coverage must be provided with each bid.
   (County must be added as additional insured if awarded)

2a. Proof that Bidder does not owe delinquent real or personal property in Jefferson County (tax receipts for past 3 years)
   Obtain receipts at http://jeffersonmo.devnetwedge.com

   *Or*

2b. A notarized affidavit, on company letterhead stating that the applicant does not own any real or personal property in Jefferson County, Missouri.

3. A Notarized affidavit of work authorization and current business entity status with E-verification documentation. (pages 9 & 10)

4. Agreement to be executed by the County upon approval by the County Council and County Executive. (Bidder is required to complete company information and execute signature)

5. Cooperative Bid Form (last page)

6. All pages of the Invitation for Bid/Request for Proposal must be used when submitting your bid/proposal response along with initialing each page with the bid/proposal. Additional information may be included separately.

7. Bid deposits/bonds must be in the exact amount as stipulated in the bid. (if required)

*BIDS MAY BE REJECTED IF REQUIRED DOCUMENTATION IS NOT INCLUDED OR COMPLETED AT DISCRETION OF THE COUNTY*
1.0 **BID REQUIREMENTS**
Bidder shall initial all pages and return where the Bid Document denotes “BIDDER’S INITIALS: _____”

1.1 **BID SUBMISSION:**
Submit bid form in original (one original) and two (two copies) with all specification pages, if applicable. No facsimile or electronic bids shall be accepted and shall be rejected. The Vendor prior to the submission dead line as stated on page 1 must submit all bids. Late bids will not be accepted and returned to the vendor unopened. The County reserves the right to request additional written or oral information from Respondents in order to obtain clarification. A fully executed Affidavit is required by Section 285.530 RSMo., and shall be submitted with the bid form. A copy of the Affidavit is attached hereto. Failure to execute the Affidavit shall result in the bid being rejected. Failure to comply with any provision, provide any required documentation, insurance forms or deposits or bonds in exact amounts or any other term or condition that is not in strict conformance shall result in the bid being rejected.

1.2 **BASIS OF BID AWARD:**
Award may be made on an item-by-item basis to the lowest and best Bidder(s) or award may be made to the lowest and best bid total, whichever provides the greatest value to the County from the standpoint of suitability to purpose, quality, service, previous experience, price, ability to deliver, or any other reason deemed to be in the best interest of the County. Quantities stated herein represent an estimate for the period stated. Orders shall be placed for actual requirements as needed. The County may reject any or all bids for any reason and may waive any informality. Bids submitted from a Missouri State Contract shall include a copy of the State Contract with the bid. Bid award does not constitute an order or obligation to order by the County. The issuance of a Purchase Order Number shall be construed as acceptance of a Contract with all terms, conditions, and prices firm during the length of the agreement terms.

1.3 **BID AWARD:**
It is further agreed that the Contract shall not be valid and binding upon the County until approved by the County Counselor, as to legal form and is subject to the Ordinances, Resolutions and Orders of Jefferson County, Missouri, and State and Federal Law. If no Bid or Bids have been awarded by the County Council within forty-five (45) days following the opening of the bids then all bids will be deemed Rejected.

1.4 **BID PREPARATION:**
1. Bidders are responsible for examination of drawings, specifications, schedules and instructions. Failure to do so will be at the Bidder’s risk.
2. Each Bidder shall furnish the information required by the invitation. The Bidder shall sign all required documents. All deletions and erasures shall be initialed
3. Alternate bids for supplies or services other than specified shall not be considered unless authorized by invitation.
4. Bidder shall state a definite time for delivery of goods or for performance of services unless otherwise specified in the invitation for bid.
5. When specified, samples must be timely submitted and at no expense to the County.
6. Failure to adhere to all requirements may result in the response being disqualified as non-responsive.

1.5 **MODIFICATION OR WITHDRAWAL OF BIDS:**
Bids may be modified or withdrawn prior to the exact hour and date specified for receipt of bids, provided the modification or withdrawal is in writing and is delivered in the same manner as a bid submission.

1.6 **LATE BIDS:**
It is the responsibility of the Bidder to deliver his bid or bid modification on or before the date and time of the bid closing to the Department of the County Clerk. Bids received late will be rejected and returned unopened to the Bidder.

1.7 **BID DEPOSITS/BONDS:**
Bid Deposits/Bonds are not required unless specified in the specifications. Bid deposits/Bonds must be in the exact amount as stipulated in the bid.

1.8 **MATERIAL AVAILABILITY:**
Bidders must accept responsibility for verification of material availability, product schedules and other pertinent data prior to submission of bid and delivery time. It is the responsibility of the Bidder to notify the County immediately if the materials specified are discontinued, replaced, or not available for an extended period of time. All materials ordered by the County, shall be as needed. A sample of materials may be requested.

1.9 **ALTERNATE BIDS:**
Alternate Bids for items will be accepted except when stated “NO SUBSTITUTIONS”. Bidders must submit complete specifications on all alternate bids with the bid form. Alternate bids without complete specifications may be rejected. Alternate bids and exceptions to bid clauses must be clearly noted on the bid form. The County may accept or reject alternate bids; whatever is most advantageous to the County.

Invitation for Bid 3 of 37 Bidder’s Initials _______
1.10 INCORPORATION OF DOCUMENTS:
The terms of the Bid Invitation, Bid Specifications, Bid Form are and shall be incorporated into the contract as if fully setout therein. The Bid, if accepted and approved by the County Council and County Executive shall constitute the terms of a Contract or Agreement with Jefferson County, Missouri, subject to any further Amendments, Memoranda or other documents or specifications which must be set forth in writing and signed by all parties.

1.11 ADDENDA:
Addenda to bid specifications are incorporated by reference as if fully setout herein. It is the responsibility of the vendor to insure and verify that they are in receipt of and completed all attached addenda’s prior to submission of bid forms. Verification is made by contacting the Office of Contracts and Grants at (636) 797-5380, or by reviewing the County Web Site. (www.jeffcomo.org).

1.12 INSURANCE:
The Vendor/Contractor shall purchase and maintain insurance with an insurance company licensed to do business in the State of Missouri or in the state where the vendor is incorporated or otherwise licensed to do business and which shall remain, at all times during the term of any contract with the County, in full force and effect. Preference will be given to a Vendor/Contractor who provides insurance with an insurance company licensed to do business in the State of Missouri, but in any event said Vendor/Contractor shall provide said insurance at its own expense. Such insurance shall be provided as will protect the Vendor/Contractor from claims which may arise out of or result from the Vendor/Contractor’s execution of the work, whether such execution be by himself, his employees, agents, or by anyone for whose acts any of them may be liable. If any such work covered by the Contract is to be performed on County owned or leased premises, the Vendor agrees to carry liability and workman’s compensation insurance, satisfactory to the County, and to indemnify the County against all liability, loss, and damage arising out of any injuries to persons and property caused by the Vendor, his sub-contractors, employees or agents. The insurance coverage shall be such as to fully protect the County and the general public from any and all claims for injury and damage resulting by any actions on the part of the Vendor/Contractor or its’ forces as enumerated above. All policies must name the County as an additional insured and provide for thirty (30) days written prior to any material changes or cancellation. Any disputes regarding a breach, insurance amounts, liability, coverage, lapse or otherwise shall be litigated in the Circuit Court of Jefferson County, Missouri and the same shall be incorporated into any Contract agreed to by the parties.

THE COUNTY REQUIRES A CURRENT AND VALID CERTIFICATE OF INSURANCE OR BINDER SHOWING REQUIRED INSURANCE COVERAGE MUST BE PROVIDED WITH EACH BID. JEFFERSON COUNTY MUST BE ADDDED AS AN ADDITIONAL INSURED AFTER AWARD OF THE BID. ANY LAPSE IN INSURANCE COVERAGE OR CANCELLATION THEREOF BY THE CONTRACTOR OR SUB-CONTRACTORS DURING THE TERMS OF THE CONTRACT SHALL IMMEDIATELY BE DEEMED A MATERIAL BREACH UNDER THE TERMS OF ANY CONTRACT.

A. ( X ) Required ( ) Not Required Comprehensive General Liability Insurance

The Vendor/Contractor shall maintain and keep in full force and effect during the terms of this Contract such comprehensive general liability insurance as shall protect them from claims which may arise from operations under this Contract, whether such operations be by themselves or by anyone directly or indirectly employed by them. The amounts of insurance shall be not less than $1,000,000.00 combined single limit for any one occurrence covering both bodily injury and property damage, including accidental death.

B. ( X ) Required ( ) Not Required Professional Liability Insurance

The Vendor/Contractor shall provide the County with proof of Professional Liability Insurance, which shall protect the County against any and all claims, which might arise as a result of the operation of the Vendor/Contractor in fulfilling the terms of this Contract during the life of the Contract. The minimum amounts of such insurance will be $1,000,000.00. Should any work be subcontracted, these limits will also apply.

C. ( X ) Required ( ) Not Required Worker’s Compensation Insurance:

per Missouri Revised Statutes Chapter 287

The Vendor/Contractor or his sub-contractor or contractors, shall maintain and keep in force of this Contract such worker’s compensation insurance limits as required by the statues of the State of Missouri and Employer’s Liability with limits no less than $500,000.00.

1.13 BID SUBMISSIONS

Bids submitted on separate forms are NOT acceptable unless specified in the Bid Document. Failure to complete bid forms to the satisfaction of the County may result in rejection of your bid. It is the responsibility of each Bidder before submitting a bid to examine ALL documents thoroughly, and request written or oral interpretation of clarifications soon after discovering any conflicts, ambiguities, errors, or omissions in the bidding documents. Request for clarification must be received prior to bid openings.
1.14 **BID OPENINGS**
Bids will be publicly opened and read aloud at the time indicated on page 1. The Bidders and the public are invited but not required to attend the formal opening of the bids. No decisions relating to the award of a contract or agreement will be made at the opening.

1.15 **BID TABULATIONS**
Bid Tabulations are not available for 5 to 7 business days following the Bid Opening. Bid submissions are open for public review at the time of the Bid Opening. Bid tabulations are posted on the County’s web-site address, [www.jeffco.mo.org](http://www.jeffco.mo.org). NO COPIES of bid tabulations are sent to vendors.

2.0 **BID RESPONSE AND CONTRACT**

2.1 **BIDDER REPRESENTATIONS:**
The Bidder, by executing the Bid form certifies that:

A. The bid complies with Invitation for Bid form and Bid Specifications.

B. Bidder is not debarred or suspended from participation in Federal Assistance programs.

2.2 **TAXES:**
No bid or proposal shall be awarded by Jefferson County unless the prospective Bidder provides proof that the Bidder does not owe delinquent real or personal property taxes to Jefferson County. The prospective Bidder is required to provide proof in the form of an original paid tax receipt issued by the Jefferson County Collector or a verified affidavit stating that the applicant does not own any real or personal property in Jefferson County. Tax receipts for the past 3 years are required and may be obtained at [http://jeffersonmo.devnetwedge.com](http://jeffersonmo.devnetwedge.com) or a notarized affidavit stating that the applicant does not own any real or personal property in Jefferson County on company letterhead.

Section 135.040 of the Jefferson County Code of Ordinances (Ord. No. 10-0411) requires that no bid or proposal shall be awarded by Jefferson County unless the prospective Bidder provides proof that the Bidder does not owe delinquent real or personal property taxes to Jefferson County. All delinquent real or personal property taxes shall be paid, in-full, prior to the award of any bid, or proof shall be provided that the Bidder does not own any real or personal property in Jefferson County prior to the award of any bid. Jefferson County considers that the failure to pay any and all real or personal property taxes due Jefferson County, Missouri, the failure to report all real or personal property owned, held or used in Jefferson County, the failure to provide proof thereof, and/or the failure to keep said tax bills current shall be deemed a material breach of the contract and will subject the contract to immediate cancellation. All taxes, due and owing, must be paid in full at the time the bid is awarded by Jefferson County and remain paid during the entire term of the contract unless the prospective Bidder provides proof that the Bidder does not own real or personal property in Jefferson County. This requirement shall not apply to the award of bids for projects which are funded in whole or in part by Federal funds.

2.3 **CERTIFICATION OF INDEPENDENT PRICE DETERMINATION:**
A. The prices in the bid shall be independently determined, without consultation, communication, or agreement for the purpose of restricting competition as to any matter relating to price with any Bidder or other person.

B. Unless otherwise required by law, the prices shall not have been knowingly disclosed by the Bidder prior to opening.

C. No attempt has been made or will be made by the Bidder to induce any other person or firm to submit or not to submit a bid.

2.4 **PRICE:**
The price(s) specified in this bid shall be firm and not subject to contingency or reservation. If the Vendor fails to honor stated prices as submitted in the Bid Form or Contract, the County reserves the right to obtain the same items from the next lower vendor who submitted a bid price for the item. The original vendor shall be responsible for the difference in price and required to make restitution to the County for the difference in price. The Bidder represents prices specified in the bid do not exceed current selling price for the same or substantially similar good or service, and are the same as or lower than other prices charged to the Bidder’s most favored customer. In the event the stated prices are determined to be higher than the prices for which Supplier has sold the items, or services, to others, this contract price shall be reduced accordingly. **Bid prices are ALL INCLUSIVE:** (Shipping, Handling, Delivery, and Assembly to locations specified by the County). Prices shall be firm for ALL County departments and locations for term of the agreement.

2.5 **MISSOURI DOMESTIC PRODUCT PROCUREMENT ACT:**
Bidder represents that the goods provided comply with Sections 34.350 to 34.359, RSMo., known as the Domestic Product Procurement Act. The Act encourages the purchase of products manufactured or produced in the United States, State of Missouri, and Jefferson County, Missouri. Bidder shall include proof of compliance with the Act with the bid when requested.
2.6 NON-EXCLUSIVE AGREEMENT:
The contractor shall understand and agree that the contract shall not be construed as an exclusive agreement and further agrees that the County may secure identical and/or similar services or products from other sources at anytime in conjunction with or in replacement of the contractor’s services.

2.7 DEFINITIONS:
A. The term "County" means the Jefferson County, Missouri and its designated representatives.
B. The term "Vendor" means Supplier, Contractor, and Seller and includes designated representatives.
C. The term “IFB” means Invitation for Bid.
D. The term “Agreement/Contract means Binding Agreement, Contract, Request for Purchase, Order.

2.8 INSPECTION, ACCEPTANCE AND APPROVALS:
Goods shall at all times and places, including the period of manufacture, are subject to inspection and test by County. County will accept or give notice of rejection of goods delivered within a reasonable time after receipt. Acceptance shall not waive any warranty. All goods supplied are subject to final inspection and acceptance by County notwithstanding payment, prior inspections or approvals. County may require prompt replacement or correction of rejected goods at Supplier's expense, including a reduction in price for rejected goods. Supplier shall not resubmit rejected goods to County without prior written approval and instructions from County. In addition, Supplier shall identify resubmitted goods as previously rejected. Supplier shall provide and maintain a quality assurance and control system acceptable to County.

2.9 WARRANTY:
Unless otherwise agreed to in writing by the parties, Supplier warrants that items ordered to specifications will conform thereto and to any drawings, samples or other descriptions furnished or adopted by County, or, if not ordered to specifications will be fit and sufficient for the purpose intended, and that all items will be new, merchantable, of good material and workmanship, and free from defect. Such warranties, together with Supplier's service warranties and guarantees, if any, shall survive inspection, test, acceptance of, and payment for the items and shall run to County and its assigns. Except for latent defects, the County shall give notice of any nonconformity to the Supplier within one (1) year after acceptance. County may return for credit or require prompt correction or replacement of the defective or non-conforming goods or have the defective good corrected or replaced at Supplier's expense. Return to Supplier of any defective or non-conforming goods and delivery to County of any corrected or replaced goods shall be at Supplier's expense. Defective or non-conforming items shall not be corrected or replaced without written authorization by County. Goods required to be corrected or replaced shall be subject to the provisions of this clause and the clause hereof entitled "Inspection, Acceptance and Approvals" in the same manner and to the same extent as goods originally delivered under this contract.

2.10 PAYMENT:
The County will pay Supplier for goods upon delivery to, submission of certified invoices with attached tipping fee receipts and acceptance. The County will not be responsible for articles or services furnished without a purchase order. Price is tax-exempt.

2.11 CHANGE ORDER:
The County may make changes within the general scope of this contract. If any such changes cause an increase or decrease in the cost of or the time required for the performance of any part of the work, whether changed or not changed by any such order, an equitable adjustment shall be made in the price or delivery schedule or both, and any change order shall be in writing. Any claim by a Supplier for adjustment under this clause shall be asserted within fifteen (15) days from the date of receipt of this written order directing the change, provided, however, County, if it decides that the facts justify such action, may receive and act upon such claim asserted at any time prior to final payment.

2.12 DELIVERIES:
Deliveries shall be made in strict accordance with any delivery schedule contained in the bid specification or contract and in the exact quantity ordered. Failure to adhere to delivery schedule is reason for termination in accordance with the "termination" clause. Deliveries are to be made at locations specified by the County at time of Order.

2.13 RESPONSIBILITY FOR SUPPLIES:
Pursuant to Section 290.560 RSMo, Supplier/Contractor shall employ only Missouri laborers and laborers from nonrestrictive states except that other laborers may be used when Missouri laborers or laborers from nonrestrictive states are not available, or are incapable of performing the particular type of work involved, if so certified by the contractor and approved by the County. Except as otherwise provided, Supplier shall be responsible and bear all risks for loss and damage to goods until delivery at County's facilities, regardless of F.O.B. point, point of inspection or acceptance; and if the goods are rejected.

2.14 SUBCONTRACTS:
Supplier shall not enter into any subcontract(s) in excess of $25,000 or 20% of this contract price; whichever is less, for any goods without County's prior written approval.
2.15 **CHOICE OF LAW:**
This bid and contract shall be governed and interpreted according to the laws of the State of Missouri. Venue for any court action shall be in Jefferson County, Missouri.

2.16 **TERMINATION:**
A. General: Performance of work may be terminated by the County in whole, or from time to time in part, whenever County shall determine that such termination is in the best interests of County with a thirty (30) day written notice. The Vendor may terminate the Agreement/Contract upon a sixty (60) day prior notice in writing. In the event of any termination of the Agreement/Contract by the Vendor, the County may purchase such supplies and/or services similar to those terminated and for the duration of the Agreement/Contract period the Vendor will be liable for all costs in excess of the established contract pricing.

B. Bankruptcy or Insolvency: In the event bankruptcy proceedings are commenced by or against Supplier or under any provisions of the United States Bankruptcy Act or for the appointment of a receiver or trustee or a general assignment for the benefit of creditors of either party, County shall be entitled to terminate without further cost or liability. The County may cancel the Agreement/Contract or affirm the Contract and hold the Vendor responsible for damages.

C. Section 135.040 of the Jefferson County Code of Ordinances (Ord. No. 10-0411) requires that no bid or proposal shall be awarded by Jefferson County unless the prospective Bidder provides proof that the Bidder does not owe delinquent real or personal property, or that the Bidder does not own any real or personal property in Jefferson County. All delinquent real or personal property taxes shall be paid, in-full, prior to the award of any bid, or proof shall be provided that the Bidder does not own any real or personal property in Jefferson County prior to the award of any bid. Jefferson County considers that the failure to pay any and all real or personal property taxes due Jefferson County, Missouri, the failure to report all real or personal property owned, held or used in Jefferson County, the failure to provide proof thereof, and/or the failure to keep said tax bills current shall be deemed a material breach of the contract and will subject the contract to immediate cancellation. All taxes, due and owing, must be paid in full at the time the bid is awarded by Jefferson County and remain paid during the entire term of the contract unless the prospective Bidder provides proof that the Bidder does not own real or personal property in Jefferson County. This requirement shall not apply to the award of bids for projects which are funded in whole or in part by Federal funds.

D. Default: County may terminate the whole Contract or any part in either of the following circumstances:
D-1. If supplier fails to deliver the items required by the contract within the time specified; or
D-2. If supplier fails to perform any of the other provisions of the contract, or so fails to make progress as to endanger performance of the contract in accordance with its terms, and in either of these two circumstances does not cure such failure within a period of ten (10) days after notice from County specifying such failure. In the event of termination under subparagraph 1, County shall have the right to procure, on such terms and in such manner as it may deem appropriate, items similar to those discontinued, and to recover from Supplier the excess cost for such similar items provided, however, Supplier shall not be liable for such excess costs where the failure upon which the termination is based has arisen out of causes beyond the control of Supplier and without the fault or negligence of Supplier. Such causes shall be deemed to include fires, floods, earthquakes, strikes, and acts of the public enemy. The rights of County provided in subparagraph 1 shall be in addition to any other rights provided by law or the contract.
D-3. In the event of the Supplier’s non-compliance with the provisions as set forth, this Contract may be cancelled, terminated or suspended in whole or in part and the supplier may be declared ineligible for further County contracts. The rights and remedies of the County provided in this paragraph shall not be exclusive but are in addition to any remedies provided in this Contract or as provided for by law.

2.17 **NOTICE AND SERVICE THEREOF:**
Any notice from the County shall be in writing and considered delivered and the service thereof completed when said notice is posted, by certified or regular mail, to the Supplier, at the address stated on the bid form.

2.18 **CONTRACT TERM:**
Performance shall be governed solely by the terms and conditions as set forth in the Invitation for Bid, Bid Specifications, Bid Form and the Contract notwithstanding any language contained on any invoice, shipping order, bill of lading or other document furnished the Seller at any time and the acceptance by the County for any goods furnished.

2.19 **COMPLIANCE WITH APPLICABLE LAWS:**
Supplier warrants it has complied with all applicable laws, rules and ordinances of the United States, Missouri or any other Governmental authority or agency in the manufacture or sale of the goods, including but not limited to all provisions of the Fair Labor Standards Act of 1938, as amended, including provisions of the Home Rule Charter of Jefferson County, Missouri requiring all workers performing work under any contract with Jefferson County be paid a wage that is at least the prevailing hourly rate of wages for work of a similar character in Jefferson County.
2.20 **ACTS OF GOD:**
No party shall be liable for delays, nor defaults due to Acts of God or the public enemy, riots, strikes, fires, explosions, accidents, governmental actions of any kind or any other causes of a similar character beyond its control and without its fault or negligence.

2.21 **SELLER’S INVOICES:**
Invoices shall contain the following information. Contract number (if any), Purchase Order Number, Item number, contract description of goods or services, sizes, quantities, unit prices and extended totals. Invoices for and inquiries regarding payment should be addressed to the County Accounts Payable Clerk.

2.22 **APPROVAL:**
It is agreed the acceptance of a Bid shall not be valid and binding upon the County until approved by the County Purchasing Agent, County Council, and the County Counselor.

2.23 **RENEWAL OPTION:**
The County reserves the right to negotiate the contract for one (1) additional one-year term with the written consent of the awarded vendor. If the contractor/vendor requests an increase in compensation for any renewal period, the vendor shall notify the Office of Contracts and Grants no less than 60 days prior to the end of the contract period. The County shall notify the Vendor of the intent to exercise the renewal option. However, failure to notify the Vendor does not waive the County’s right to exercise the renewal option.

Indicate:  [ ] Individual: [ ] Partnership: [ ] Corporation.

2.24 **INDIVIDUAL, PARTNERSHIPS, CORPORATIONS:**
Incorporated in the State of ____________________________.

2.25 **LITIGATION:**
This agreement shall be interpreted under the laws of the State of Missouri. Any disagreements, questions, controversies, litigation or other causes of action whatsoever arising from or under the terms of this agreement shall be resolved in the trial courts of 23rd Judicial Circuit Court of the State of Missouri-Hillsboro, Missouri.

2.26 **LANGUAGE:** Bids and all related documents will only be accepted in the English Language.
AFFIDAVIT OF WORK AUTHORIZATION

The grantee, sub grantee, contractor or subcontractor who meets the section 285.525, RSMo. definition of a business entity must complete and return the following Affidavit of Work Authorization.

Comes now __________________________ (Name of Business Entity Authorized Representative) as ___________________________ ( Position/Title) first being duly sworn on my oath, affirm ___________________________ (Business Entity Name) is enrolled and will continue to participate in the E-Verify federal work authorization program with respect to employees hired after enrollment in the program who are proposed to work in connection with the services related to ______________________________ (Bid/Grant/Subgrant/Contract/Subcontract) for the duration of the grant, subgrant, contractor, or subcontractor, if awarded in accordance with subsection 2 of section 285.530, RSMo. I also affirm that ___________________________ (Business Entity Name) does not and will not knowingly employ a person who is an unauthorized alien in connection with the contracted services related to ______________________________ (Bid/Grant/Subgrant/Contract/Subcontract) for the duration of the grant, subgrant, contract, or subcontract, if awarded.

In Affirmation thereof, the facts stated above are true and correct. (The undersigned understands that false statements made in this filing are subject to the penalties provided under section 575.040, RSMo.)

________________________________________________________________________
Authorized Representative’s Signature Printed Name

_________________________________ ________________
Title Date

Subscribed and sworn to before me this _________________ of ________________. I am (DAY) (MONTH, YEAR)

commissioned as a notary public within the County of ______________________, State of (NAME OF COUNTY)

_________________________________ and my commission expires on _________________________.

(NAME OF STATE) (DATE)

_________________________________ Date
Signature of Notary
AFFIDAVIT OF WORK AUTHORIZATION
(Continued)

CURRENT BUSINESS ENTITY STATUS

I certify that ___________________________ (Business Entity Name) MEETS the definition of a business entity as defined in section 285.525, RSMo., pertaining to section 285.530, RSMo., as stated above.

Authorized Business Entity
Representative’s Name
(Please Print)

Authorized Business Entity
Representative’s Signature

Business Entity Name
Date

As a business entity, the grantee, sub grantee, contractor, or subcontractor must perform/provide the following. The grantee, sub grantee, contractor, or subcontractor shall check each to verify completion/submission:

☐ Enroll and participate in the E-Verify federal work authorization program
   (Website: http://www.dhs.gov/e-verify;
   Phone: 888-464-4218; Email: e-verify@dhs.gov) with respect to the employees hired after enrollment in the program who are proposed to work in connection with the services required herein;

   AND

☐ Provide documentation affirming said company’s/individual’s enrollment and participation in the E-Verify federal work authorization program. Documentation shall include a page from the E-Verify Memorandum of Understanding (MOU) listing the grantee’s, subgrantee’s, contractor’s, or subcontractor’s name and the MOU signature page completed and signed, at minimum, by the grantee, subgrantee, contractor, or subcontractor and the Department of Homeland Security – Verification Division; (if the signature page of the MOU lists the grantee’s, subgrantee’s, contractor’s, or subcontractor’s name, then no additional pages of the MOU must be submitted).
Certification Regarding Debarment, Suspension, Ineligibility, And Voluntary Exclusion

Contractor Covered Transactions

(1) The prospective contractor of the Recipient, __________________________, certifies, by submission of this document, that neither it nor its representatives is presently disbarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

(2) Where the Recipient’s contractor is unable to certify to the above statement, the prospective contractor shall attach an explanation to this form.

CONTRACTOR: __________________________

By: ____________________________________________________________________________
   Signature Recipient’s Name

______________________________________________________________________________
   Name and Title Division Contract Number

______________________________________________________________________________
   Street Address

______________________________________________________________________________
   City, State, Zip

______________________________________________________________________________
   Date

______________________________________________________________________________
   DUNS number

______________________________________________________________________________
   Cage Code
In Witness thereof, the parties hereto have executed this Agreement, in triplicate, as of this _____________ day of ______________________ 2020:

________________________________________
Company Name

________________________________________
Signature

______________________________
County of Jefferson, State of Missouri

________________________________________
Dennis J. Gannon County Executive

Print

Company Address: ______________

Phone: ______________________

I hereby certify under section 50.660 RSMo., there is either: (1) a balance of funds, otherwise unencumbered, to the credit of the appropriation to which the obligation contained herein is chargeable, and a cash balance otherwise unencumbered, in the treasury, to the credit of the funds from which payment is to be made, each sufficient to meet the obligation contained herein; or (2) bonds or taxes have been authorized by vote of the people and there is a sufficient unencumbered amount of the bonds yet to be sold or of the taxes levied and yet to be collected to meet the obligation in case there is not a sufficient unencumbered cash balance in the treasury.

________________________________________
County Auditor

APPROVED AS TO FORM

________________________________________
County Counselor
COOPERATIVE BID FORM

Bid Name: ______________________________

INSTRUCTIONS: Bidders **MUST** fill out this form as part of the bidding process and attach to your bid response to Jefferson County, Missouri.

COOPERATIVE PROCUREMENT CONTRACT

This is a cooperating supply contract in accordance with Chapter 130, Section 130.020. K.3., of the Procurement Policy and Procedures, Jefferson County Code of Ordinances.

Will you extend bid prices, cash terms, and all other terms and conditions of any contract resulting from this bid with Jefferson County, Missouri, to any Jefferson County, Missouri, Municipality, government agency, district, sub-district or other tax-supported entity?

Yes _____ No______

Although agreeing to the extension of the terms of this contract to municipalities or other tax-supported entities, **is not a prerequisite for award**, Jefferson County, Missouri, may take this factor into consideration if tie bids are received, in addition to the normal Terms and Conditions of the Invitation for Bid, enclosed herewith as a part of this bid.

Bidders are encouraged to extend contract prices to Municipalities and any other tax-supported entities.

If agreeable to the above, state the **minimum** dollar value **per order** you will require from a Municipality or any other tax-supported entity (this shall not apply to Jefferson County, Missouri Government, Departments or Divisions):

MINIMUM DOLLAR VALUE PER ORDER: $________________________

BY: ____________________________________________

TITLE: __________________________________________

COMPANY: ______________________________________

CONTACT INFORMATION FOR COOPERATIVE AGREEMENT

Phone________________________ E-mail____________________

THIS FORM WILL BECOME PART OF THE BID DOCUMENT PACKAGE SUBMITTED TO JEFFERSON COUNTY, MISSOURI
PROJECT BID PACKAGE

Annex Building
Public Works Office Interior Remodel
Project No. PW20B003BLD

Jefferson County, Missouri
P.O. BOX 100
HILLSBORO, MO 63050

REQUEST FOR BID
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PROJECT LOCATION MAP
Annex Building, 725 Maple Street, Hillsboro, Missouri 63050
Sealed bids for the Public Works Interior Office Remodel Project No. PW20B003BLD, will be received at the Office of the County Clerk, Jefferson County Administration Center, 729 Maple Street, Hillsboro, Missouri 63050 until 2:00 o'clock P.M. (CDST) on July 21, 2020, and at that time will be publicly opened and read. All bids shall be submitted in triplicate in an opaque sealed envelope, marked with the Project title, name and address of the Bidder, and accompanied by the other required documents. Bids submitted via fax or electronic will be rejected. Late Bids will not be accepted and will be returned to the sender, unopened.

The proposed work includes the construction of a new service counter with a window and converting a terminal hallway to an enclosed office; with associated electrical improvements. The contractor will be responsible for providing the materials, labor and equipment necessary to complete the project in a timely manner in accordance with these Specifications and Contract Documents. The contractor shall be responsible for arranging delivery of materials to job sites. The bid shall also include disposal of all waste and demolition materials. Pre-bidding job site visits can be scheduled by contacting Dan Naunheim at (636)797-5569.

Work shall be in accordance with the Specifications, and Contract Documents. Where not specifically covered by these Specifications or Contract Documents, the Contractor shall adhere to the Latest Edition of the, Jefferson County Building Code or City of Hillsboro, Missouri Building Code requirements, whichever governs.

Specifications for this work will be available, at no cost, as a downloadable file from the Jefferson County website (http://www.jeffcomo.org), beginning Monday, June 8, 2020. The bidder will be responsible to check the County’s website for addendum(s) regarding this project prior to bid opening.

Jefferson County, Missouri hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, businesses owned and controlled by socially and economically disadvantaged individuals will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, religion, creed, sex, age, ancestry, or national origin in consideration for an award.

All bids shall be made on the forms provided. The Jefferson County, Missouri hereby reserves the right to reject any or all bids, to waive any informality in the bids received and to accept the bid that in its judgment will be for the best interest of Jefferson County, Missouri.

END BID NOTICE
PLAN HOLDER CONTACT INFORMATION

All potential bidders should complete this form and submit it to the Jefferson County email address listed below in order to provide contact information as required. All other plan holders may submit this form at their own option. Addendums will be posted on the county website. In the event of disruption of website services, all such information will be communicated to all registered plan holders.

Project: Public Works Interior Office Remodel

Project Number: PW20B003BLD

Bid Opening Date: July 21, 2020

Company Name: ___________________________________________

Company Address: ____________________________________________

Contract Name: _____________________________________________

Contact Phone: _____________________________________________

Contact Email: _____________________________________________

Email Completed Form To: pwprojects@jeffcomo.org
INSTRUCTIONS TO BIDDERS AND NOTICE TO CONTRACTORS

(1) **PROPOSED WORK:** The proposed work includes the construction of a new service counter with a window and converting a terminal hallway to an enclosed office; with associated electrical improvements. The contractor will be responsible for providing the materials, labor and equipment necessary to complete the project in a timely manner in accordance with these Specifications and the Project Manual. The contractor shall be responsible for arranging delivery of materials to job sites. The bid shall also include disposal of all waste and demolition materials.

(2) **PLANS AND SPECIFICATIONS:** Plan drawings and specifications for this project are available through the Jefferson County, Missouri Government website (Jeffcomo.org) under the “Invitation for Bids/Request for Proposals” tab in the “Services” box in the upper portion of the homepage. It is the bidder’s responsibility to obtain these documents from the provided source, including copies for use in construction. Paper copies of any documents will require advance notice and are subject to administrative fees for labor and material costs. Plans, specifications, and any other contract documents are made available only for the purposes of obtaining bids, and as a resource to the awarded contractor. These documents do not confer a license or grant for any other use.

(3) **CONTRACT DOCUMENTS AND SITE CONDITIONS:** Before submitting a Bid, each Bidder must; (a) examine the Contract Documents thoroughly, (b) visit the site to familiarize themselves with local conditions that may in any manner affect cost, progress or performance of the Work, (c) familiarize themselves with federal, state and local laws, ordinances, rules and regulations that may in any manner affect cost, progress or performance of the Work; and (d) study and carefully correlate Bidder's observations with the Contract Documents. Each bidder will, at their own expense, make such investigations and tests as the bidder may deem necessary to determine their Bid for the performance of the Work in accordance with the time, price and other terms and conditions of the Contract Documents. On request, the County will provide each bidder access to the site to conduct such investigations and tests, as each bidder deems necessary for submission of his Bid. The property upon which the Work is to be performed is identified in the project specifications or plan drawings.

(4) **COMPLIANCE WITH CONTRACT PROVISIONS:** The bidder, having examined and being familiar with the local conditions affecting the work, and with the contract, contract documents and the request for bid, including any and all appendices, special provisions, general provisions and plans, hereby proposes to furnish all labor, materials, equipment, services, etc., required for the performance and completion of the work. By submitting this bid, the contractor acknowledges that all specifications, including those that are referenced in the bid documents, shall be specifications of the contract. It shall be conclusively presumed that they are in the bidder's possession, and they have been reviewed and used by the bidder in the preparation of any bid submitted on this project. All questions about the meaning or intent of the Contract Documents shall be submitted to the County Engineer. Replies will be issued by Addenda, mailed, or electronically delivered to all parties recorded by the County Engineer as having received the Bidding Documents. Oral and other interpretations or clarifications will be without legal effect. The bidder should have completed and submitted the Plan Holder’s Contact form to be
recorded as having received the Bidding Documents.

(5) **SUBCONTRACTORS:** No subcontract may be awarded by the prime contractor under this contract to anyone without approval of the County. In order for such approval to be obtained the Contractor shall submit a request to subcontract. This is not required for bid submittal. The proposed subcontractor must also submit, through the Contractor, the following documents in an acceptable form:

a. Copy of any subcontracts, if requested

b. Certification by proposed subcontractor regarding equal employment opportunity;

c. Certification by proposed subcontractor concerning labor standards;

d. Any such other documents and evidence as the County may reasonably request to show that the subcontractor has fully complied with any reporting requirements to which it is or was subject.

e. Affidavit of Federal Employment Authorization to be completed and turned in by proposed subcontractors.

f. Subcontractor shall have a certificate of insurance with the same limits as the prime contractor listing Jefferson County, Missouri as Additional Insured and as a certified holder. The endorsement is also required.

(6) **SALES AND USE TAX EXEMPTION:** Jefferson County, Missouri, a tax-exempt entity, will furnish a Missouri Project Exemption Certificate as described in Section 144.062 RSMo to the awarded contractor who in turn may use the certificate to purchase materials for a specific project performed for the tax-exempt entity. Only the materials and supplies incorporated or consumed during the construction of the project are exempt. The certificate will be issued to the contractor for a specific project for a defined period of time.

(7) **PERIOD OF PERFORMANCE:** If the bid is accepted, the bidder agrees that work shall be diligently prosecuted at such rate and in such manner as, in the judgment of the engineer, is necessary for the completion of the work within the time specified as follows:

    Calendar Days: 45 from date of Notice to Proceed letter

(8) **LIQUIDATED DAMAGES:** The bidder agrees that, should the bidder fail to complete the work in the time specified or such additional time as may be allowed by the engineer under the contract, the amount of liquidated damages to be recovered shall be as follows:

    Liquidated damages per day: $250

(9) **ANTIDISCRIMINATION:** The Contracting Authority hereby notifies all bidders that it will affirmatively insure that in any contract entered into pursuant to this advertisement, businesses owned and controlled by socially and economically disadvantaged individuals will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, religion, creed, sex, age, ancestry, or national origin in consideration for an award.
(12) **WORKER ELIGIBILITY REQUIREMENTS:** Execution of the construction contract for this project is dependent upon the awarded bidder providing an Affidavit of Compliance AND E-Verify Memorandum-of-Understanding (MOU) between the bidder and Department of Homeland Security to the Contracting Authority as required by section 285.530 RSMo. **The cover page and signature page of the E-Verify MOU and the Affidavit must be submitted with the bid.**

A sample Affidavit of Compliance can be found at the Missouri Attorney General’s website at the following link:

http://ago.mo.gov/forms/Affidavit_of_Compliance.pdf

All bidders must also be enrolled in the E-Verify Program and include their MOU prior to contract execution. Bidders who are not enrolled will need to go to the following website link and select “Enroll in the Program” to get started. After completing the program, they will receive their E-Verify MOU with Department of Homeland Security. This document will need to be printed out and kept on file so that a copy can be attached to the Affidavit of Compliance.

http://www.dhs.gov/files/programs/gc_1185221678150.shtm

This requirement also applies to subcontractors and contract labor, but this contract only requires submittal of the verification documents for the prime contractor. It is the prime contractor’s responsibility to verify the worker eligibility of their subcontractors in order to protect their own company from liability as required by Section 285.530 RSMo.

(14) **ADDITIONAL ACKNOWLEDGEMENT:** The bidder agrees that all addenda (if applicable) have been received, acknowledged and incorporated into their bid, prior to submittal. For paper bids, staple addenda to the bid in the appropriate part of the bid.

(15) **AWARD OF CONTRACT:** This project will be awarded to the lowest, responsive, responsible bidder. Per Section 130.060; Part A(3) of the Jefferson County Code of Ordinances, the County Council reserves the right to give preference and award the contract to a contractor based within Jefferson County when the difference in the delivered price is negligible. The Public Works Department define the term ‘negligible’ in this section of the Code of Ordinance to mean less that a one-percent (1%) difference in the total bidding price. The County may consider the qualifications and experience of Subcontractors and other persons and organizations (including those who are to furnish the principal items of material or equipment) proposed for those portions of the work as to which the identity of Subcontractors and other persons and organizations must be submitted as provided. Operating costs, maintenance considerations, performance data and guarantees of materials and equipment may also be considered by the County. The County may conduct such investigations as they deem necessary to assist in the evaluation of whether any Bid is responsive in accordance with the Contract Documents to the County's satisfaction within the prescribed time. If the contract is to be awarded, the County will give the successful Bidder a Notice of Award within fourth-five days after the date of the Bid opening.
GENERAL PROVISIONS

(1) **DEFINITIONS:** The following terms as used in these Contract Documents are respectively defined as follows:

a) “Owner” – A person, firm, corporation, municipality or Government agency, by which the Contract will be awarded. Wherever the Owner is specified, it shall also be construed to mean Jefferson County, Missouri.

b) “County” – Jefferson County, Missouri

c) “Engineer” – County Engineer, Director of Public Works, or any appointed designee.

d) “Architect” – The architectural firm responsible for the preparation of construction plan drawings and specifications and/or contracted to assist the County with construction phase services.

e) “Contractor” - The person, firm, or corporation to whom the contract is awarded.

f) “Subcontractor” - A person, firm, or corporation, performing any part of the Contractor’s obligations hereunder at the site of work excluding, however, the furnishing of standard materials, such as cement, lumber, and other materials not worked to a special design under the plans and specifications for the work.

g) “Contract Documents” - The agreement subscribed by the parties, the Invitation to Bidders, Information for Bidders, the Proposal, the Plan Drawings and Specifications, and the Project Manual.

h) “Work” - The furnishing of all labor, materials, equipment and other incidentals necessary or convenient to the successful completion and carrying out of all duties and obligations of the Contractor under the Contract Documents.

i) “Days” - Except where otherwise specifically provided in the Contract Documents, calendar days including Sundays and Holidays.

(2) **NOTICE:** Unless otherwise specified herein, any notice required under the Contract Documents shall be deemed given if deposited in the United States mail, first class postage prepaid. Notice may also be given by hand delivery to the authorized representative of the Owner.

(3) **INTENT OF THE CONTRACT DOCUMENTS:** The intention of the Contract Documents is to include in the contract price the cost of all labor, materials, water, fuel, tools, plant, equipment, light, transportation, professional services support and all other expense as may be necessary for the proper execution of the work. In interpreting the Contract Documents, words describing materials of work which have a well-known technical or trade meaning, unless otherwise specifically defined in the Contract Documents, shall be construed in accordance with such well-known meaning recognized by architects, engineers, and the trade.
The work shall be executed in strict conformity with the plans and specifications. The Contract Documents are complementary and what is called for by any one shall be as binding as if called for by all. Anything stated in the specifications and not shown in the drawings, or shown in the drawings and not stated in the specifications, shall be of like effect as if shown or stated in both.

(4) **PLANS / PROJECT SPECIFICATIONS:** Unless otherwise provided in the Contract Documents; the Plans, Project Manual and subsequent addendums are available; free of charge, as a downloadable file from the Jefferson County website. The Contractor will be responsible for reproducing the plans necessary to carry out all the work.

In the case of discrepancy in the plans, the matter shall be immediately submitted to the Architect or Owner without whose decision said discrepancy shall not be adjusted by the Contractor, save only at his own risk and expense.

(5) **SUPERVISION AND PERSONNEL:** The Contractor shall have at the work site at all times a job supervisor. That individual shall be capable of reading and understanding the project plans and specifications, have authority to order materials and equipment and have authority to execute work as directed by the Owner. The Contractor shall provide the name and phone numbers of the person appointed as job supervisor prior to issuance of notice to proceed.

All workers shall have sufficient skill and experience to properly perform the work assigned to them. The owner may demand the dismissal of any person employed by the contractor in, about or upon the work who engages in misconduct, is incompetent or negligent in the due and proper performance of assigned duties, or who neglects or refuses to comply with any proper directions given. Such person shall not again be employed thereon without the written consent of the owner. Should the Contractor continue to employ or re-employ any such person, the Owner may suspend the work until the contractor complies with such orders.

(6) **COMPLIANCE WITH LAWS:** The Contractor shall comply with all laws, ordinances, rules and regulations bearing in the conduct of the work and shall obtain, at his expense, all permits and licenses necessary for the prosecution of the work. Unless provided for in the contract, or granted a waiver, permits required from other departments of the county shall be obtained by the contractor.

The Contractor shall be responsible for the payment of all Federal, State, municipal or local taxes, including but not limited to sales and use taxes, applicable to the performance of the contract, and shall indemnify and hold harmless the Owner, from the consequences of his failure to pay such taxes. **Before award, the lowest bidder shall prove that delinquent property taxes are not owed to Jefferson County, Missouri, by submitting receipt of payment for the last 3 years, or a notarized affidavit, on company letterhead, stating that the bidder does not own any real estate or personal property in Jefferson County.** Past receipts can be obtained from http://jeffersonmo.devnet wedge.com. The engineer may require proof that any or all tax liabilities of the contractor are not in a state of delinquency.

A sales tax exemption for construction materials is allowed by RSMo Section 144.062 RSMo, which applies to contractors for the County. If applicable to this contract, Jefferson County will issue an exemption certificate to the contractors, subcontractors, and suppliers for the purchase of materials used in construction.
(7) **USE OF JOB SITE:** The Contractor shall confine his equipment, apparatus, the storage of materials and operations of his workmen to limits indicated by law, ordinance, permits, easements or plans and shall not encumber the premises with his materials. The Contractor shall not load or permit any part of any structure to be loaded to the extent that its safety may be endangered.

(8) **SANITARY PROVISIONS:** The Contractor shall provide and maintain a neat, sanitary job site, and accommodations for the use of his employees as may be necessary to comply with the sanitary requirements of laws or ordinances.

(9) **SURVEYS:** The Contractor shall provide all surveys necessary to the performance of his work. All work shall be done to the lines, grades, and elevations shown on the plans. Any improperly located items, horizontally or vertically, may be subject to removal and replacement at the Contractor’s expense. The Owner or Architect may, in his sole discretion, check from time to time the reference marks, lines, grades, and measurements established by the Contractor but his exercise or failure to exercise such right shall not relieve the Contractor of his obligation as stated herein.

(10) **UTILITIES AND OTHER OBSTRUCTIONS:** It shall be the sole responsibility of the Contractor in the performance of the contract to locate and avoid all utilities, other structures, and obstructions whether located below or above the surface of the ground. For that purpose, he shall employ all necessary precautions and methods to prevent damage to utilities, other structures, and obstructions. In the event such damage does occur, the Contractor shall be solely liable therefore and he shall notify the affected utility and Owner immediately, make or have made all necessary repairs and bear the expense thereof and all damage caused thereby. If the Contractor finds he cannot safely work at a location designated in the plans and specifications, either because of utilities, other structures or obstructions that may be damaged, he shall notify the Owner immediately.

Certain information relating to piping and underground utilities and structures, such as gas mains, water mains, and electric duct lines, has been gathered by the Architect for its purposes and has been shown on the plans for the convenience of the Contractor and for such use as he may, at his own risk, desire to make of it. Any interpretations or conclusions drawn by the Contractor from such data on the plans shall be his own and the Owner and the Architect makes no representations or guaranty concerning the accuracy or completeness of such data.

(11) **STRUCTURES ENCOUNTERED AND PROTECTION OF LIFE AND PROPERTY:** The Contractor shall, at his own expense, support and protect all buildings, bridges, conduits, wires, water pipes, sewers, pavements, curbing, sidewalks, equipment and fixtures of all kinds and all other public or private property that may be encountered or endangered in the execution of the work herein contemplated. They shall replace, repair or to otherwise make good any damage caused to any such property to the satisfaction of the Owner thereof. In the event the Contractor does not perform his obligations under this provision, the Owner reserves the right, at its election, to make good any damage to public or private property caused by the work of the Contractor and the cost thereof shall be borne by the Contractor. In the event the Contractor refuses or fails to pay bills therefore upon presentation, the Owner may pursue any remedies available to it or may deduct the amount thereof from any money that may be due to the Contractor hereunder from time to time.
(12) **PROTECTION OF WORK:** The contractor assumes all risk of damage to or destruction of the work covered by this contract until the work is completed and accepted by the Owner and shall repair or replace at his expense any work damaged or destroyed prior to such completion and acceptance regardless of cause.

(13) **ACCIDENT PREVENTION:** Precaution shall be exercised at all times for the protection of persons (including employees) and property. The safety provisions of applicable laws and building and construction codes shall be observed. All persons on the site shall have completed, and have the ability to present proof of, a minimum of 10-hour OSHA construction safety training, or another comparable program.

(14) **OTHER CONTRACTS:** The Owner may award other contracts for additional work, and the Contractor shall fully cooperate with such other contractors, and carefully schedule and fit his own work to that work provided under the other contract. The Contractor shall not commit or permit any act, which will interfere with the performance of work by any other contractor. It shall be at the sole discretion, and not to be assumed as a guarantee to the contractor, for the engineer to determine if conflicting, overlapping, or neighboring activities, was the sole cause of an unintended delay in the contractor's work schedule.

(15) **CUTTING AND PATCHING:** The Contractor shall do all cutting, fitting, or patching of his work that may be required to make its several parts connect with the work of other contractors shown upon, or reasonably implied by the plans and specifications. The Contractor shall not endanger any work by cutting, digging, or otherwise, and shall not cut or alter the work of any other contractor.

(16) **CLEANING UP:** The Contractor shall at all times keep the premises free from accumulation of waste material of rubbish and at the completion of the work shall remove from and about the site all his rubbish, tools, equipment, scaffolding and surplus materials and shall leave his work clean and ready for use.

(17) **SURVEILLANCE AND INSPECTION:** The Contractor shall provide safe, sufficient and proper facilities at all times for the surveillance of work by the Architect, the Owner, or any other governmental agency that has the right of entry. The Contractor shall, within 24 hours after receiving written notice from the Owner, proceed to remove all materials rejected by the Owner, whether worked or unworked, and take down all portions of the work, which shall be considered as unsound or improper, or in any way failing to conform to the plans and specifications.

Should it be considered necessary or advisable by the Owner at any time before acceptance of the entire work to make an examination of work already completed by removing or tearing out same, the Contractor shall, on written request, promptly furnish all necessary facilities, labor, and material for that purpose. If such work is found to be defective or nonconforming in any material respect, due to the fault of the Contractor or his subcontractors, he shall defray all the expenses of such examination and of satisfactory reconstruction. If, however, such work is found to meet the requirements of the contract, an equitable adjustment shall be made in the contract price to compensate the Contractor for the additional services involved in such examination and reconstruction and, if completion of the work has been delayed thereby, he shall, in addition, be granted a suitable extension of time.
Unless otherwise provided in this contract, acceptance by the Owner will be made as promptly as practicable after completion of all work required by this contract. Acceptance shall be final and conclusive except as regards latent defects, fraud, or gross mistakes as may amount to fraud, or as regards the Owner’s rights under any warranty or guarantee. Acceptance by the Owner may be contingent upon the acceptance by other governmental bodies.

(18) **MATERIALS AND WORKMANSHIP:** Unless otherwise stipulated in the specifications, all workmanship, equipment, materials and articles incorporated in the work covered by this contract are to be new and of the best grade of their respective kinds for the purpose. When required by the plans and specifications, the Contractor shall furnish the Owner or Architect, for approval, certified copies of test results made of the materials or articles, which he contemplates incorporating in the work. Shop Drawings and/or samples of materials shall be submitted for approval when so directed. Machinery, equipment, materials and articles installed or used without such approval shall be at the risk of subsequent rejection. If not otherwise provided, material or work called for in this contract shall be furnished and performed in accordance with established practice and standards recognized by engineers and state transportation officials.

(19) **COOPERATION WITH UTILITIES:** All utility facilities and appurtenances, within the project limits, shall be located, or relocated, by the utility owner, unless otherwise specified. Locations of these utilities will be provided by the utility owners, or their provided third party, and may not be exact, particularly with regard to underground installations. The contractor shall use the Missouri One-Call System to satisfy this requirement.

The contractor shall lead the efforts to coordinate with utility owners and the engineer in the location and relocation of utility facilities, to minimize effects of the contractor's work, interruption to utility service, or duplication of work by the utility owners. Facilities or appurtenances that are to remain in place during construction shall be accounted for, and protected by the contractor's work procedures.

In the event, utility services are interrupted, and as a result of damage within the project limits, the contractor shall notify the appropriate utility authorities immediately, and cooperate with the utility owners until service has been restored. Work shall not begin around fire hydrants until provisions for continued service have been made and approved by the local fire authority. When the failure of the owners of utility facilities to cooperate and coordinate their work with that of the contractor results in actual delay to the contractor in the overall completion of the contractor's work, such delay will be considered in the count of working days or date specified for completion as contractor's sole compensation from the County, provided the contractor notified the engineer in writing of the delay at the time the delay occurred.

The contractor shall use every precaution to prevent damage to all public and private utilities. Repairs to damaged utilities caused by negligent or wrongful acts or omissions on the part of the contractor shall be corrected at the contractor's expense. Damaged facilities shall be restored to a condition similar or equal to that existing before the damage occurred. The utility will designate who shall repair the damaged facility and the contractor shall not make repairs without utility approval.
Should there be located, within the right of way any public or private utility, facilities that are to remain in place, and which will interfere with the contractor's proposed methods of operation, the contractor, in cooperation with the engineer, shall make all necessary arrangements with the owner for any temporary or permanent removal or relocation of such facilities desired for the contractor's convenience. Any cost involved shall be at the contractor’s expense.

If utility facilities or appurtenances are found that are not noted in the contract, the Engineer shall be notified in writing as soon as possible of the conflict and will determine whether relocation of the utility is necessary to accommodate construction. If relocation is necessary, the contractor will make the necessary arrangements with the utility owner. Compensation for the relocation of utilities will be worked out between the County and the utility owner prior to the relocation of any utility. No compensation will be provided to the contractor for coordinating the location and/or relocation of utilities.

(20) **“OR EQUAL CLAUSE”**: Whenever, in these specifications or in any of the Contract Documents, any article, appliance, device or material is designated by a manufacturer’s or vendor’s or proprietary or trade name and such words are not followed by the condition “or equal”, it shall be deemed that the words “or equal” do follow such designation unless the text clearly requires a contrary interpretation. Any article or material equaling the standards fixed may be used in place of that specifically mentioned by the specifications, provided that the material proposed is first submitted to and approved by the Owner or Architect. If by reason of the unavailability of material or equipment, a substitute item of material or equipment is approved by the Owner or Architect, the Owner shall receive the benefit of any economy resulting from the substitution.

(21) **SUBLETTING OR ASSIGNING THE CONTRACT**: The bidder is specifically advised that any person, firm, or another party, to whom it is proposed to award a subcontract under this contract, must be acceptable to the County. Second tier subcontracting will not be permitted on this project. It will be the responsibility of the Contractor to ensure that his subcontractors do not, in turn, subcontract any portion of the work. The Contractor shall furnish to the County a signed copy of all subcontracts at or before the pre-construction meeting. This applies to Federal and local projects.

(22) **WARRANTIES AND GUARANTEES**: Clauses that require the contractor to guarantee materials and workmanship otherwise maintain the work for a specified period after satisfactory completion and final acceptance will not be approved. This is not even permissible as a non-participating bid item.

Routine warranties or guarantees provided by a manufacturer are valid. Contractors’ warranties or guarantees providing for satisfactory in-service operation of mechanical and electrical equipment and relates components for a period not to exceed six (6) months following project acceptance are permissible.

(23) **SCHEDULE AND PROGRESS REPORTS**: The Contractor shall, as stated and required in the Contract Documents, submit to the Owner a project work schedule, covering all major operations in the work, for the County’s review and approval. At the request of the Owner, the diagram shall be updated for relevancy to actual progress.
(24) **TIME OF COMPLETION AND LIQUIDATED DAMAGES:** The parties recognize that time is of the essence of this contract and, after the Contractor receives a notice to proceed from the Owner, the work to be performed hereunder shall be commenced and shall be completed within the respective number of calendar days specified in the Contract Documents.

If the Contractor fails to complete the work within the time specified, or any extension thereof granted hereunder, the Contractor should pay the Owner the sum specified in the Contract Documents for each day the Contractor is in default. It is agreed that said daily sum is to be paid, not as a penalty, but as compensation to the Owner as liquidated damages for a loss which the Owner will suffer because of such default through increased administrative and engineering costs and other tangible and intangible costs. Such damages may be at the Owner’s option, be deducted from any monies held by it which are payable to the Contractor.

The completion of the work included under this Contract is defined for purposes of determining liquidated damages, as that time when all of the structures and appurtenances have been completed and tested and are, in the opinion of the Owner, ready for continuous permanent use and occupancy for the purposes intended, which includes all grading, cleaning up, or other minor work which is required to provide a completed project in accordance with the plans and specifications. At the Owner’s discretion, unreasonable response time in the preparation and submittal of any required paperwork may also justify charging of working days or liquidated damages compensation. The date that liquidated damages are no longer applicable shall be the date of final acceptance from the Owner to the Contractor.

(25) **PAYMENTS:** The Contractor, shall receive as full compensation for all accepted work hereunder, a sum equal to the value of the work done based on his proposal, attached hereto and made a part of this contract.

Payment shall be made to the contractor once per month, upon agreement and approval of the contractor submitted pay request. By the 15th calendar day of each month, the Contractor shall submit to the Owner, a pay estimate, in AIA standard format, showing the dollar amount requested for each line item represented in the contract. The engineer may request additional, or alternate invoicing requirements, depending on the structure of the original bid. The final payment shall be paid to the Contractor, subject to final acceptance of construction and approval of the final change order, within 30 days after completion and acceptance of the entire work herein be contracted for, and upon receipt by the County, and approval of, all final documentation. Final documentation shall include, but not be limited to:

a. Contractor’s certification regarding the settlement of claims;

b. Contractor’s Final Pay Estimate;

c. Letter from contractor stating the total amount paid (final contract amount) for completion of the project;

d. Contractor’s Final Lien Waiver and Final Lien Waivers from all subcontractors. The Engineer may request proof of payment to material suppliers, and which point, the contractor shall provide this information;
e. Certifications for materials, where required per Contract Documents;

(26) **PAYMENTS NO EVIDENCE OF PERFORMANCE:** No certificate for payment made under this contract except the final certificate of final payment, shall be evidence of the performance of this contract, either wholly or in part. No Payment shall be construed to be an acceptance of defective work or improper materials.

(27) **COVID-19 SAFETY:**

1.0 **Description.** The coronavirus disease 2019 or COVID-19 has reached a pandemic stage across the United States, including Jefferson County. To reduce the impact of COVID-19 outbreak conditions on businesses, workers, customers and the public, the contractor shall be aware of all COVID-19 guidance from the Center for Disease Control (CDC) and other government health mandates. The contractor shall conduct all operations in conformance with these safety directives. The guidance may change during the project construction and the contractor shall change and adapt their operation and safety protocols accordingly.

2.0 **CDC Practices.** The contractor shall include CDC practices in his daily work practice and revise his work practices as needed.

3.0 **Essential Work.** In accordance with any state or local “Stay at Home Order,” care for the infrastructure has been deemed essential and Jefferson County is moving forward with construction projects, this project is considered essential and the contractor and their employees, subcontractors and suppliers are considered essential business and performing essential functions.

4.0 **Basis of Payment.** Compliance with regulations and laws pertaining to COVID-19 is covered under other provisions in the contract. No direct payment will be made for compliance with this provision.
BID FORM

TO: JEFFERSON COUNTY, MISSOURI
BID FOR: PUBLIC WORKS INTERIOR OFFICE REMODEL
PROJECT NO. PW20B003BLD

1. The undersigned BIDDER proposes and agrees, if this BID is accepted, to enter into an
Agreement with the County in the form included in the Contract Documents to complete all Work
as specified or indicated in the Contract Documents for the Contract Price and within the Contract
Time indicated in this Bid and in accordance with the Contract Documents.

2. BIDDER accepts all terms and conditions of the Instructions to Bidders, Notice to Contractors
and Project Manual specifications. This Bid will remain open for sixty (60) days after the day of
Bid opening. BIDDER will sign the Agreement and submit all documents required within fifteen
(15) days after the COUNTY’S Notice of Award.

3. In submitting this Bid, BIDDER represents, as more fully set forth in the Agreement, that:

   (a) BIDDER has examined the site and locality where the Work is to be performed, the legal
       requirements (federal, state and local laws, ordinances, rules and regulations) and the
       conditions affecting cost, progress or performance of the Work and has made such
       independent investigations as BIDDER deems necessary; and

   (b) This Bid is genuine and not made in the interest of or on behalf on any undisclosed
       person, firm or corporation and is not submitted in conformity with any agreement or rules
       of any group, association, organization or corporation; BIDDER has not directly or
       indirectly induced or solicited any other Bidder to submit a false or sham Bid; BIDDER has
       not solicited or induced any person, firm or a corporation to refrain from bidding; and
       BIDDER has not sought by collusion to obtain for himself any advantage over any other
       Bidder or over the County.

4. Bidder will complete project for the following lump sum bid amounts. It is understood that these
   amounts represent all work that is necessary to execute all requirements of the Contract Documents.

   PUBLIC WORKS INTERIOR OFFICE REMODEL – PW20B003BLD

   Total Lump Sum Bid Cost $____________________

5. BIDDER agrees that the work will be completed within the working days assigned or the
CONTRACTOR shall pay the COUNTY, not as a penalty but as liquidated damages, a sum equal to
Two Hundred Fifty Dollars ($250.00) for each working or calendar day (excluding Saturdays,
Sundays and Legal Holidays) elapsing between the expiration of such time limit plus such
extensions as may be necessary to cover contingencies beyond the CONTRACTOR’S control and
the date of the full completion.

The County reserves the right to negotiate additional terms for the time of completion with the
successful bidder.

6. Communications concerning this Bid shall be addressed to the following:

Address: ________________________________________________________________

______________________________________________________________

7. The terms used in this Bid which are defined in the Project Manual of the Construction Contract included as part of the Contract Documents have the meanings assigned to them in the Project Manual.

8. BIDDER has examined copies of all the Contract Documents and of the following addenda:

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(receipts of all of which is hereby acknowledged) and also copies of the Bid Notice and the Instructions to Bidders:

9. Signatures:

SUBMITTED on _________________________________, 20____

By________________________________________________

(Corporation Name)

(State of incorporation)

By________________________________________________

(Name of person authorized to sign) (Signature and typed)

(Title)
(Corporate Seal)

Attest___________________________________________________

(Secretary)                   (Signature and typed)

Business Address:______________________________________________

______________________________________________________________

______________________________________________________________

Phone No.:________________________________________________
AGREEMENT FORM

THIS AGREEMENT is dated as of ________________, in the year 2020, by and between JEFFERSON COUNTY, MISSOURI (hereinafter called OWNER OR COUNTY) and ________________, (hereinafter called CONTRACTOR).

OWNER and CONTRACTOR, in consideration of the mutual covenants herein after set forth and in the amount of ________________, agree as follows:

ARTICLE 1. WORK

CONTRACTOR shall complete all work as specified or indicated in the Contract Documents for the Public Works Interior Office Remodel. The work is generally described as follows:

The proposed work includes the construction of a new service counter with a window and converting a terminal hallway to an enclosed office; with associated electrical improvements. The contractor will be responsible for providing the materials, labor and equipment necessary to complete the project in a timely manner in accordance with the Specifications and other Contract Documents. The contractor shall be responsible for arranging delivery of materials to job sites. The bid shall also include disposal of all waste and demolition materials.

ARTICLE 2. ENGINEER

The County has designated the Director of Public Works, who is hereinafter called ENGINEER and who has the authority assigned to OWNER in the Contract Documents in connection with completion of the Work in accordance with the Contract Documents.

ARTICLE 3. CONTRACT TIME

3.1 The County will issue a Notice to Proceed for purchasing materials to the CONTRACTOR 20 days before the notice to proceed with the work on site. The Contractor shall register their company as well as subcontractors with the City of Hillsboro, Missouri if required by the City’s permitting process. The Contractor will be responsible for any building construction permits required by the City of Hillsboro, Missouri. The Contractor will begin work on site and will continuously prosecute the work to the completion of the project. Allowance will be made for weather conditions and other occurrences beyond the control of the CONTRACTOR. All work on the building site shall be substantially completed within 45 calendar days from the date identified on the Notice to Proceed letter issued by the County.

If the CONTRACTOR is unable to begin work as required, the ENGINEER shall be notified in writing. Unless the ENGINEER gives written approval for a delay in beginning the work, calendar days will begin to be counted for liquidated damages. The count will continue until the CONTRACTOR begins full operation. The count will resume when work is suspended, or full operation is not maintained.
3.2 Liquidated Damages. The Contractor agrees that should he fail to complete work in the time specified or such additional time as may be allowed by the Owner under this contract, the Contractor shall pay the County, not as a penalty but as liquidated damages, a sum equal to **Two Hundred Fifty ($250.00)** for each working day (excluding Saturdays, Sundays and Legal Holidays) elapsing between theexpiration of such time limit plus such extensions as may be necessary to cover contingencies beyond the CONTRACTOR’S control and the date of the full completion.

ARTICLE 4. CONTRACT PRICE

4.1 Owner shall pay Contractor for performance of the work in accordance with the contract documents in current funds.

PUBLIC WORKS INTERIOR OFFICE REMODEL – PW20B003BLD

**Total Lump Sum Bid Cost**

$___________________

4.2 All costs associated with contractor licensing to the City of Hillsboro, Missouri need to be included in the cost estimates above.

5.0 Contractor shall submit applications for payment no more than once monthly. The Engineer will process applications for payment. The Contractor **shall** utilize the Application and Certification for Payment, AIA Document G702, or comparable document for all Applications of Payment.

5.1 Progress Payment. Owner will make progress payments per the Contract Bid Price on the basis of the Contractor’s Application of Payment as recommended by the Engineer, on or about the First day of each month during the construction as provided below. All progress payments will be on the basis of the Work measured on the job site according to unit of measurement as shown within the job special provisions or Missouri Standard Specifications.

5.1.1 The Owner will require withholding a ten percent (10%) retainage. Release of retained percentage shall be upon the mutually agreed completion of the project.

5.1.2 When the Contractor receives any payment from the Owner, the Contractor shall make prompt payment to subcontractors and suppliers.

5.2 Final Payment. Upon final completion and acceptance of the Work in accordance with specifications detailed, the Owner shall pay the remainder of the Contract Price as recommended by the ENGINEER.

ARTICLE 6. CONTRACTOR’S REPRESENTATIONS

In order to induce the County to enter into this Agreement CONTRACTOR makes the following representations:
6.1 CONTRACTOR has familiarized himself with the nature and extent of the Contract Documents, Work, locality, and with all local conditions and federal laws, state and local laws, ordinances, rules and regulations that in any manner may affect cost, progress or performance of the Work.

6.2 CONTRACTOR has studied carefully all reports of investigations and tests of subsurface and latent physical conditions at the site of otherwise affecting cost, progress or performance of the Work which were relied upon by the ENGINEER in the preparation of the Drawings and Specifications. When the information is available it will either be included in the bid documents or made available at the Jefferson County Public Works Department for the Contractor’s review.

6.3 CONTRACTOR has made or caused to be made examinations, investigations and tests and studies of such reports and related data in addition to those referred to in Article 9 as he deems necessary for the performance of the Work at the Contract Price, within the Contract Time and in accordance with the other terms and conditions of the Contract documents; and no additional examinations, investigations, tests, reports or similar data will be required by CONTRACTOR for such purposes.

6.4 CONTRACTOR has correlated the results of all such observations, examinations, investigations, tests, reports and data with the terms and conditions of the Contract Documents.

6.5 CONTRACTOR has given ENGINEER written notice of all conflicts, errors or discrepancies that he has discovered in the Contract Documents and the written resolution thereof by ENGINEER is acceptable to CONTRACTOR.

ARTICLE 7. CONTRACT DOCUMENTS

The Contract Documents which comprise the entire agreement between OWNER and CONTRACTOR are attached to this Agreement, made a part hereof and consists of the following:

7.1 This Agreement

7.2 Exhibits to this Agreement (if any)

7.3 Notice of Award

7.4 Specifications for Public Works Interior Office Remodel Project No. PW20B003BLD and consisting of all pages as listed in the table of contents thereof.

7.5 Addenda numbers ___ to ___, inclusive.

7.6 CONTRACTOR’S Bid and all attachments

7.7 Documentation submitted by CONTRACTOR prior to Notice of Award

7.8 Any Modification, including Change Orders, duly delivered after execution of agreement.
There are no Contract Documents other than those listed above in this Article 7. The Contract Documents may only be altered, amended or repealed by a Modification (as defined in Article 25 of the General Conditions).

ARTICLE 8. MISCELLANEOUS

8.1 Terms used in this Agreement which are defined in the Project Manual shall have the meanings indicated in the Project Manual.

8.2 No assignment by a party hereto of any rights under or interests in the Contract Documents will be binding on another party hereto without the written consent of the party sought to be bound; and specifically but without limitation, moneys that may become due and moneys that are due may not be assigned without such consent (except to the extent that the effect of this restriction may be limited by law), and unless specifically stated to the contrary in any written consent to an assignment, no assignment will release or discharge the assignor from any duty or responsibility under the Contract Documents.

8.3 The County and CONTRACTOR each binds himself, his partners, successors, assigns and legal representatives to the other party hereto, his partners, successors, assigns and legal representatives in respect to all covenants, agreements and obligations contained in the Contract Documents.

ARTICLE 9. OTHER PROVISIONS

9.1 Access to records. In connection with this Contract the County shall have access to any books, documents, papers, and records of the CONTRACTOR, which are directly pertinent to this project for the purpose of making an audit, examination, excerpts, and transcriptions.

9.2 Applicable Laws and Regulations. The CONTRACTOR expressly agrees to comply with all applicable rules and regulations as set forth in the Contract Documents or as may be required by law, and further agrees to submit all certifications, notices, and affirmative action plans as may now or hereafter be required, and to place such conditions and provisions in any and all subcontracts as may be required.

9.3 Conflict of Interest. The CONTRACTOR covenants that he or she presently has not interest of any kind and shall not acquire any type of interest, direct or indirect, in the program or any property therein, which would conflict in any manner or degree with the performance of his or her services and obligation hereunder. The CONTRACTOR further covenants that in the performance of this contract, no person known to have any conflicting interest shall be knowingly employed in the performance of this Contract.

ARTICLE 10. VENUE

10.1 It is agreed by the parties that any action at law, suit in equity, or other judicial proceeding to enforce or construe this Agreement, or regarding its alleged breach, shall be instituted only in
the Circuit Court of Jefferson County, Missouri.

IN WITNESS WHEREOF, the parties hereto have signed this agreement in quadruplicate. All portions of the Contract Documents have been signed or identified by OWNER and CONTRACTOR or by ENGINEER on their behalf.

FOR: JEFFERSON COUNTY, MISSOURI

BY: __________________________ Date: ______________
   COUNTY EXECUTIVE

ATTEST: ____________________________           ________________
   COUNTY CLERK           DEPUTY CLERK

FOR: ________________________________

BY: __________________________ Date: ______________
   CONTRACTOR

ATTEST: ____________________________

I hereby certify under section 50.660 RSMo there is either: (1) a balance of funds, otherwise unencumbered, to the credit of the appropriation to which the obligation contained herein is chargeable, and a cash balance otherwise unencumbered, in the treasury, to the credit of the funds from which payment is to be made, each sufficient to meet the obligation contained herein; or (2) bonds or taxes have been authorized by vote of the people and there is a sufficient unencumbered amount of the bonds yet to be sold or of the taxes levied and yet to be collected to meet the obligation in case there is not a sufficient unencumbered cash balance in the treasury.

___________________________________
   COUNTY AUDITOR

APPROVED AS TO FORM

___________________________________
   COUNTY COUNSELOR
Project Manual for the
Remodeling of Existing
Public Works Office
Hillsboro, Missouri

Public Works Director:
Jason Jonas, P.E.

Architect:
Steven J. Bacon;
Bacon Commercial Design LLC
PO Box 605/100-A Bailey Road
Crystal City, Missouri 63019
phone (636) 933-0007

Issue Date: 5/8/2020
project number: 19-113
# Jefferson County Public Works Office Remodeling;
Hillsboro, Missouri

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SECTION 01 7000
EXECUTION AND CLOSEOUT REQUIREMENTS

PART 1 GENERAL

1.01 SECTION INCLUDES
A. Examination, preparation, and general installation procedures.
B. Requirements for alterations work, including selective demolition.
C. Cutting and patching.
D. Cleaning and protection.
E. Laying out the Work
F. Closeout procedures, including Contractor's Correction Punch List, except payment procedures.
G. General requirements for maintenance service.

1.02 REFERENCE STANDARDS

1.03 SUBMITTALS
A. See Section 01 3000 - Administrative Requirements, for submittal procedures.
B. Cutting and Patching: Submit written request in advance of cutting or alteration that affects:
   1. Structural integrity of any element of Project.
   2. Efficiency, maintenance, or safety of any operational element.
   4. Work of Owner or separate Contractor.
   5. Include in request:
      a. Identification of Project.
      b. Location and description of affected work.
      c. Necessity for cutting or alteration.
      d. Description of proposed work and products to be used.
      e. Alternatives to cutting and patching.
      f. Effect on work of Owner or separate Contractor.
      g. Written permission of affected separate Contractor.
      h. Date and time work will be executed.
C. Project Record Documents: Accurately record actual locations of capped and active utilities.

1.04 QUALIFICATIONS
A. For demolition work, employ a firm specializing in the type of work required.

1.05 PROJECT CONDITIONS
A. Use of explosives is not permitted.
B. Ventilate enclosed areas to assist cure of materials, to dissipate humidity, and to prevent accumulation of dust, fumes, vapors, or gases.
C. Dust Control: Execute work by methods to minimize raising dust from construction operations. Provide positive means to prevent air-borne dust from dispersing into atmosphere and over adjacent property.
   1. Provide dust-proof enclosures to prevent entry of dust generated outdoors.
   2. Provide dust-proof barriers between construction areas and areas continuing to be occupied by Owner.
D. Noise Control: Provide methods, means, and facilities to minimize noise produced by construction operations.
1.06 COORDINATION

A. Coordinate scheduling, submittals, and work of the various sections of the Project Manual to ensure efficient and orderly sequence of installation of interdependent construction elements, with provisions for accommodating items installed later.

B. Notify affected utility companies and comply with their requirements.

C. Verify that utility requirements and characteristics of new operating equipment are compatible with building utilities. Coordinate work of various sections having interdependent responsibilities for installing, connecting to, and placing in service, such equipment.

D. Coordinate space requirements, supports, and installation of mechanical and electrical work that are indicated diagrammatically on drawings. Follow routing indicated for pipes, ducts, and conduit, as closely as practicable; place runs parallel with lines of building. Utilize spaces efficiently to maximize accessibility for other installations, for maintenance, and for repairs.

E. In finished areas except as otherwise indicated, conceal pipes, ducts, and wiring within the construction. Coordinate locations of fixtures and outlets with finish elements.

F. Coordinate completion and clean-up of work of separate sections.

G. After Owner occupancy of premises, coordinate access to site for correction of defective work and work not in accordance with Contract Documents, to minimize disruption of Owner's activities.

PART 2 PRODUCTS

2.01 PATCHING MATERIALS

A. New Materials: As specified in product sections; match existing products and work for patching and extending work.

B. Type and Quality of Existing Products: Determine by inspecting and testing products where necessary, referring to existing work as a standard.

C. Product Substitution: For any proposed change in materials, submit request for substitution described in Section 01 6000 - Product Requirements.

PART 3 EXECUTION

3.01 EXAMINATION

A. Verify that existing substrate is capable of structural support or attachment of new work being applied or attached.

B. Examine and verify specific conditions described in individual specification sections.

C. Take field measurements before confirming product orders or beginning fabrication, to minimize waste due to over-ordering or misfabrication.

D. Verify that utility services are available, of the correct characteristics, and in the correct locations.

E. Prior to Cutting: Examine existing conditions prior to commencing work, including elements subject to damage or movement during cutting and patching. After uncovering existing work, assess conditions affecting performance of work. Beginning of cutting or patching means acceptance of existing conditions.

3.02 PREPARATION

A. Clean substrate surfaces prior to applying next material or substance.

B. Seal cracks or openings of substrate prior to applying next material or substance.

C. Apply manufacturer required or recommended substrate primer, sealer, or conditioner prior to applying any new material or substance in contact or bond.

3.03 LAYING OUT THE WORK

A. Promptly notify Architect of any discrepancies discovered.
3.04 GENERAL INSTALLATION REQUIREMENTS

A. Install products as specified in individual sections, in accordance with manufacturer's instructions and recommendations, and so as to avoid waste due to necessity for replacement.

B. Make vertical elements plumb and horizontal elements level, unless otherwise indicated.

C. Install equipment and fittings plumb and level, neatly aligned with adjacent vertical and horizontal lines, unless otherwise indicated.

D. Make consistent texture on surfaces, with seamless transitions, unless otherwise indicated.

E. Make neat transitions between different surfaces, maintaining texture and appearance.

3.05 ALTERATIONS

A. Drawings showing existing construction and utilities are based on casual field observation only.
   1. Verify that construction and utility arrangements are as indicated.
   2. Verify locations of existing items to remain in place. Confirm proposed new construction is compatible with existing conditions to remain.
   4. Beginning of alterations work constitutes acceptance of existing conditions.

B. Keep areas in which alterations are being conducted separated from other areas that are still occupied.
   1. Provide, erect, and maintain temporary dustproof partitions of construction specified in Section 01 5000 in locations indicated on drawings.

C. Remove existing work as indicated and as required to accomplish new work.
   1. Remove rotted wood, corroded metals, and deteriorated masonry and concrete; replace with new construction specified.
   2. Remove items indicated on drawings.
   3. Relocate items indicated on drawings.
   4. Where new surface finishes are to be applied to existing work, perform removals, patch, and prepare existing surfaces as required to receive new finish; remove existing finish if necessary for successful application of new finish.
   5. Where new surface finishes are not specified or indicated, patch holes and damaged surfaces to match adjacent finished surfaces as closely as possible.

D. Services (Including but not limited to HVAC, Plumbing, and Electrical): Remove, relocate, and extend existing systems to accommodate new construction.
   1. Maintain existing active systems that are to remain in operation; maintain access to equipment and operational components; if necessary, modify installation to allow access or provide access panel.
   2. Verify that abandoned services serve only abandoned facilities.
   3. Remove abandoned pipe, ducts, conduits, and equipment, including those above accessible ceilings; remove back to source of supply where possible, otherwise cap stub and tag with identification; patch holes left by removal using materials specified for new construction.

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

F. Adapt existing work to fit new work: Make as neat and smooth transition as possible.
   1. When existing finished surfaces are cut so that a smooth transition with new work is not possible, terminate existing surface along a straight line at a natural line of division and make recommendation to Architect.
   2. Where a change of plane of 1/4 inch or more occurs in existing work, submit recommendation for providing a smooth transition for Architect review and request instructions.
G. Patching: Where the existing surface is not indicated to be refinished, patch to match the surface finish that existed prior to cutting. Where the surface is indicated to be refinished, patch so that the substrate is ready for the new finish.

H. Refinish existing surfaces as indicated:
   1. Where rooms or spaces are indicated to be refinished, refinish all visible existing surfaces to remain to the specified condition for each material, with a neat transition to adjacent finishes.
   2. If mechanical or electrical work is exposed accidentally during the work, re-cover and refinish to match.

I. Clean existing systems and equipment.

J. Remove demolition debris and abandoned items from alterations areas and dispose of off-site; do not burn or bury.

K. Do not begin new construction in alterations areas before demolition is complete.

L. Comply with all other applicable requirements of this section.

3.06 CUTTING AND PATCHING

A. Whenever possible, execute the work by methods that avoid cutting or patching.

B. See Alterations article above for additional requirements.

C. Perform whatever cutting and patching is necessary to:
   1. Complete the work.
   2. Fit products together to integrate with other work.
   3. Provide openings for penetration of mechanical, electrical, and other services.
   4. Match work that has been cut to adjacent work.
   5. Repair areas adjacent to cuts to required condition.
   6. Repair new work damaged by subsequent work.
   7. Remove samples of installed work for testing when requested.
   8. Remove and replace defective and non-conforming work.

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

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

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

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

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

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

3.07 PROGRESS CLEANING

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

B. Remove debris and rubbish from pipe chases, plenums, attics, crawl spaces, and other closed or remote spaces, prior to enclosing the space.
C. Broom and vacuum clean interior areas prior to start of surface finishing, and continue cleaning to eliminate dust.
D. Collect and remove waste materials, debris, and trash/rubbish from site periodically and dispose off-site; do not burn or bury.

3.08 PROTECTION OF INSTALLED WORK
A. Protect installed work from damage by construction operations.
B. Provide special protection where specified in individual specification sections.
C. Provide temporary and removable protection for installed products. Control activity in immediate work area to prevent damage.
D. Provide protective coverings at walls, projections, jambs, sills, and soffits of openings.
E. Protect finished floors, stairs, and other surfaces from traffic, dirt, wear, damage, or movement of heavy objects, by protecting with durable sheet materials.
F. Remove protective coverings when no longer needed; reuse or recycle coverings if possible.

3.09 ADJUSTING
A. Adjust operating products and equipment to ensure smooth and unhindered operation.

3.10 FINAL CLEANING
A. Execute final cleaning after Substantial Completion but before making final application for payment.
B. Use cleaning materials that are nonhazardous.
C. Remove all labels that are not permanent. Do not paint or otherwise cover fire test labels or nameplates on mechanical and electrical equipment.
D. Clean equipment and fixtures to a sanitary condition with cleaning materials appropriate to the surface and material being cleaned.
E. Clean filters of operating equipment.
F. Remove waste, surplus materials, trash/rubbish, and construction facilities from the site; dispose of in legal manner; do not burn or bury.

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

3.12 MAINTENANCE
A. Provide service and maintenance of components indicated in specification sections.
B. Maintenance Period: As indicated in specification sections or, if not indicated, not less than six months from the Date of Substantial Completion or the length of the specified warranty, whichever is longer.
C. Maintenance service shall not be assigned or transferred to any agent or subcontractor without prior written consent of the Owner.

END OF SECTION 01 7000
SECTION 02 4100
DEMOLITION

PART 1 GENERAL
1.01 SECTION INCLUDES
A. Selective demolition of building elements for alteration purposes.

1.02 REFERENCE STANDARDS

1.03 SUBMITTALS
A. Project Record Documents: Accurately record actual locations of capped and active utilities and subsurface construction.

PART 2 PRODUCTS -- NOT USED

PART 3 EXECUTION
3.01 GENERAL PROCEDURES AND PROJECT CONDITIONS
A. Comply with applicable codes and regulations for demolition operations and safety of adjacent structures and the public.
   1. Obtain required permits.
   2. Comply with applicable requirements of NFPA 241.
   3. Provide, erect, and maintain temporary barriers and security devices.
   4. Use physical barriers to prevent access to areas that could be hazardous to workers or the public.
   5. Conduct operations to minimize effects on and interference with adjacent structures and occupants.
   6. Conduct operations to minimize obstruction of public and private entrances and exits; do not obstruct required exits at any time; protect persons using entrances and exits from removal operations.
B. Do not begin removal until receipt of notification to proceed from Owner.
C. Do not begin removal until built elements to be salvaged or relocated have been removed.
D. Protect existing structures and other elements that are not to be removed.
   1. Provide bracing and shoring.

3.02 EXISTING UTILITIES
A. Coordinate work with utility companies; notify before starting work and comply with their requirements; obtain required permits.
B. Protect existing utilities to remain from damage.
C. Do not disrupt public utilities without permit from authority having jurisdiction.
D. Do not close, shut off, or disrupt existing life safety systems that are in use without at least 7 days prior written notification to Owner.
E. Do not close, shut off, or disrupt existing utility branches or take-offs that are in use without at least 3 days prior written notification to Owner.
F. Locate and mark utilities to remain; mark using highly visible tags or flags, with identification of utility type; protect from damage due to subsequent construction, using substantial barricades if necessary.
G. Remove exposed piping, valves, meters, equipment, supports, and foundations of disconnected and abandoned utilities.
H. Prepare building demolition areas by disconnecting and capping utilities outside the demolition zone; identify and mark utilities to be subsequently reconnected, in same manner as other utilities to remain.

3.03 SELECTIVE DEMOLITION FOR ALTERATIONS
A. Drawings showing existing construction and utilities are based on casual field observation only.
   1. Verify that construction and utility arrangements are as indicated.
   2. Report discrepancies to Architect before disturbing existing installation.
   3. Beginning of demolition work constitutes acceptance of existing conditions that would be apparent upon examination prior to starting demolition.
B. Separate areas in which demolition is being conducted from other areas that are still occupied.
   1. Provide, erect, and maintain temporary dustproof partitions of construction specified in Section 01 5000 in locations indicated on drawings.
C. Remove existing work as indicated and as required to accomplish new work.
   1. Remove rotted wood, corroded metals, and deteriorated masonry and concrete; replace with new construction specified.
   2. Remove items indicated on drawings.
D. Remove existing flooring only as needed to allow new partition construction to rest directly on concrete floor slab.
E. Remove existing Service Counter as shown in the Drawings.
F. Services (Including but not limited to HVAC, Plumbing, Fire Protection, Electrical, and Telecommunications): Remove existing systems and equipment as indicated.
   1. Maintain existing active systems that are to remain in operation; maintain access to equipment and operational components.
   2. Where existing active systems serve occupied facilities but are to be replaced with new services, maintain existing systems in service until new systems are complete and ready for service.
   3. Verify that abandoned services serve only abandoned facilities before removal.
   4. Remove abandoned pipe, ducts, conduits, and equipment, including those above accessible ceilings; remove back to source of supply where possible, otherwise cap stub and tag with identification.
G. Protect existing work to remain.
   1. Prevent movement of structure; provide shoring and bracing if necessary.
   2. Perform cutting to accomplish removals neatly and as specified for cutting new work.
   3. Repair adjacent construction and finishes damaged during removal work.
   4. Patch as specified for patching new work.

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

END OF SECTION 02 4100
SECTION 05 7360
STAINLESS STEEL GLASS CLAMP POSTS

PART 1 GENERAL

1.01 REFERENCES

A. B. American National Standards Institute (ANSI)
   1. ANSI A97.1 Safety Performance Specifications and Methods of Test for Safety Glazing
      Material used in Buildings.

B. National Association of Architectural Metal Manufacturers (NAAMM) and National Ornamental
   and Miscellaneous Metals Association (NOMMA)

1.02 SUBMITTALS

A. Submit shop drawings and product data under provisions of Section 01 3000 – Administrative
   Requirements.
   1. Show section and plan details.
   2. Show all field connections.
   3. Indicate all required field measurements.
   4. Indicate component details, materials, finishes, connection and joining methods, and the
      relationship to adjoining work.

B. B. Product Data: Manufacturer's specifications and technical data including the following:
   1. Detailed specification of construction and fabrication.
   2. Manufacturer's installation instructions.

1.03 QUALITY ASSURANCE

A. B. Installer's Qualifications: Firm with demonstrated experience in installation of systems
   similar in complexity to those required for this Project.

B. C. Regulatory Requirements:
   1. Components and installation are to be in accordance with state and local code authorities.

C. Certifications:
   1. 1. Furnish certification that all components and fittings are furnished by the same
       manufacturer or approved by the primary component manufacturer.

1.04 DELIVERY, STORAGE, AND HANDLING

A. A. Deliver materials to the job site in good condition and properly protected against damage to
   finished surfaces.

B. Storage on site:
   1. Store material in a location and in a manner to avoid damage. Stacking shall be done in a
      way, which will prevent bending.
   2. Store material in a clean, dry location away from uncured concrete and masonry.
   3. 3. Keep handling on site to a minimum. Exercise particular care to avoid damage to
       finishes of material.

PART 2 PRODUCTS

2.01 MANUFACTURERS

A. Stainless steel glass clamp post kits shall be manufactured by:
   1. C.R. Laurence Co., Inc.; Phone: 800-421-6144 Fax: 800-262-3299
   2. Web Site: www.crl-arch.com
   3. Email: railings@crlaurence.com

2.02 MATERIALS AND FINISHES

A. CR Laurence SPS42CBS (Custom Heights).

B. Schedule 40 1.9 inch square stainless steel post kits with mechanical fittings and attachment for
   field installation.

C. Shop fabricate such that no jobsite welding, grinding or cutting is required.
D. Finish: Brushed Stainless
E. D. Post Heights: 46” and 56” (attach to ceiling/soffit above).
F. E. Post configurations:
   1. End Post
   2. 90 Degree Corner
   3. 180 Degree Center
G. Standard bottom flange with cover canopy.
H. Top flange and attachment where shown in plan.

PART 3 EXECUTION

3.01 PREPARATION
A. Do not proceed with installation until substrates have been properly prepared and deviations from manufacturer's recommended tolerances are corrected. Prepare surfaces using the methods recommended by the manufacturer for achieving the best result for the substrate under the project conditions.

3.02 INSTALLATION
A. Install glass clamp post kits plumb, level, and true and in accordance with manufacturer's installation instructions and recommendations.
B. Provide anchorage devices and fittings to secure to in-place construction to adjacent construction. Separate dissimilar materials with bushings, grommets or washers to prevent electrolytic corrosion.
C. Field touch-up of finishes only acceptable if done as per manufacturer's recommendations.
D. Return components with damaged finishes to shop for required alterations according to manufacturer’s return policy, followed by complete refinishing or provide new components.
E. Secure mounting brackets to building structure in a positive manner using manufacturer recommended reinforcement and anchorage methods for substrate conditions. Locate brackets and hardware at spacing required per approved shop drawings.

3.03 CLEANING
A. Clean glazing surfaces after installation, complying with requirements contained in the manufacturer's instructions. Remove excess glazing sealant compounds, dirt or other substances.
B. Remove protective films from metal surfaces.
C. Clean metal surfaces with clean water and a mild detergent. Do not use abrasive chemicals, detergents, or other implements that may mar or gouge the material.

3.04 PROTECTION
A. Institute protective measures required throughout the remainder of the construction period to ensure that all the materials do not incur any damage or deterioration.
B. Repair components damaged by subsequent construction activities in accordance with manufacturer's recommendations; replace damaged components that cannot be repaired to Architect's acceptance.

END OF SECTION 05 7360
SECTION 06 1000
ROUGH CARPENTRY

PART 1 GENERAL

1.01 SECTION INCLUDES
   A. Preservative treated wood materials.
   B. Concealed wood blocking, nailers, and supports.

1.02 REFERENCE STANDARDS
   A. ASTM A153/A153M - Standard Specification for Zinc Coating (Hot-Dip) on Iron and Steel
      Hardware; 2016a.
   D. SPIB (GR) - Grading Rules; 2014.

1.03 DELIVERY, STORAGE, AND HANDLING
   A. General: Cover wood products to protect against moisture. Support stacked products to prevent
      deformation and to allow air circulation.

1.04 WARRANTY
   A. See Section 01 7800 - Closeout Submittals, for additional warranty requirements.
   B. Correct defective Work within a five year period after Date of Substantial Completion.

PART 2 PRODUCTS

2.01 GENERAL REQUIREMENTS
   A. Dimension Lumber: Comply with PS 20 and requirements of specified grading agencies.
      1. Species: Southern Pine, unless otherwise indicated.
      2. Lumber of other species or grades is acceptable provided structural and appearance
         characteristics are equivalent to or better than products specified.
   B. Lumber fabricated from old growth timber is not permitted.

2.02 DIMENSION LUMBER FOR CONCEALED APPLICATIONS
   A. Grading Agency: Southern Pine Inspection Bureau, Inc; SPIB (GR).
   B. Sizes: Nominal sizes as indicated on drawings, S4S.
   C. Moisture Content: S-dry or MC19.
   D. Miscellaneous Framing, Blocking, Nailers, Grounds, and Furring:
      1. Lumber: S4S, No. 2 or Standard Grade.
      2. Boards: Standard or No. 3.

2.03 ACCESSORIES
   A. Fasteners and Anchors:
      1. Metal and Finish: Hot-dipped galvanized steel complying with ASTM A153/A153M for
         high humidity and preservative-treated wood locations, unfinished steel elsewhere.
      2. Anchors: Expansion shield and lag bolt type for anchorage to solid masonry or concrete.

2.04 FACTORY WOOD TREATMENT
   A. Treated Lumber and Plywood: Comply with requirements of AWPA U1 - Use Category System
      for wood treatments determined by use categories, expected service conditions, and specific
      applications.
      1. Preservative-Treated Wood: Provide lumber and plywood marked or stamped by an
         ALSC-accredited testing agency, certifying level and type of treatment in accordance with
         AWPA standards.
   B. Preservative Treatment:
   a. Kiln dry lumber after treatment to maximum moisture content of 19 percent.
   b. Treat lumber in contact with masonry or concrete.
   c. Treat lumber with preservative appropriate for indoor use.

PART 3 EXECUTION

3.01 PREPARATION
   A. Coordinate installation of rough carpentry members specified in other sections.

3.02 INSTALLATION - GENERAL
   A. Select material sizes to minimize waste.
   B. Reuse scrap to the greatest extent possible; clearly separate scrap for use on site as accessory components, including: shims, bracing, and blocking.
   C. Where treated wood is used on interior, provide temporary ventilation during and immediately after installation sufficient to remove indoor air contaminants.

3.03 BLOCKING, NAILERS, AND SUPPORTS
   A. Provide framing and blocking members as indicated or as required to support finishes, fixtures, specialty items, and trim.
   B. In framed assemblies that have concealed spaces, provide solid wood fireblocking as required by applicable local code, to close concealed draft openings between floors and between top story and roof/attic space; other material acceptable to code authorities may be used in lieu of solid wood blocking.
   C. In metal stud walls, provide continuous blocking around door and window openings for anchorage of frames, securely attached to stud framing.
   D. In walls, provide blocking attached to studs as backing and support for wall-mounted items, unless item can be securely fastened to two or more studs or other method of support is explicitly indicated.
   E. Provide the following specific non-structural framing and blocking:
      1. Cabinets and shelf supports.
      2. Wall brackets.
      3. Joints of rigid wall coverings that occur between studs.

3.04 TOLERANCES
   A. Framing Members: 1/4 inch from true position, maximum.
   B. Variation from Plane (Other than Floors): 1/4 inch in 10 feet maximum, and 1/4 inch in 30 feet maximum.

3.05 CLEANING
   A. Do not leave any wood, shavings, sawdust, etc. on the ground or buried in fill.
   B. Prevent sawdust and wood shavings from entering the storm drainage system.

END OF SECTION 06 1000
SECTION 06 4100
ARCHITECTURAL WOOD CASEWORK

PART 1 GENERAL

1.01 SECTION INCLUDES
A. Specially fabricated cabinet units.
B. Hardware.

1.02 RELATED REQUIREMENTS
A. Section 12 3600 - Countertops.

1.03 REFERENCE STANDARDS
A. AWI/AWMAC/WI (AWS) - Architectural Woodwork Standards; 2014.
C. NEMA LD 3 - High-Pressure Decorative Laminates; 2005.

1.04 SUBMITTALS
A. See Section 01 3000 - Administrative Requirements, for submittal procedures.
B. Shop Drawings: Indicate materials, component profiles, fastening methods, jointing details, and accessories.
   1. Scale of Drawings: 1-1/2 inch to 1 foot, minimum.
   2. Provide the information required by AWI/AWMAC/WI (AWS) or AWMAC/WI (NAAWS).
C. Product Data: Provide data for hardware accessories.
D. Samples: Submit actual samples of architectural cabinet construction, minimum 12 inches square, illustrating proposed cabinet, countertop, and shelf unit substrate and finish.
E. Samples: Submit actual sample items of proposed pulls, hinges, shelf standards, and locksets, demonstrating hardware design, quality, and finish.

1.05 QUALITY ASSURANCE
A. Fabricator Qualifications: Company specializing in fabricating the products specified in this section with minimum five years of documented experience.
   1. Accredited participant in the specified certification program prior to the commencement of fabrication and throughout the duration of the project.
   2. Single Source Responsibility: Provide and install this work from single fabricator.
B. Quality Certification:
   1. Provide labels or certificates indicating that the installed work complies with AWI/AWMAC/WI (AWS) or AWMAC/WI (NAAWS) requirements for grade or grades specified.
   2. Provide designated labels on shop drawings as required by certification program.
   3. Provide designated labels on installed products as required by certification program.
   4. Submit certifications upon completion of installation that verifies this work is in compliance with specified requirements.
   5. Replace, repair, or rework all work for which certification is refused.

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

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

2.01 CABINETS
   A. Quality Standard: Custom Grade, in accordance with AWI/AWMAC/WI (AWS) or AWMAC/WI (NAAWS), unless noted otherwise.
   B. Plastic Laminate Faced Cabinets: Custom grade.
   C. Cabinets:
      2. Finish - Exposed Interior Surfaces: Solid phenolic.
      3. Finish - Semi-Exposed Surfaces: Wood
      4. Casework Construction Type: Type A - Frameless.
      5. Adjustable Shelf Loading: 50 lbs. per sq. ft.
         a. Deflection: L/144.
      7. Drawer Side Construction: Multiple-dovetailed.

2.02 WOOD-BASED COMPONENTS
   A. Wood fabricated from old growth timber is not permitted.

2.03 LAMINATE MATERIALS
   A. Manufacturers:
      4. Substitutions: See Section 01 6000 - Product Requirements.
   B. High Pressure Decorative Laminate (HPDL): NEMA LD 3, types as recommended for specific applications.
   C. Provide specific types as indicated.
      1. Vertical Surfaces: VGS, 0.028 inch nominal thickness, color as selected, satin finish.
      2. Laminate Backer: BKL, 0.020 inch nominal thickness, undecorated; for application to concealed backside of panels faced with high pressure decorative laminate.

2.04 COUNTERTOPS
   A. Countertops are specified in Section 12 3600.

2.05 ACCESSORIES
   A. Adhesive: Type recommended by AWI/AWMAC to suit application.
   B. Grommets: Standard plastic or rubber grommets for cut-outs, in color to match adjacent surface.
      1. Allow for up to six grommeted cut outs in countertop. Coordinate locations with Owner's Representative.

2.06 HARDWARE
   A. Adjustable Shelf Supports: Standard side-mounted system using recessed metal shelf standards or multiple holes for pin supports and coordinated self rests, polished chrome or satin chrome finish, for nominal 1 inch spacing adjustments.
      1. Plastic shelf supports not permitted.

2.07 FABRICATION
   A. Assembly: Shop assemble cabinets for delivery to site in units easily handled and to permit passage through building openings.
   B. Fitting: When necessary to cut and fit on site, provide materials with ample allowance for cutting. Provide matching trim for scribing and site cutting.
C. Plastic Laminate: Apply plastic laminate finish in full uninterrupted sheets consistent with manufactured sizes. Fit corners and joints hairline; secure with concealed fasteners. Slightly bevel arises. Locate counter butt joints minimum 2 feet from sink cut-outs.
   1. Apply laminate backing sheet to reverse side of plastic laminate finished surfaces.
   2. Cap exposed plastic laminate finish edges with material of same finish and pattern.

D. Mechanically fasten back splash to countertops at 16 inches on center.

PART 3 EXECUTION

3.01 EXAMINATION
   A. Verify adequacy of backing and support framing.
   B. Verify location and sizes of utility rough-in associated with work of this section.

3.02 INSTALLATION
   A. Set and secure custom cabinets in place, assuring that they are rigid, plumb, and level.
   B. Use fixture attachments in concealed locations for wall mounted components.
   C. Use concealed joint fasteners to align and secure adjoining cabinet units.
   D. Carefully scribe casework abutting other components, with maximum gaps of 1/32 inch. Do not use additional overlay trim for this purpose.
   E. Secure cabinets to floor using appropriate angles and anchorages.
   F. Countersink anchorage devices at exposed locations. Conceal with solid wood plugs of species to match surrounding wood; finish flush with surrounding surfaces.

3.03 ADJUSTING
   A. Adjust installed work.
   B. Adjust moving or operating parts to function smoothly and correctly.

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

END OF SECTION 06 4100
SECTION 08 1213
HOLLOW METAL FRAMES

PART 1 GENERAL
1.01 SECTION INCLUDES
   A. Non-fire-rated hollow metal frames for non-hollow metal doors.

1.02 RELATED REQUIREMENTS
   A. Section 08 7100 - Door Hardware: Hardware, silencers, and weatherstripping.

1.03 REFERENCE STANDARDS
   C. ANSI/SDI A250.8 - Specifications for Standard Steel Doors and Frames (SDI-100); 2014.
   E. ASTM A653/A653M - Standard Specification for Steel Sheet, Zinc-Coated (Galvanized) or Zinc-Iron Alloy-Coated (Galvannealed) by the Hot-Dip Process; 2015.
   H. BHMA A156.115 - American National Standard for Hardware Preparation in Steel Doors and Steel Frames; 2014.
   L. NAAMM HMMA 831 - Hardware Locations for Hollow Metal Doors and Frames; 2011.

1.04 DELIVERY, STORAGE, AND HANDLING
   A. Store in accordance with applicable requirements and in compliance with standards and/or custom guidelines as indicated.
   B. Protect with resilient packaging; avoid humidity build-up under coverings; prevent corrosion.

PART 2 PRODUCTS
2.01 MANUFACTURERS
   A. Hollow Metal Frames with Integral Casings:
      1. Ceco Door, an Assa Abloy Group company; ____: www.assaabloydss.com/#sle.
      2. Curries, an Assa Abloy Group company; ____: www.assaabloydss.com/#sle.
      4. Steelcraft, an Allegion brand; ____: www.allegion.com/#sle.

2.02 PERFORMANCE REQUIREMENTS
   A. Door Frame Type: Provide hollow metal door frames with integral casings.
B. Steel Sheet: Comply with one or more of the following requirements; galvannealed steel complying with ASTM A653/A653M, cold-rolled steel complying with ASTM A1008/A1008M, or hot-rolled pickled and oiled (HRPO) steel complying with ASTM A1011/A1011M, commercial steel (CS) Type B, for each.

C. Accessibility: Comply with ICC A117.1 and ADA Standards.

D. Combined Requirements: If a particular door and frame unit is indicated to comply with more than one type of requirement, comply with the specified requirements for each type; for instance, an exterior frame that is also indicated as being sound-rated must comply with the requirements specified for exterior frames and for sound-rated frames; where two requirements conflict, comply with the most stringent.

E. Hardware Preparations, Selections and Locations: Comply with BHMA A156.115, NAAMM HMMA 830, NAAMM HMMA 831 or ANSI/SDI A250.8 (SDI-100) in accordance with specified requirements.

2.03 HOLLOW METAL DOOR FRAMES WITH INTEGRAL CASINGS

A. Interior Door Frames, Non-Fire Rated: Face welded type.
   1. Based on NAAMM HMMA Custom Guidelines:
      b. Performance Level 3 - Heavy Duty, in accordance with NAAMM HMMA 805.
      c. Physical Performance Level B, 500,000 cycles; in accordance with ANSI/SDI A250.4.
      d. Frame Metal Thickness: 18 gage, 0.042 inch, minimum.

2.04 FINISHES

A. Primer: Rust-inhibiting, complying with ANSI/SDI A250.10, door manufacturer's standard.

2.05 ACCESSORIES

A. Silencers: Resilient rubber, fitted into drilled hole; 3 on strike side of single door, 3 on center mullion of pairs, and 2 on head of pairs without center mullions.

PART 3 EXECUTION

3.01 INSTALLATION

A. Install frames in accordance with manufacturer's instructions and related requirements of specified frame standards or custom guidelines indicated.

B. Coordinate frame anchor placement with wall construction.

C. Install door hardware as specified in Section 08 7100.

3.02 TOLERANCES

A. Maximum Diagonal Distortion: 1/16 inch measured with straight edges, crossed corner to corner.

END OF SECTION 08 1213
PART 1 GENERAL

1.01 SECTION INCLUDES
A. Flush wood doors; flush configuration; non-rated.

1.02 REFERENCE STANDARDS
A. AWI/AWMAC/WI (AWS) - Architectural Woodwork Standards; 2014.

1.03 SUBMITTALS
A. See Section 01 3000 - Administrative Requirements, for submittal procedures.
B. Product Data: Indicate door core materials and construction; veneer species, type and characteristics.
C. Manufacturer's Installation Instructions: Indicate special installation instructions.
D. Specimen warranty.
E. Warranty, executed in Owner's name.

1.04 QUALITY ASSURANCE
A. Installer Qualifications: Company specializing in performing work of the type specified in this section, with not less than three years of documented experience.

1.05 DELIVERY, STORAGE, AND HANDLING
A. Package, deliver and store doors in accordance with specified quality standard.
B. Accept doors on site in manufacturer's packaging. Inspect for damage.
C. Protect doors with resilient packaging sealed with heat shrunk plastic. Do not store in damp or wet areas; or in areas where sunlight might bleach veneer. Seal top and bottom edges with tinted sealer if stored more than one week. Break seal on site to permit ventilation.

1.06 WARRANTY
A. See Section 01 7800 - Closeout Submittals, for additional warranty requirements.
B. Interior Doors: Provide manufacturer's warranty for 2 years.
C. Include coverage for delamination of veneer, warping beyond specified installation tolerances, defective materials, and telegraphing core construction.

PART 2 PRODUCTS

2.01 MANUFACTURERS
A. Wood Veneer Faced Doors:

2.02 DOORS
A. Doors: Refer to drawings for locations and additional requirements.
   1. Quality Standard: Custom Grade, Heavy Duty performance, in accordance with AWI/AWMAC/WI (AWS) or AWMAC/WI (NAAWS), unless noted otherwise.
   2. Wood Veneer Faced Doors: 5-ply unless otherwise indicated.
B. Interior Doors: 1-3/4 inches thick unless otherwise indicated; flush construction.
   1. Provide solid core doors at each location.
2.03 DOOR AND PANEL CORES
   A. Non-Rated Solid Core and 20 Minute Rated Doors: Type particleboard core (PC), plies and faces as indicated.

2.04 DOOR FACINGS

2.05 DOOR CONSTRUCTION
   A. Fabricate doors in accordance with door quality standard specified.
   B. Factory machine doors for hardware other than surface-mounted hardware, in accordance with hardware requirements and dimensions.
   C. Factory fit doors for frame opening dimensions identified on shop drawings, with edge clearances in accordance with specified quality standard.
   D. Provide edge clearances in accordance with the quality standard specified.

2.06 FACTORY FINISHING - WOOD VENEER DOORS
   A. Finish work in accordance with AWI/AWMAC/WI (AWS) or AWMAC/WI (NAAWS), Section 5 - Finishing for grade specified and as follows:
      1. Transparent:
         a. System - 5, Varnish, Conversion.
         b. Stain: As selected by Architect.
         c. Sheen: Satin.

2.07 ACCESSORIES
   A. Hollow Metal Door Frames: As specified in Section 08 1213.
   B. Door Hardware: As specified in Section 08 7100.

PART 3 EXECUTION

3.01 INSTALLATION
   A. Install doors in accordance with manufacturer's instructions and specified quality standard.
   B. Factory-Finished Doors: Do not field cut or trim; if fit or clearance is not correct, replace door.
   C. Use machine tools to cut or drill for hardware.
   D. Coordinate installation of doors with installation of frames and hardware.

3.02 TOLERANCES
   A. Comply with specified quality standard for fit and clearance tolerances.
   B. Comply with specified quality standard for telegraphing, warp, and squareness.

3.03 ADJUSTING
   A. Adjust doors for smooth and balanced door movement.
   B. Adjust closers for full closure.

END OF SECTION 08 1416
SECTION 08 7100
DOOR HARDWARE

PART 1 GENERAL

1.01 RELATED REQUIREMENTS
A. Section 08 1416 - Flush Wood Doors.

1.02 REFERENCE STANDARDS
B. BHMA A156.1 - American National Standard for Butts and Hinges; 2013.
C. BHMA A156.2 - American National Standard for Bored and Preassembled Locks & Latches; 2011.
D. BHMA A156.7 - American National Standard for Template Hinge Dimensions; 2014.
E. BHMA A156.16 - American National Standard for Auxiliary Hardware; 2013.
F. BHMA A156.18 - American National Standard for Materials and Finishes; 2012.
G. DHI WDHS.3 - Recommended Locations for Architectural Hardware for Flush Wood Doors; 1993; also in WDHS-1/WDHS-5 Series, 1996.

1.03 ADMINISTRATIVE REQUIREMENTS
A. Coordinate the manufacture, fabrication, and installation of products that door hardware is installed on.
B. Furnish templates for door and frame preparation to manufacturers and fabricators of products requiring internal reinforcement for door hardware.

1.04 SUBMITTALS
A. See Section 01 3000 - Administrative Requirements, for submittal procedures.
B. Product Data: Manufacturer's catalog literature for each type of hardware, marked to clearly show products to be furnished for this project, and includes construction details, material descriptions, finishes, and dimensions and profiles of individual components.
C. Samples for Initial Selection:
   1. Submit minimum size of 2 by 4 inch for sheet samples, and minimum length of 4 inch for other products.
   2. Submit product description with samples.
D. Maintenance Data: Include data on operating hardware, lubrication requirements, and inspection procedures related to preventative maintenance.
E. Warranty: Submit manufacturer's warranty and ensure that forms have been completed in Owner's name and registered with manufacturer.

1.05 DELIVERY, STORAGE, AND HANDLING
A. Package hardware items individually; label and identify each package with door opening code to match door hardware schedule.

1.06 WARRANTY
A. See Section 01 7800 - Closeout Submittals, for additional warranty requirements.
B. Warranty against defects in material and workmanship for period indicated, from Date of Substantial Completion.
   1. Locksets and Cylinders: Three years, minimum.
   2. Other Hardware: Two years, minimum.
PART 2 PRODUCTS

2.01 DESIGN AND PERFORMANCE CRITERIA

A. Provide specified door hardware as required to make doors fully functional, compliant with applicable codes, and secure to extent indicated.

B. Provide individual items of single type, of same model, and by same manufacturer.

C. Provide door hardware products that comply with the following requirements:
   1. Applicable provisions of federal, state, and local codes.

D. Fasteners:
   1. Provide fasteners of proper type, size, quantity, and finish that comply with commercially recognized standards for proposed applications.
      a. Aluminum fasteners are not permitted.
      b. Provide phillips flat-head screws with heads finished to match door surface hardware unless otherwise indicated.
   2. Provide machine screws for attachment to reinforced hollow metal and aluminum frames.
      a. Self-drilling (Tek) type screws are not permitted.

2.02 HINGES

A. Manufacturers:

B. Hinges: Complying with BHMA A156.1, Grade 1.
   1. Butt Hinges: Complying with BHMA A156.1 and BHMA A156.7 for templated hinges.
      a. Provide hinge width required to clear surrounding trim.
   2. Provide hinges on every swinging door.
   3. Provide five-knuckle full mortise butt hinges unless otherwise indicated.
   4. Provide non-removable pins on exterior outswinging doors.
   5. Provide following quantity of butt hinges for each door:
      a. Doors From 60 inches High up to 90 inches High: Three hinges.

2.03 LOCK CYLINDERS

A. Lock Cylinders: Provide key access on outside of each lock, unless otherwise indicated.
   1. Provide cylinders from same manufacturer as locking device.
   2. Provide cams and/or tailpieces as required for locking devices.
   3. Confirm compatibility with Owner's current keying and maintenance systems prior to ordering.

2.04 CYLINDRICAL LOCKS

A. Manufacturers:

B. Cylindrical Locks (Bored): Complying with BHMA A156.2, Grade 1, 4000 Series.
   1. Bored Hole: 2-1/8 inch diameter.
   2. Latchbolt Throw: 1/2 inch, minimum.
   4. Strikes: Provide manufacturer's standard strike for each latchset or lockset with strike box and curved lip extending to protect frame in compliance with indicated requirements.
      a. Finish: To match lock or latch.
   5. Provide an office lockset for swinging door where hardware set is not indicated.

2.05 WALL STOPS

A. Manufacturers:
   1. Rockwood; an Assa Abloy Group company; _____: www.assaabloydss.com/#sle.

B. Wall Stops: Complying with BHMA A156.16, Grade 1 and Resilient Material Retention Test as described in this standard.
   1. Type: Bumper, concave, wall stop.
   3. Provide wood blocking in wall at each wall stop location (Section 06 1000).

2.06 SILENCERS
   A. Silencers: Provide at equal locations on door frame to mute sound of door's impact upon closing.
      1. Single Door: Provide three on strike jamb of frame.
      2. Pair of Doors: Provide two on head of frame, one for each door at latch side.

2.07 FINISHES
   A. Finishes: Provide door hardware of same finish, unless otherwise indicated.
      1. Primary Finish: 626; satin chromium plated over nickel, with brass or bronze base material (former US equivalent US26D); BHMA A156.18.

PART 3 EXECUTION

3.01 INSTALLATION
   A. Install hardware in accordance with manufacturer's instructions and applicable codes.
   B. Use templates provided by hardware item manufacturer.
   C. Door Hardware Mounting Heights: Distance from finished floor to center line of hardware item.
      1. For Wood Doors: Install in compliance with DHI WDHS.3 recommendations.
      2. Flush Wood Doors: Refer to Section 08 1416.
      3. Mounting heights in compliance with ADA Standards:

3.02 ADJUSTING
   A. Adjust work under provisions of Section 01 7000 - Execution and Closeout Requirements.
   B. Adjust hardware for smooth operation.
   C. Adjust gasketing for complete, continuous seal; replace if unable to make complete seal.

3.03 CLEANING
   A. Clean finished hardware in accordance with manufacturer's written instructions after final adjustments have been made.
   B. Clean adjacent surfaces soiled by hardware installation.
   C. Replace items that cannot be cleaned to manufacturer's level of finish quality at no additional cost.

3.04 PROTECTION
   A. Protect finished Work under provisions of Section 01 7000 - Execution and Closeout Requirements.
   B. Do not permit adjacent work to damage hardware or finish.

   END OF SECTION 08 7100
SECTION 08 8000
GLAZING

PART 1  GENERAL
1.01  SECTION INCLUDES
A. Glazing units.

1.02  SUBMITTALS
A. Samples: Submit two samples 3 by 3 inch in size of glass units.
B. Samples: Submit one sample of each type of mounting post and bracket to be used, in selected color/finish for review/approval by Owner.
C. Warranty Documentation: Submit manufacturer warranty and ensure that forms have been completed in Owner's name and registered with manufacturer.

1.03  QUALITY ASSURANCE
A. Manufacturer Qualifications: Company specializing in manufacturing the products specified in this section with minimum three years of documented experience.
B. Installer Qualifications: Company specializing in performing work of the type specified and with at least three years documented experience.

PART 2  PRODUCTS
2.01  MANUFACTURERS
A. Float Glass Manufacturers:
   1. AGC Glass Company North America, Inc; _____:  www.us.agc.com/#sle.
   4. Substitutions: submit alternative manufacturer and product info minimum one week prior to bidding for consideration by Architect/Owner. Requesting a substitution does not guarantee acceptance of the alternate product.

2.02  GLAZING UNITS
A. Monolithic Interior Vision Glazing:
   1. Applications: Interior glazing unless otherwise indicated.
   2. Glass Type: Fully tempered float glass.
   3. Tint: Clear.
   4. Thickness: 1/2 inch, nominal.

PART 3  EXECUTION
3.01  VERIFICATION OF CONDITIONS
A. Verify that openings for glazing are correctly sized and within tolerances, including those for size, squareness, and offsets at corners.
B. Verify that surfaces of glazing channels or recesses are clean, free of obstructions that may impede moisture movement, weeps are clear, and support framing is ready to receive glazing system.

3.02  INSTALLATION, GENERAL
A. Do not exceed edge pressures around perimeter of glass lites as stipulated by glass manufacturer.
B. Set glass lites of system with uniform pattern, draw, bow, and similar characteristics.
C. Prevent glass from contact with any contaminating substances that may be the result of construction operations such as, and not limited to the following; weld splatter, fire-safing, plastering, mortar droppings, etc.
3.03 CLEANING
   A. Remove excess glazing materials from finish surfaces immediately after application using solvents or cleaners recommended by manufacturers.
   B. Remove non-permanent labels immediately after glazing installation is complete.
   C. Clean glass and adjacent surfaces after sealants are fully cured.
   D. Clean glass on both exposed surfaces not more than 4 days prior to Date of Substantial Completion in accordance with glass manufacturer's written recommendations.

3.04 PROTECTION
   A. After installation, mark pane with an 'X' by using removable plastic tape or paste.
   B. Remove and replace glass that is damaged during construction period prior to Date of Substantial Completion.

END OF SECTION 08 8000
SECTION 09 2116
GYPSUM BOARD ASSEMBLIES

PART 1 GENERAL

1.01 SECTION INCLUDES

A. Metal stud wall framing.
B. Metal channel ceiling framing.
C. Acoustic insulation.
D. Gypsum wallboard.
E. Joint treatment and accessories.

1.02 REFERENCE STANDARDS

A. AISI S100-12 - North American Specification for the Design of Cold-Formed Steel Structural Members; American Iron and Steel Institute; 2012.
B. AISI SG02-1 - North American Specification for the Design of Cold-Formed Steel Structural Members; American Iron and Steel Institute; 2001 with 2004 supplement. (replaced SG-971)
C. ASTM A653/A653M - Standard Specification for Steel Sheet, Zinc-Coated (Galvanized) or Zinc-Iron Alloy-Coated (Galvannealed) by the Hot-Dip Process; 2015.
H. ASTM C954 - Standard Specification for Steel Drill Screws for the Application of Gypsum Panel Products or Metal Plaster Bases to Steel Studs From 0.033 in. (0.84 mm) to 0.112 in. (2.84 mm) in Thickness; 2015.
I. ASTM C1002 - Standard Specification for Steel Self-Piercing Tapping Screws for Application of Gypsum Panel Products or Metal Plaster Bases to Wood Studs or Steel Studs; 2014.

1.03 SUBMITTALS

A. See Section 01 3000 - Administrative Requirements, for submittal procedures.
B. Product Data: Provide data on metal framing, gypsum board, accessories, and joint finishing system.
C. Product Data: Provide manufacturer's data on partition head to structure connectors, showing compliance with requirements.

1.04 QUALITY ASSURANCE

A. Installer Qualifications: Company specializing in performing gypsum board installation and finishing, with minimum 3 years of experience.

PART 2 PRODUCTS

2.01 GYPSUM BOARD ASSEMBLIES

A. Provide completed assemblies complying with ASTM C840 and GA-216.
2.02 METAL FRAMING MATERIALS

A. Manufacturers - Metal Framing, Connectors, and Accessories:

B. Non-Loadbearing Framing System Components: ASTM C645; galvanized sheet steel, of size and properties necessary to comply with ASTM C754 for the spacing indicated, with maximum deflection of wall framing of L/240 at 7.5 psf.
1. Studs: "C" shaped with flat or formed webs with knurled faces.
2. Runners: U shaped, sized to match studs.

C. Partition Head to Structure Connections: Provide mechanical anchorage devices that accommodate deflection using slotted holes, screws and anti-friction bushings, preventing rotation of studs while maintaining structural performance of partition.
1. Structural Performance: Maintain lateral load resistance and vertical movement capacity required by applicable code, when evaluated in accordance with AISI S100-12.

D. Non-structural Framing Accessories:
1. Ceiling Hangers: Type and size as specified in ASTM C754 for spacing required.
2. Framing Connectors: ASTM A653/A653M G90 galvanized steel clips; secures cold rolled channel to wall studs for lateral bracing.

2.03 BOARD MATERIALS

A. Manufacturers - Gypsum-Based Board:
2. CertainTeed Corporation; www.certainteed.com/#sle.

B. Gypsum Wallboard: Paper-faced gypsum panels as defined in ASTM C1396/C1396M; sizes to minimize joints in place; ends square cut.
1. Application: Use for vertical surfaces and ceilings, unless otherwise indicated.
2. Mold Resistance: Score of 10, when tested in accordance with ASTM D3273.
   a. Mold resistant board is required at all locations.
3. Thickness:
4. Mold Resistant Paper Faced Products:
   a. American Gypsum Company; M-Bloc.
   b. CertainTeed Corporation; M2Tech 5/8" Type C Moisture & Mold Resistant Drywall.
   c. Georgia-Pacific Gypsum; ToughRock Mold-Guard.
   d. National Gypsum Company; Gold Bond XP Gypsum Board.

2.04 ACCESSORIES

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

B. Finishing Accessories: ASTM C1047, galvanized steel or rolled zinc, unless noted otherwise.
1. Types: As detailed or required for finished appearance.
2. Special Shapes: In addition to conventional corner bead and control joints, provide U-bead at exposed panel edges.
3. Products:
   a. Same manufacturer as framing materials.

C. Joint Materials: ASTM C475/C475M and as recommended by gypsum board manufacturer for project conditions.
1. Tape: 2 inch wide, creased paper tape for joints and corners, except as otherwise indicated.

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

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

PART 3 EXECUTION

3.01 EXAMINATION

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

3.02 FRAMING INSTALLATION

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

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

C. Studs: Space studs at 16 inches on center.
   1. Extend partition framing to structure in all locations.
   2. Partitions Terminating at Structure: Attach top runner to structure, maintain clearance between top of studs and structure, and connect studs to track using specified mechanical devices in accordance with manufacturer's instructions; verify free movement of top of stud connections; do not leave studs unattached to track.

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

E. Blocking: Install wood blocking for support of:
   1. Framed openings.
   2. Wall-mounted cabinets.
   3. Wall mounted door hardware.

3.03 ACOUSTIC ACCESSORIES INSTALLATION

A. Acoustic Insulation: Place tightly within spaces, around cut openings, behind and around electrical and mechanical items within partitions, and tight to items passing through partitions.

B. Acoustic Sealant: Install in accordance with manufacturer's instructions.
   1. Place two beads continuously on substrate before installation of perimeter framing members.
   2. Seal around all penetrations by conduit, pipe, ducts, and rough-in boxes, except where firestopping is provided.

3.04 BOARD INSTALLATION

A. Comply with ASTM C840, GA-216, and manufacturer's instructions. Install to minimize butt end joints, especially in highly visible locations.

B. Single-Layer Non-Rated: Install gypsum board parallel to framing, with ends and edges occurring over firm bearing.

C. Installation on Metal Framing: Use screws for attachment of gypsum board.

D. Installation on Wood Framing: For non-rated assemblies, install as follows:

E. Moisture Protection: Treat cut edges and holes in moisture resistant gypsum board with sealant.

3.05 INSTALLATION OF TRIM AND ACCESSORIES

A. Corner Beads: Install at external corners, using longest practical lengths.

B. Edge Trim: Install at locations where gypsum board abuts dissimilar materials.
3.06 JOINT TREATMENT

A. Paper Faced Gypsum Board: Use paper joint tape, embed with drying type joint compound and finish with drying type joint compound.

B. Finish gypsum board in accordance with levels defined in ASTM C840, as follows:
   1. Level 4: Walls and ceilings to receive paint finish or wall coverings, unless otherwise indicated.
   2. Level 2: In utility areas, behind cabinetry, and on backing board to receive tile finish.
   3. Level 1: Wall areas above finished ceilings, whether or not accessible in the completed construction.

C. Tape, fill, and sand exposed joints, edges, and corners to produce smooth surface ready to receive finishes.
   1. Feather coats of joint compound so that camber is maximum 1/32 inch.

3.07 TOLERANCES

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

END OF SECTION 09 2116
SECTION 09 5100
ACOUSTICAL CEILINGS

PART 1 GENERAL
1.01 SECTION INCLUDES
   A. Suspended metal grid ceiling system.
   B. Acoustical units.

1.02 REFERENCE STANDARDS
   B. ASTM E1264 - Standard Classification for Acoustical Ceiling Products; 2014.

1.03 ADMINISTRATIVE REQUIREMENTS
   A. Do not install acoustical units until after interior wet work is dry.

1.04 SUBMITTALS
   A. See Section 01 3000 - Administrative Requirements, for submittal procedures.
   B. Grid Layout if it differs from Architect's Reflected Ceiling Plans.
   C. Product Data: Provide data on suspension system components.
   D. Samples: Submit two full size samples illustrating material and finish of acoustical units.

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

PART 2 PRODUCTS
2.01 MANUFACTURERS
   A. Acoustic Tiles/panels:
      3. USG; ____; www.usg.com/#sle.
   B. Suspension Systems:
      1. Same as for acoustical units.

2.02 ACOUSTICAL UNITS
   A. Acoustical Units - General: ASTM E1264, Class A.
   B. Acoustical Tiles: Painted mineral fiber, with the following characteristics:
      1. Classification: ASTM E1264 Type III.
      2. Size: 24 by 48 inch.
      4. Tile Edge: Square.

2.03 SUSPENSION SYSTEM(S)
   A. Suspension Systems - General: Complying with ASTM C635/C635M; die cut and interlocking components, with stabilizer bars, clips, splices, and perimeter moldings as required.
   B. Exposed Suspension System: Hot-dipped galvanized steel grid with aluminum cap.
      1. Structural Classification: Intermediate-duty, when tested in accordance with ASTM C635/C635M.
      2. Profile: Tee; 15/16 inch face width.
      3. Finish: Baked enamel.

C. Attachment Devices: Size for five times design load indicated in ASTM C 635, Table 1, Direct Hung unless otherwise indicated.

D. Wire for Hangers and Ties: ASTM A 641, Class 1 zinc coating, soft annealed, with a yield stress load of at least time three design load, but not less than 12 gauge.

2.04 ACCESSORIES

A. Support Channels and Hangers: Galvanized steel; size and type to suit application, seismic requirements, and ceiling system flatness requirement specified.

B. Hanger Wire: 12-gage 0.08 inch galvanized steel wire.

C. Perimeter Moldings: Same material and finish as grid.

D. Touch-up Paint: Type and color to match acoustical and grid units.

PART 3 EXECUTION

3.01 INSTALLATION - SUSPENSION SYSTEM

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

B. Locate system on room axis according to reflected plan.

C. Laterally brace the suspension system by means of splayed wire bunches per detail shown at Architect's ceiling plans, and per manufacturer's directions.

D. Install after major above-ceiling work is complete. Coordinate the location of hangers with other work.

E. Hang suspension system independent of walls, columns, ducts, pipes and conduit. Where carrying members are spliced, avoid visible displacement of face plane of adjacent members.

F. Where ducts or other equipment prevent the regular spacing of hangers, reinforce the nearest affected hangers and related carrying channels to span the extra distance.

G. Do not support components on main runners or cross runners if weight causes total dead load to exceed deflection capability.

H. Support fixture loads using supplementary hangers located within 6 inches of each corner, or support components independently.

I. Do not eccentrically load system or induce rotation of runners.

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

3.02 INSTALLATION - ACOUSTICAL UNITS

A. Install acoustical units in accordance with manufacturer's instructions.

B. Fit acoustical units in place, free from damaged edges or other defects detrimental to appearance and function.

C. Fit border trim neatly against abutting surfaces.

D. Install units after above-ceiling work is complete.

E. Install acoustical units level, in uniform plane, and free from twist, warp, and dents.

F. Cutting Acoustical Units:
   1. Cut to fit irregular grid and perimeter edge trim.
   2. Make field cut edges of same profile as factory edges.
   3. Double cut and field paint exposed reveal edges.

G. Where round obstructions occur, provide preformed closures to match perimeter molding.
H. Lay acoustical insulation for a distance of 36 inches either side of acoustical partitions as indicated.

3.03 TOLERANCES
   A. Maximum Variation from Flat and Level Surface:  1/8 inch in 10 feet.
   B. Maximum Variation from Plumb of Grid Members Caused by Eccentric Loads: 2 degrees.

END OF SECTION 09 5100
SECTION 09 6500
RESILIENT FLOORING

PART 1 GENERAL
1.01 SECTION INCLUDES
   A. Resilient base.

1.02 REFERENCE STANDARDS

1.03 SUBMITTALS
   A. See Section 01 3000 - Administrative Requirements, for submittal procedures.
   B. Selection Samples: Submit manufacturer's complete set of color samples for Architect's initial selection.

PART 2 PRODUCTS
2.01 RESILIENT BASE
   A. Resilient Base: ASTM F1861, Type TS rubber, vulcanized thermoset; top set Style B, Cove.
      1. Manufacturers:
         b. Roppe Corp; _______: www.roppe.com/#sle.
         c. Armstrong Flooring.
      2. Height: 4 inch.
      3. Thickness: 0.125 inch.
      5. Length: 4 foot sections.
      6. Color: To be selected by Architect from manufacturer's full range.

PART 3 EXECUTION
3.01 PREPARATION
   A. Clean substrate.

3.02 INSTALLATION - GENERAL
   A. Install in accordance with manufacturer's written instructions.
   B. Spread only enough adhesive to permit installation of materials before initial set.
   C. Fit joints and butt seams tightly.

3.03 INSTALLATION - RESILIENT BASE
   A. Fit joints tightly and make vertical. Maintain minimum dimension of 18 inches between joints.
   B. Install base on solid backing. Bond tightly to wall and floor surfaces.

3.04 SCHEDULE
   A. Provide new base only in Public Lobby area, where new carpet squares are being installed.

END OF SECTION 09 6500
SECTION 09 6813
TILE CARPETING

PART 1 GENERAL

1.01 REFERENCE STANDARDS
B. CRI 104 - Standard for Installation of Commercial Carpet; 2015.

1.02 SUBMITTALS
A. See Section 01 3000 - Administrative Requirements, for submittal procedures.
B. Samples: Submit two carpet tiles illustrating color and pattern design for each carpet color selected.
C. Submit two, four inch long samples of edge strip.
D. Manufacturer's Installation Instructions: Indicate special procedures and perimeter conditions requiring special attention.
E. Maintenance Data: Include maintenance procedures, recommended maintenance materials, and suggested schedule for cleaning.
F. Maintenance Materials: Furnish the following for Owner's use in maintenance of project.
   1. See Section 01 6000 - Product Requirements, for additional provisions.
   2. Extra Carpet Tiles: three of each color and pattern installed.

1.03 FIELD CONDITIONS
A. Store materials in area of installation for minimum period of 24 hours prior to installation.

PART 2 PRODUCTS

2.01 MATERIALS
A. Tile Carpeting: Fusion bonded, manufactured in one color dye lot.
   2. Tile Size: 20x20 inch, nominal.
   3. Critical Radiant Flux: Minimum of 0.22 watts/sq cm, when tested in accordance with ASTM E648 or NFPA 253.
   5. Pile Weight: 18 oz/sq yd.

2.02 ACCESSORIES
A. Sub-Floor Filler: White premix latex; type recommended by flooring material manufacturer.
B. Edge Strips: Vinyl, black color.
C. Carpet Tile Adhesive: Recommended by carpet tile manufacturer; releasable type.

PART 3 EXECUTION

3.01 EXAMINATION
A. Verify that wall surfaces are smooth and flat within the tolerances specified for that type of work, are dust-free, and are ready to receive carpet tile.
B. Cementitious Subfloor Surfaces: Verify that substrates are ready for flooring installation by testing for moisture and alkalinity (pH).
   1. Obtain instructions if test results are not within limits recommended by flooring material manufacturer and adhesive materials manufacturer.

3.02 PREPARATION
A. Remove existing flooring.
B. Prepare floor substrates as recommended by flooring and adhesive manufacturers.
C. Remove sub-floor ridges and bumps. Fill minor or local low spots, cracks, joints, holes, and other defects with sub-floor filler.
D. Vacuum clean substrate.

3.03 INSTALLATION
A. Starting installation constitutes acceptance of sub-floor conditions.
B. Install carpet tile in accordance with manufacturer's instructions and CRI 104 (Commercial).
C. Blend carpet from different cartons to ensure minimal variation in color match.
D. Cut carpet tile clean. Fit carpet tight to intersection with vertical surfaces without gaps.
E. Lay carpet tile in square pattern, with pile direction alternating to next unit, set parallel to building lines.
F. Locate change of color or pattern between rooms under door centerline.
G. Trim carpet tile neatly at walls and around interruptions.
H. Complete installation of edge strips, concealing exposed edges.

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

END OF SECTION 09 6813
SECTION 09 9123
INTERIOR PAINTING

PART 1 GENERAL
1.01 SECTION INCLUDES
A. Surface preparation.
B. Field application of paints.
C. Scope: Finish interior surfaces exposed to view, unless fully factory-finished and unless otherwise indicated.

1.02 REFERENCE STANDARDS

1.03 SUBMITTALS
A. See Section 01 3000 - Administrative Requirements, for submittal procedures.
B. Maintenance Materials: Furnish the following for Owner's use in maintenance of project.
   1. See Section 01 6000 - Product Requirements, for additional provisions.
   2. Extra Paint and Finish Materials: one fourth gallons of each color; from the same product run, store where directed.

1.04 DELIVERY, STORAGE, AND HANDLING
A. Deliver products to site in sealed and labeled containers; inspect to verify acceptability.
B. Container Label: Include manufacturer's name, type of paint, brand name, lot number, brand code, coverage, surface preparation, drying time, cleanup requirements, color designation, and instructions for mixing and reducing.
C. Paint Materials: Store at minimum ambient temperature of 45 degrees F and a maximum of 90 degrees F, in ventilated area, and as required by manufacturer's instructions.

PART 2 PRODUCTS
2.01 MANUFACTURERS
A. Provide paints and finishes used in any individual system from the same manufacturer; no exceptions.
B. Paints:
   2. PPG Paints: www.ppgpaints.com/#sle.
   5. Benjamin-Moore

2.02 PAINTS AND FINISHES - GENERAL
A. Paints and Finishes: Ready mixed, unless intended to be a field-catalyzed paint.
   1. Where MPI paint numbers are specified, provide products listed in Master Painters Institute Approved Product List, current edition available at www.paintinfo.com, for specified MPI categories, except as otherwise indicated.
   2. Provide paints and finishes of a soft paste consistency, capable of being readily and uniformly dispersed to a homogeneous coating, with good flow and brushing properties, and capable of drying or curing free of streaks or sags.
   3. Provide materials that are compatible with one another and the substrates indicated under conditions of service and application, as demonstrated by manufacturer based on testing and field experience.
4. For opaque finishes, tint each coat including primer coat and intermediate coats, one-half shade lighter than succeeding coat, with final finish coat as base color.
5. Supply each paint material in quantity required to complete entire project's work from a single production run.
6. Do not reduce, thin, or dilute paint or finishes or add materials unless such procedure is specifically described in manufacturer's product instructions.

B. Sheens: Provide the sheens specified; where sheen is not specified, sheen will be selected later by Architect from the manufacturer's full line.

C. Colors: To be selected from manufacturer's full range of available colors.
   1. Selection to be made by Architect after award of contract.
   2. Extend colors to surface edges; colors may change at any edge as directed by Architect.

2.03 PAINT SYSTEMS - INTERIOR

A. Interior Surfaces to be Painted, Unless Otherwise Indicated: Including gypsum board.
   1. Two top coats and one coat primer.
   2. Top Coat(s): Interior Latex; MPI #43, 44, 52, 53, 54, or 114.
   3. Top Coat Sheen:
      a. Flat: MPI gloss level 1; use this sheen for ceilings and other overhead surfaces.
      b. Eggshell: MPI gloss level 3; use this sheen at walls and other vertical surfaces.
   4. Primer: As recommended by top coat manufacturer for specific substrate.

2.04 ACCESSORY MATERIALS

A. Accessory Materials: Provide primers, sealers, cleaning agents, cleaning cloths, sanding materials, and clean-up materials as required for final completion of painted surfaces.

B. Patching Material: Latex filler.

C. Fastener Head Cover Material: Latex filler.

PART 3 EXECUTION

3.01 EXAMINATION

A. Verify that surfaces are ready to receive work as instructed by the product manufacturer.
B. Examine surfaces scheduled to be finished prior to commencement of work. Report any condition that may potentially effect proper application.
C. If substrate preparation is the responsibility of another installer, notify Architect of unsatisfactory preparation before proceeding.
D. Test shop-applied primer for compatibility with subsequent cover materials.
E. Measure moisture content of surfaces using an electronic moisture meter. Do not apply finishes unless moisture content of surfaces are below the following maximums:
   1. Gypsum Wallboard: 12 percent.

3.02 PREPARATION

A. Clean surfaces thoroughly and correct defects prior to application.
B. Prepare surfaces using the methods recommended by the manufacturer for achieving the best result for the substrate under the project conditions.
C. Remove or mask surface appurtenances, including electrical plates, hardware, light fixture trim, escutcheons, and fittings, prior to preparing surfaces or finishing.
D. Seal surfaces that might cause bleed through or staining of topcoat.
E. Gypsum Board: Fill minor defects with filler compound. Spot prime defects after repair.

3.03 APPLICATION

A. Apply products in accordance with manufacturer's written instructions and recommendations in "MPI Architectural Painting Specification Manual".
B. Do not apply finishes to surfaces that are not dry. Allow applied coats to dry before next coat is applied.
C. Apply each coat to uniform appearance in thicknesses specified by manufacturer.
D. Vacuum clean surfaces of loose particles. Use tack cloth to remove dust and particles just prior to applying next coat.
E. Reinstall electrical cover plates, hardware, light fixture trim, escutcheons, and fittings removed prior to finishing.

3.04 PROTECTION
A. Protect finishes until completion of project.
B. Touch-up damaged finishes after Substantial Completion.

END OF SECTION 09 9123
SECTION 11 1713
THRU-GLASS SPEAK-THRUS

PART 1 - GENERAL

1.01 SUBMITTALS
   A. Product Data: Submit Manufacturer’s technical product data for Thru-Glass Speak-Thrus.
   B. Shop Drawings: Dimensioned drawings of CRL Thru-Glass Speak-Thrus indicating the following:
      1. Elevations.
      2. Manufacturer’s installation and maintenance instructions.

1.02 DELIVERY, STORAGE, AND HANDLING
   A. Deliver materials properly protected against damage during transit.
   B. Inspect materials upon delivery for damage. Unless minor defects can be made to meet the Architect’s specifications and satisfaction, damaged parts should be removed and replaced.
   C. Store materials at a secure building site under cover in dry location.

PART 2 - PRODUCTS

2.01 MANUFACTURERS
   A. Acceptable Product:
      1. Stainless Steel Speak-Thru
         a. 5" diameter
         b. Item #SST5
         c. Brushed Stainless Steel (#4) Finish
      2. Provided by: C.R. Laurence (CRL)
      3. Tel: (800) 421-6144 Ext. 7760 Fax: (800) 458-7496
      4. Email: transaction@crlaurence.com "mailto:transaction@crlaurence.com"

PART 3 - EXECUTION

3.01 SUPPLY AND INSTALL PER ALL MANUFACTURER’S RECOMMENDATIONS & REQUIREMENTS.

3.02 REVIEW FINAL LOCATIONS WITH OWNER & ARCHITECT PRIOR TO INSTALLING IN GLASS PARTITIONS.

END OF SECTION 11 1713
SECTION 12 3600
COUNTERTOPS

PART 1 GENERAL

1.01 REFERENCESTANDARDS
B. AWI/AWMAC/WI (AWS) - Architectural Woodwork Standards; 2014.
D. NEMA LD 3 - High-Pressure Decorative Laminates; 2005.
E. PS 1 - Structural Plywood; 2009.

1.02 SUBMITTALS
A. Product Data: Manufacturer's data sheets on each product to be used, including:
   1. Preparation instructions and recommendations.
   2. Storage and handling requirements and recommendations.
   3. Specimen warranty.
B. Shop Drawings: Complete details of materials and installation.
   1. Show construction and indicate finishes at finished ends and the lengthwise divider.
C. Selection Samples: For each finish product specified, color chips representing manufacturer's full range of available colors and patterns.
D. Test Reports: Chemical resistance testing, showing compliance with specified requirements.

1.03 DELIVERY, STORAGE, AND HANDLING
A. Store products in manufacturer's unopened packaging until ready for installation.
B. Store and dispose of solvent-based materials, and materials used with solvent-based materials, in accordance with requirements of local authorities having jurisdiction.

1.04 FIELD CONDITIONS
A. Maintain environmental conditions (temperature, humidity, and ventilation) within limits recommended by manufacturer for optimum results. Do not install products under environmental conditions outside manufacturer's absolute limits.

PART 2 PRODUCTS

2.01 COUNTERTOPS
A. Quality Standard: Custom Grade, in accordance with AWI/AWMAC/WI (AWS).
B. Solid Surfacing Countertops: Solid surfacing sheet or plastic resin casting over continuous substrate.
   1. Flat Sheet Thickness: 1/2 inch, minimum.
   2. Solid Surfacing Sheet and Plastic Resin Castings: Complying with ISFA 2-01 and NEMA LD 3; acrylic or polyester resin, mineral filler, and pigments; homogenous, non-porous and capable of being worked and repaired using standard woodworking tools; no surface coating; color and pattern consistent throughout thickness.
      a. Manufacturers:
         1) Avonite Surfaces; _____: www.avonitesurfaces.com/#sle.
         2) Dupont; _____: www.corian.com/#sle.
         3) Formica Corporation; _____: www.formica.com/#sle.
         4) Wilsonart; _____: www.wilsonart.com/#sle.
         5) Substitutions: See Section 01 6000 - Product Requirements.
   b. Surface Burning Characteristics: Flame spread index of 25, maximum; smoke developed index of 450, maximum; when tested in accordance with ASTM E84.
   d. Color/Pattern Family: Medium-grained "salt-and-pepper" look, low contrast.
3. Other Components Thickness: 1⁄2 inch, minimum.

2.02 ACCESSORY MATERIALS

A. Plywood for Supporting Substrate: PS 1 Exterior Grade, A-C veneer grade, minimum 5-ply; minimum 3⁄4 inch thick; join lengths using metal splines.

B. Adhesives: Chemical resistant waterproof adhesive as recommended by manufacturer of materials being joined.

2.03 FABRICATION

A. Fabricate tops and splashes in the largest sections practicable, with top surface of joints flush.
   1. Fabricate to overhang fronts and ends of cabinets 2 inch except where top butts against cabinet or wall.

B. Solid Surfacing: Fabricate tops up to 144 inches long in one piece; join pieces with adhesive sealant in accordance with manufacturer's recommendations and instructions.

PART 3 EXECUTION

3.01 EXAMINATION

A. Do not begin installation until substrates have been properly prepared.

B. If substrate preparation is the responsibility of another installer, notify Architect of unsatisfactory preparation before proceeding.

C. Verify that wall surfaces have been finished and mechanical and electrical services and outlets are installed in proper locations.

D. Fabricator is responsible for verifying field dimensions and other conditions.

3.02 PREPARATION

A. Clean surfaces thoroughly prior to installation.

B. Prepare surfaces using the methods recommended by the manufacturer for achieving the best result for the substrate under the project conditions.

3.03 INSTALLATION

A. Securely attach countertops to cabinets using concealed fasteners. Make flat surfaces level; shim where required.

B. Seal joint between back/end splashes and vertical surfaces.

3.04 TOLERANCES

A. Variation From Horizontal: 1⁄8 inch in 10 feet, maximum.

B. Offset From Wall, Countertops: 1⁄8 inch maximum; 1⁄16 inch minimum.

C. Field Joints: 1⁄8 inch wide, maximum.

3.05 CLEANING

A. Clean countertops surfaces thoroughly.

3.06 PROTECTION

A. Protect installed products until completion of project.

B. Touch-up, repair or replace damaged products before Date of Substantial Completion.

END OF SECTION 12 3600