

**SUBMITTAL TO THE BOARD OF SUPERVISORS  
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**

766



**FROM:** Economic Development Agency

**SUBMITTAL DATE:**  
May 12, 2011

**SUBJECT:** Riverside Centre Building, Second Floor - Tenant Improvement Project - Plans and Specifications

**RECOMMENDED MOTION:** That the Board of Supervisors:

1. Approve the plans and specifications for the Riverside Centre Building, Second Floor - Tenant Improvement Project and authorize the Clerk of the Board to advertise for bids; and
2. Delegate project management authority for the project to the Assistant County Executive Officer/EDA in accordance with applicable Board policies.

**BACKGROUND:** (Commences on Page 2)

Robert Field  
Assistant County Executive Officer/EDA

<b>FINANCIAL DATA</b>	Current F.Y. Total Cost:	\$ 0	In Current Year Budget:	Yes
	Current F.Y. Net County Cost:	\$ 0	Budget Adjustment:	No
	Annual Net County Cost:	\$ 0	For Fiscal Year:	2010/11

**COMPANION ITEM ON BOARD OF DIRECTORS AGENDA:** No

<b>SOURCE OF FUNDS:</b> EDA Real Estate Budget	Positions To Be Deleted Per A-30	<input type="checkbox"/>
	Requires 4/5 Vote	<input type="checkbox"/>

**C.E.O. RECOMMENDATION:** APPROVE

**County Executive Office Signature**

BY:   
Elizabeth J. Olson

**MINUTES OF THE BOARD OF SUPERVISORS**

On motion of Supervisor Buster, seconded by Supervisor Ashley and duly carried by unanimous vote, IT WAS ORDERED that the above matter is approved as recommended.

Ayes: Buster, Tavaglione, Stone, Benoit and Ashley  
Nays: None  
Absent: None  
Date: May 24, 2011  
xc: EDA, COB

Kecia Harper-Ihem  
Clerk of the Board  
By:   
Deputy

Prev. Agn. Ref.: 3.36 of 6/29/10; 3.32 of 4/20/10

District: 2

Agenda Number:

3.27

ATTACHMENTS FILED  
WITH THE CLERK OF THE BOARD

FORM APPROVED COUNTY COUNSEL  
BY:   
MARSHAL L. VICTOR  
DATE: 5/16/11  
Departmental Concurrence

Dep't Recomm.:  Consent  Policy  
Per Exec. Ofc.:  Consent  Policy

**BACKGROUND:**

On October 6, 2009, the Board of Supervisors approved a pre-qualified list of architectural and engineering firms to be retained on an as-needed basis. The Economic Development Agency (EDA) has selected Holt Architects, Inc. from the pre-qualified list to provide architectural services for the Riverside Centre Building, Second Floor - Tenant Improvement project.

The bid documents are now complete and EDA requests approval to solicit bids for construction of this project. EDA will return to the Board under separate cover to approve the project budget and execute any related project agreements.

On April 20, 2010, the Board of Supervisors approved the New Revenue Lease Agreement with the Federal General Services Administration to provide necessary office space for the office and staff of the United States Attorney.

All costs associated with this project will be funded through the EDA Real Estate budget. While EDA will front the costs for this lease with the government, the government will reimburse EDA for all tenant improvement costs, thus, no net county costs will be incurred.

SPECIFICATIONS AND CONTRACT DOCUMENTS  
FOR THE  
COUNTY OF RIVERSIDE

Riverside Centre, 2nd Floor Tenant Improvement Project  
Federal GSA-USAO

Project Number: FM047611047700



PREPARED BY  
COUNTY OF RIVERSIDE  
ECONOMIC DEVELOPMENT AGENCY  
PROJECT MANAGEMENT OFFICE

DECEMBER 2010

HOLT ARCHITECTS  
70-225 HIGHWAY 111, SUITE D  
RANCHO MIRAGE, CA 92270  
760-328-5280

MAY 24 2011 pgs 3.27

FORM APPROVED COUNTY COUNSEL  
BY: Marshall Victor DATE: 5/16/11  
MARSHAL VICTOR

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## NOTICE INVITING BIDS

COUNTY OF RIVERSIDE, herein called Owner, invites sealed proposals for the:

### **Riverside Centre 2nd Floor Tenant Improvement Project - Federal GSA-USAO**

This project is a 16,217 S.F. office tenant improvement for the second floor of a high rise building in downtown Riverside, CA. The work includes renovation and new construction, HVAC, electrical, plumbing and fire suppression improvements.

Proposals shall be delivered to the Clerk of the Board of Supervisors, on the 1st floor of the County Administrative Center located at 4080 Lemon Street, Riverside, CA 92501 no later than \_\_\_\_\_ a.m., on \_\_\_\_\_, 2011 to be promptly opened in public at said address.

Each Proposal shall be in accordance with the Plans, Specifications, and other Contract Documents, dated December 27, 2010, and prepared by Holt Architects, 70-225 Highway 111, Suite D, Rancho Mirage, California 92270, 760-328-5280.

Plans and Specifications are available for purchase by the Contractors at Mission Reprographics, 2050 E La Cadena Dr # L, Riverside, CA 92507, 951-686-8828 or [www.missionreprographics.com](http://www.missionreprographics.com). Plan Holders List is available at Mission Reprographics.

Notice of Award will be available at Mission Reprographics, [www.missionreprographics.com](http://www.missionreprographics.com)

Pursuant to the Labor Code, the Governing Board of the Owner has obtained from the Director of the Department of Industrial Relations, State of California, his determination of general prevailing rates of per diem wages applicable to the work, and for holiday and overtime work, including employer payments for health and welfare, pension, vacation, and similar purposes, as set forth on the schedule which is on file at the principal office of the Owner, and which will be made available to any interested person upon request.

The Contract General Conditions for this project will contain provisions allowing successful contractor to substitute securities for monies withheld by the County to ensure performance (Public Contract Code 22300).

A Performance Bond and Payment Bond shall be required for this Project.

The Contractor will be required, per Public Contracts Code, Section 3300 and for this contract, to have a State of California contractor's license classification B – General Building Contractor. A **mandatory** pre-bid job walk inspection will be held on \_\_\_\_\_ 2011 at \_\_\_\_\_ a.m., meeting at 3403 10<sup>th</sup> Street, Riverside, CA 92501 at 2<sup>nd</sup> Floor Lobby. **No bids will be accepted from bidders who have not attended the pre-bid job walk.**

All Requests for Information (RFI) should be emailed to Ruben Coronado of Holt Architects at [rcoronado@holtarchitects](mailto:rcoronado@holtarchitects) AND to Dawn Torres, EDA Project Manager at [drtorres@rivcoeda.org](mailto:drtorres@rivcoeda.org). RFI'S will not be answered via phone calls. Deadline for submission of Bid RFI is \_\_\_\_\_, 2011 at \_\_\_\_\_ p.m.

For further information, contact Dawn Torres, Project Manager, at the Economic Development Agency, Project Management Office at 3403 10<sup>th</sup> Street, Suite 500, Riverside, CA 92501 whose telephone number is 951-955-4880 and email is [drtorres@rivcoeda.org](mailto:drtorres@rivcoeda.org).

## INSTRUCTIONS TO BIDDERS

- A. **FORM OF PROPOSAL:** The Proposal must be made on the attached Contractor's Proposal Form which must be filled out completely, dated and signed by the bidder or duly authorized agent in accordance with the directions on the Proposal Form. Each Proposal shall include a complete list of the Subcontractors proposed for every portion of the work, in accordance with Public Contract Code, Section 4100-4114, inclusive.
- B. **SUBMISSION OF THE PROPOSAL:** Signed copies of each Proposal shall be sealed in an envelope labeled with Title of Bid and Opening Time. Proposals shall be submitted at the place designated in the Notice Inviting Bids at or before the time specified in said notice. Before that time a proposal may be withdrawn, but only in person by the bidder or someone authorized by him in writing, and not by telephone or telegram.
- C. **DRAWINGS AND SPECIFICATIONS:** All drawings, herein enclosed, become a part of the Bid Documents. Plans and Specifications may be obtained from Mission Reprographics, 2050 E La Cadena Dr # L, Riverside, CA 92507, 951-686-8828 or [www.missionreprographics.com](http://www.missionreprographics.com). All fees are due at the time of request and must be paid directly to Mission Reprographics.
- D. **INTERPRETATION OF THE DOCUMENTS:** Discrepancies in and omissions from the Plans, Specifications or other Contract Documents or questions as to their meaning shall, at once, be brought to the attention of the Owner. Any interpretation of the Documents will be made only by Addenda duly issued and a copy of such Addenda will be mailed or delivered to each person or firm receiving a set of such documents. The Owner will not be responsible for any other explanations or interpretations. Should anything in the scope of the work or any of the sections of the Specifications be of such nature as to be apt to cause disputes between the various trades involved, such information shall be promptly called to the attention of the Owner.
- E. **ADDENDA TO THE DOCUMENTS:** The Owner reserves the right to issue such Addenda to the documents as it may desire at any time prior to the time fixed for receiving Proposals. A copy of all such Addenda will be promptly mailed or delivered to each bidder. The number and date of each Addenda shall be listed on the Contractor's Proposal in the space provided.
- F. **OWNER'S RESERVATION OF RIGHTS:** The Owner reserves the right to reject any or all Proposals and to waive any informalities in a bid or in the bidding. No bidder may withdraw his bid for a period of sixty (60) days after the time set for the opening thereof.
- G. **BIDDER'S CHECK OR BOND:** Each Proposal must be accompanied by a certified or cashier's check or by a bid bond on the form supplied by the Owner, drawn in favor of the Owner in an amount not less than ten percent (10%) of the total Proposal. This check or bond shall be given as a guarantee that the bidder, if awarded the contract, will execute and deliver the Contract Documents and the required Payment and Performance Bonds and proof of insurance in accordance with his Proposal accepted by the Owner. In default of execution of the Contract upon award and/or delivery of said Payment and Performance Bonds, such Proposal bond or check shall be held subject to payment to the Owner of the difference in money between the amount of the bidder's Proposal and the amount for which the Owner may legally contract with another party to perform the said work, together with the costs to the Owner of redrafting, redrawing and publishing documents and papers shall, in addition, be held subject to all other actual damages suffered by the Owner, as set forth on the Contract Documents. Said check or bond will be returned upon the close of the period mentioned in Paragraph F above, and to the successful bidder upon execution of the Contract Documents. **NO BONDS WILL BE ACCEPTED UNLESS SUBMITTED ON THE FORM SUPPLIED BY OWNER.**

- H. **AWARD OF CONTRACT:** The Contract shall be awarded upon a Resolution or Minute Order to that effect duly adopted by the Governing Board of the Owner. Execution of the Contract Documents shall constitute a written memorial thereof.
- I. **ADDITIONAL INFORMATION:** The Owner reserves the right to require of a bidder, information regarding financial responsibility or such other information as the Owner determines is necessary to ascertain whether a bid is in fact the lowest responsible bid submitted. All references to an Architect shall be deemed to refer to the Owner where no Architect has been employed by the Owner.
- J. **PROMPT ACTION BY THE CONTRACTOR:** After the award of the Contract by the Governing Board and within four (4) days after the Agreement Forms are presented to the Contractor for signing, he shall return to the Owner the signed Agreements, along with all necessary bonds and insurance.
- K. **PRE-BID CONFERENCE:** There will be a mandatory pre-bid conference for this project that will be held at the site. No bids will be accepted from bidders who have not attended the pre-bid conference.
- L. **BIDS:** Under the bidding items listed on the Contractor's Proposal, bidders shall state prices for each basis for bid given hereinafter.

1. Base Bid shall be the entire work complete in accordance with the contract documents, but not including work indicated or specified to be provided under any of the other bid items.

The basis for award will be the qualified bidder with the lowest total of the Base Bid with all alternates. Alternates may be awarded in any order after determination of the lowest responsible and responsive bidder.

**CONTRACTOR'S PROPOSAL**

TO THE GOVERNING BOARD OF THE COUNTY OF RIVERSIDE:

Date: \_\_\_\_\_

Bidder: \_\_\_\_\_

The undersigned, having carefully examined the proposed site and the Plans and Specifications, the Notice Inviting Bids, the Instructions to Bidders, the Agreement Form, the Bond Forms, the General Conditions for the construction of the **Riverside Centre 2nd Floor Tenant Improvement Project - Federal GSA-USAO**, hereby proposes and agrees to furnish all tools, equipment, services, apparatus, facilities, transportation, labor and materials necessary to complete the work in strict conformity with the Plans and Specifications, including all work specified in Addenda numbered and dated:

Addendum No. \_\_\_\_\_ Date \_\_\_\_\_

Addendum No. \_\_\_\_\_ Date \_\_\_\_\_

Addendum No. \_\_\_\_\_ Date \_\_\_\_\_

Addendum No. \_\_\_\_\_ Date \_\_\_\_\_

Addendum No. \_\_\_\_\_ Date \_\_\_\_\_

For the total Base Bid \_\_\_\_\_ dollars (\$ \_\_\_\_\_), including all applicable taxes, permits, and licenses.

(Add or Deduct state which)

Alternate 1            \$ \_\_\_\_\_

Alternate 2            \$ \_\_\_\_\_

Alternate 3            \$ \_\_\_\_\_

Alternate 4            \$ \_\_\_\_\_

Bids must be submitted on all items. Failure to bid on all items may result in the bid being rejected as non-responsive. The basis for award will be the qualified bidder with the lowest total of the Base Bid and all alternates. Alternates may be awarded in any order after determination of the lowest responsible and responsive bidder.







**AWARD OF CONTRACT**

The undersigned fully understands that a Contract is formed upon the acceptance of this Proposal by the Owner and the undersigned further agrees that upon request he will promptly execute and deliver to Owner a written memorial of the Contract together with the required Payment and Performance Bonds and proof of insurance.

**BID GUARANTEE**

The enclosed certified or cashier's check or bidder's bond on approved form, made payable to the Owner in the amount of ten percent of the total bid submitted herewith, is hereby given as a guarantee that the bidder will execute and deliver the above mentioned written memorial and required bonds and insurance if awarded the contract, and in the event that the undersigned fails or refuses to execute and deliver said documents, such check or bond is to be charged with the costs of the damages experienced by the Owner as a result of such failure or refusal, including but not limited to publication costs, the difference in money between the amount of the bid of the said principal and the amount for which obligee may legally contract with another party to perform the said work if such amount be in excess of the former, building lease or rental costs, transportation costs and additional salary costs that result from the delay due to the principal's default on the awarded contract. In no event, however, shall the Surety's liability exceed the penal sum hereof.

Name of Bidder: \_\_\_\_\_

Type of Organization: \_\_\_\_\_

Signed By: \_\_\_\_\_

Title of Signer: \_\_\_\_\_

Address of Bidder: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone No.: \_\_\_\_\_

Contractor's License No.: \_\_\_\_\_

Classification: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Affix Seal  
If  
Corporation

**LICENSURE STATEMENTS ARE MADE UNDER PENALTY OF PERJURY**

If bidder is a corporation, and signer is not President or Secretary, attach a certified copy of By-Laws or resolution authorizing execution. If bidder is a corporation, affix corporate seal. If signer is an agent, attach Power of Attorney. If bidder is not an individual, list names of other persons authorized to bind the organization.

**NONCOLLUSION AFFIDAVIT TO BE EXECUTED BY BIDDER AND SUBMITTED WITH BID**

State of California ) ss.  
County of Riverside )

\_\_\_\_\_, being first duly sworn, deposes and says:

That he or she is \_\_\_\_\_ of \_\_\_\_\_ the party making the foregoing bid; that the bid is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation; that the bid is genuine and not collusive or sham; that the bidder has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid, and has not directly or indirectly colluded, conspired, connived, or agreed with any bidder or anyone else to put in a sham bid, or that anyone shall refrain from bidding; that the bidder has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the bid price of the bidder or any other bidder, or to fix any overhead, profit, or cost element of the bid price, or of that of any other bidder, or to secure any advantage against the public body awarding the contract of anyone interested in the proposed contract; that all statements contained in the bid are true; and, further, that the bidder has not, directly or indirectly, submitted his or her bid price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any corporation, partnership, company association, organization, bid depository, or to any member or agent thereof to effectuate a collusive or sham bid.

\_\_\_\_\_  
Signature

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 2011.

\_\_\_\_\_  
Signature of officer administering oath

**Bid Bond**

KNOWN TO ALL MEN BY THESE PRESENTS, that we, the undersigned \_\_\_\_\_, as Principal; and \_\_\_\_\_, as Surety, are hereby held and firmly bound unto the County of Riverside, hereinafter called the "Owner", in the sum of \_\_\_\_\_ Dollars (\$ \_\_\_\_\_) for the payment of such sum, well and truly to be made, do hereby jointly and severally bind ourselves, our heirs, executors, administrators, successors and assigns.

WHEREAS, the said Principal is herewith submitting its Proposal for the **Riverside Centre 2nd Floor Tenant Improvement Project - Federal GSA-USAO**.

THE CONDITION OF THE ABOVE OBLIGATION IS SUCH, that if the aforesaid Principal shall be awarded the Contract upon said Proposal and shall, within the required number of days after the notice of such award, execute a written memorial of the awarded Contract and submit the required Labor and Material Payment and faithful Performance Bond and proof of insurance, then this obligation shall be null and void; and in the event that the Principal fails and/or refuses to execute and deliver said documents this Bond will be charged with the costs of the damages experienced by the Owner as a result of such refusal, including but not limited to, publication cost, the difference in money between the amount of the bid of the said Principal and the amount for which the obligee may legally contract with another party to perform the said work if such amount be in excess of the former; building lease or rental costs, transportation cost, and additional salary costs that result from the delay due to the Principal's default on the awarded Contract. In no event however, shall the Surety's liability exceed the penal sum hereof.

The Surety, for value received, hereby stipulates and agrees that the obligations of said Surety and its bond shall be in no way impaired or affected by any extension of the time within which the Owner may accept such bid; and said Surety does hereby waive notice of any such extension.

IN WITNESS WHEREOF, the above bounded parties have executed this instrument under their separate seals this \_\_\_\_\_ day of \_\_\_\_\_, 2011, the name and corporate seal of each corporate party being hereto affixed and those present duly signed by its undersigned representative, pursuant to authority of its governing body.

\_\_\_\_\_  
(Firm Name - Principal)

\_\_\_\_\_  
(Business Address)

By \_\_\_\_\_  
(Original Signature)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Corporation Name - Surety)

\_\_\_\_\_  
(Business Address)

By \_\_\_\_\_  
(Original Signature)

ATTORNEY-IN-FACT

Affix Seal  
If  
Corporation

Affix  
Corporate  
Seal

**AGREEMENT FORM**

THIS AGREEMENT, entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2011, by and between \_\_\_\_\_, hereinafter called the "Contractor", and the County of Riverside hereinafter called the "Owner".

**WITNESSETH:** That the parties hereto have mutually covenanted and agreed as follows:

**CONTRACT:** The Complete Contract includes all of the Contract Documents, to wit: The Notice Inviting Bids, the Instructions to Bidders, the Contractor's Proposal, Wage Schedule, Payment and Performance Bonds, the Plans and Specifications plus any Addenda thereto, the General Conditions, the Supplementary General Conditions, if applicable and this Agreement. All Contract Documents are intended to cooperate and be complimentary so that any work called for in one and not mentioned in the other, or vice versa, is to be executed the same as if mentioned in all Contract Documents.

**STATEMENT OF WORK:** The Contractor hereby agrees to furnish all tools, equipment, services, apparatus, facilities, transportation, labor and materials for the **Riverside Centre 2nd Floor Tenant Improvement Project - Federal GSA-USAO**. In strict accordance with the Plans and Specifications dated December 2010 prepared by Holt Architects, hereinafter called the "Architect", and County of Riverside including Addenda thereto as listed in the Contractor's Proposal, all of which are made a part hereof.

**TIME FOR COMPLETION:** The work shall be commenced on a date to be specified in a written order of the Architect and shall be completed within one hundred and twenty (120) calendar days from and after said date. It is expressly agreed that except for extensions of time duly granted in the manner and for the reasons specified in the General Conditions, time shall be of the essence.

**COMPENSATION TO BE PAID TO CONTRACTOR:** The Owner agrees to pay and the Contractor agrees to accept in full consideration for the performance of the Contract, subject to additions and deductions as provided in the General Conditions, the sum of \_\_\_\_\_ dollars (\$ \_\_\_\_\_) being the total of the base bid plus the following addenda: \_\_, \_\_, \_\_, \_\_. The sum is to be paid according to the schedule as provided in the General Conditions.

Pursuant to Labor Code, Section 1861, the Contractor gives the following certification: I am aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for Worker's Compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with such provisions before commencing the performance of the work of this Contract.

IN WITNESS WHEREOF, the parties hereto on the day and year first above written have executed this agreement in four (4) counterparts.

Type of Contractor's organization: \_\_\_\_\_.

If other than individual or corporation, list names of all members who have authority to bind firm.

Firm Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contractor's License No.: \_\_\_\_\_

IF OTHER THAN CORPORATION EXECUTE HERE

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

IF CORPORATION, FILL OUT FOLLOWING AND EXECUTE

Name of President of Corporation: \_\_\_\_\_

Name of Secretary of Corporation: \_\_\_\_\_

Corporation is organized under the laws of State of \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Affix Seal  
If  
Corporation

Owner: COUNTY OF RIVERSIDE

Signature: \_\_\_\_\_

Title: Chairman - Board of Supervisors

Attest: Clerk - Board of Supervisors

By: \_\_\_\_\_

Title: \_\_\_\_\_

**PAYMENT BOND**

(Public Work - Civil Code Section 3247 et seq.)

The makers of this Bond are \_\_\_\_\_ as Principal and Original Contractor and \_\_\_\_\_, a corporation, authorized to issue Surety Bonds in California, as Surety, and this Bond is issued in conjunction with that certain public works contract dated \_\_\_\_\_, 2011 between Principal and County of Riverside, a public entity, as owner, for \_\_\_\_\_ dollars (\$ \_\_\_\_\_) the total amount payable. **THE AMOUNT OF THIS BOND IS 100% OF SAID SUM.** Said contract is for public work of: **Riverside Centre 2nd Floor Tenant Improvement Project - Federal GSA-USAO.**

The beneficiaries of this Bond are as is stated in 3248 of the Civil Code and the requirements and conditions of this Bond are as is set forth in Sections 3248, 3249, 3250 and 3252 of said Code. Without notice, Surety consents to extension of time for performance, change in requirements, amount of compensation, or prepayment under said Contract.

Signed and Sealed this \_\_\_\_\_ Day of \_\_\_\_\_ 2011.

\_\_\_\_\_  
(Firm Name - Principal)

\_\_\_\_\_  
(Business Address)

By: \_\_\_\_\_  
(Signature - Attach Notary's Acknowledgment)

\_\_\_\_\_  
(Title)

Affix Seal  
if  
Corporation

\_\_\_\_\_  
(Corporation Name - Surety)

\_\_\_\_\_  
(Business Address)

By: \_\_\_\_\_  
(Signature - Attached Notary's Acknowledgment )

Affix  
Corporate  
Seal

ATTORNEY-IN-FACT  
(Title-Attach Power of Attorney)

**PERFORMANCE BOND**

The makers of this Bond, \_\_\_\_\_, as Principal, and \_\_\_\_\_ as Surety, are held and firmly bound unto County of Riverside, hereinafter called the Owner, in the sum of \_\_\_\_\_ Dollars (\$ \_\_\_\_\_) for the payment of which sum well and truly to be made, we bind ourselves, our heirs, executors, administrators, and successors, jointly and severally, firmly by these presents.

The condition of this obligation is such that whereas the Principal entered into a certain contract, hereto attached, with the Owner, dated \_\_\_\_\_, 2011 for: **Riverside Centre 2nd Floor Tenant Improvement Project - Federal GSA-USAO.**

Now therefore, if the Principal shall well and truly perform and fulfill all the undertakings covenants, terms, conditions and agreements of said Contract during the original term of said Contract and any extension thereof that may be granted by the Owner, with or without notice to the Surety, and during the file of any guarantee required under the Contract, and shall also well and truly perform and fulfill all the undertakings, covenants, terms, conditions, and agreements of any and all duly authorized modifications of said Contract that may thereafter be made, then this obligation to be void, otherwise to remain in full force and virtue. Without notice, Surety consents to extension of time for performance, change in requirements, change in compensation or prepayment under said Contract.

Signed and Sealed this \_\_\_\_\_ Day of \_\_\_\_\_, 2011.

\_\_\_\_\_  
(Firm Name - Principal)

\_\_\_\_\_  
(Business Address)

By: \_\_\_\_\_  
(Signature - Attach Notary's Acknowledgment)

\_\_\_\_\_  
(Title)

Affix Seal  
if  
Corporation

\_\_\_\_\_  
(Corporation Name - Surety)

\_\_\_\_\_  
(Business Address)

By: \_\_\_\_\_  
(Signature - Attach Notary's Acknowledgment)

ATTORNEY-IN-FACT  
(Title-Attach Power of Attorney)

Affix  
Corporate  
Seal



**CONTRACTOR'S CERTIFICATE  
REGARDING WORKERS' COMPENSATION**

Labor Code Section 3700

Every employer, except the State and all political subdivisions or institutions thereof, shall secure the payment of compensation in one or more of the following ways:

- (a) By being insured against liability to pay compensation in one or more insurers duly authorized to write compensation insurance in this State.
  
- (b) By securing from the Director of Industrial Relations, a Certificate of Consent to Self-Insure, which may be given upon furnishing proof satisfactory to the Director of Industrial Relations of ability to self-insure and to pay any compensation that may become due to his employees

I am aware of the provisions of Section 3700 of the Labor Code which requires every employer to be insured against liability for Workers' Compensation or to undertake self-insurance in accordance with the provisions of that Code, and I will comply with such provisions before commencing the performance of this Contract.

\_\_\_\_\_  
Principal

\_\_\_\_\_  
Principal

\_\_\_\_\_  
Title

(In accordance with Article 5 [commencing at Section 1860], Chapter, Part 7, Division 2 of the Labor Code, the above Certificate must be signed and filed with the Owner prior to performing any work under this Contract.)

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## GENERAL CONDITIONS OF THE CONTRACT

### ARTICLE 1    GENERAL PROVISIONS

#### 1.1            DEFINITIONS

**THE CONTRACT DOCUMENTS** - The Contract Documents consist of the Contract, the Performance Bond and Payment Bond and any other bond required by the Contract, the drawings, the specifications, addenda issued prior to execution of the Contract, and all modifications thereto.

**THE CONTRACT** - The Contract Documents form the Contract. The Contract represents the entire and integrated agreement between the parties hereto, and supersedes all prior negotiation, representations, or agreements, either written or oral, including the bidding documents.

**ACT OF GOD** - An Act of God is an earthquake of magnitude 4.5 or greater on the Richter scale, flood, tornado, or other cataclysmic phenomenon of nature, or rain, snowstorm, windstorm, high water, or other natural phenomenon in excess of the normal as established by National Oceanic and Atmospheric Administration weather data.

**ACCEPTANCE** - Acceptance is when the County determines all of the Contract requirements have been completed. Execution of the Notice of Completion will signify acceptance. A copy of the Notice of Completion will be sent to the Contractor after execution by the County. Upon receipt of the Notice of Completion, the Contractor will be relieved of the duty of protecting the work, and the County will initiate final settlement and payment.

**ARCHITECT** - The use of the term Architect shall mean the individual, partnership, corporation, association or joint venture contracted by the County for the design of this Work, as designated on the title sheet of these specifications and Contract Documents.

**BENEFICIAL OCCUPANCY** - The right of the County to occupy all or any portion of the project prior to final Acceptance of the Work. Such occupancy does not constitute acceptance or completion by the Contractor of the Work or any portion thereof, nor will it relieve the Contractor of the responsibility for correcting defective work or materials found at any time before Acceptance of the Work.

**COUNTY** - The term County when used herein shall mean the Board of Supervisors of the County of Riverside, a political subdivision of the State of California.

**CHANGE ORDER** - A Change Order is the document issued by the County authorizing any change or adjustment to the Contract Documents in accordance with Article 19 of this Contract.

**CONTRACT DRAWINGS** - "Contract drawings" or "drawings" means and includes (a) all drawings which have been prepared on behalf of the County and are included in the Contract Documents and all clarification drawings issued by notice to the bidders thereto; (b) all drawings submitted pursuant to the terms of the Contract by the Contractor to the County during the progress of the Work, which are accepted by the County.

**CONTRACTOR'S AGENT** - The representative of the Contractor, approved by the County, who shall be present at the Work and be authorized to receive and act upon instructions from the County and to execute and direct the Work on behalf of the Contractor.

**CONTRACTOR** - When used herein, Contractor means the prime or principal Contractor licensed to perform work in the State of California, including all joint ventures. References to subcontractor or others are only for convenience and all such references shall be considered to refer to the Contractor. The prime or principal Contractor shall be responsible for all subcontractors, and all subcontractors shall require their subcontractors to comply with the relevant provisions of the prime or principal contract.

**CRITICAL PATH METHOD(CPM)** - "Critical Path Method" is a schedule technique.

**DAY** - The use of "day" herein means calendar day and shall include every day including Saturdays, Sundays, and legal holidays.

**DIRECTOR** - The use of "Director" shall mean the Assistant County Executive Officer/EDA of the County or his designated representative.

**INSTALL** - When used herein, "install" shall mean the complete installation, in place, of any item, equipment or material.

**MATERIAL** - Material shall be construed to include machinery, equipment, manufactured articles, or construction such as form work, fasteners, etc., and any other classes of material to be furnished in connection with the Contract. All materials shall be new.

**NOTICE OF COMPLETION** - The Notice of Completion ("NOC") shall be issued at that point in the Contract when the Contractor has completed all Work required in the Contract Documents. The time for issuance shall be determined by the County through a final inspection. The NOC shall be issued by the Board of Supervisors.

**NOTICE TO PROCEED** - The Notice to Proceed is the written notification from the County giving the Contractor notice to commence with the Work. The Notice to Proceed will specify the start date for the Work and the completion date.

**REQUEST FOR INFORMATION** - (RFI) The form and procedure established for communication between the Contractor and the County to clarify or interpret the Contract Documents.

**REQUEST FOR QUOTATION** - (RFQ) A document consisting of supplemental details, instruction, or information issued by the Architect, through the County, for the purpose of obtaining price quotations for possible changes in the Work.

**SHALL** - When used herein, "shall" means anything, which is mandatory to be performed by the Contractor.

**SPECIFICATIONS** - The term "Specifications" means that portion of the Contract Documents consisting of the written requirements for materials, equipment, construction systems, standards and workmanship for the Work.

**SUBCONTRACTOR** - The term "Subcontractor" means a person or firm that has a contract with Contractor or with another subcontractor to perform a portion of the Work. Unless otherwise

specifically provided, the term Subcontractor includes Subcontractors of any tier, suppliers, manufacturers, and distributors. The term Subcontractor is referred to throughout the Contract Documents as if singular in number.

**WORK** - The term "Work" comprises the services and materials required by the Contract Documents, as may be amended, and includes all labor necessary to produce the construction required by the Contract Documents, and all materials and equipment incorporated or to be incorporated in such construction.

## **1.2 AUTHORITIES AND LIMITATIONS**

- 1.2.1** The Board of Supervisors alone have the power to bind the County and to exercise the rights, responsibilities, authorities, and functions vested therein by the Contract Documents, except that they shall have the right to designate authorized representatives to act for them.
- 1.2.2** Neither the Contract, nor any part thereof, nor moneys due or to become due there under may be assigned by the Contractor without the prior written approval of the County, with the exception of the assignments to County which may be required under the terms of this Contract.

## **1.3 LEGAL REQUIREMENTS**

- 1.3.1** Contractor shall keep informed of, and comply with, all federal, state and county laws, ordinances, rules, and regulations applicable to the Work or to those engaged or employed in the Work of this Contract, especially (but not limited to) those laws relating to hours of employment, prevailing wages, payment of wages, sanitary and safety conditions for workers, workers' compensation insurance, type and kind of materials that can be used, non-discrimination in employment and affirmative action programs. Failure to identify a specific provision in these Contract Documents shall not excuse the Contractor from complying with such applicable statutory requirements.
- 1.3.2** If conflict arises between provisions of the Contract Documents and any such laws, rules, or regulations, the Contractor shall notify the County at once in writing. If, before receiving clarification, Contractor performs any portion of the Work affected by such apparent conflict, such performance shall be at Contractor's own risk. Contractor shall not be entitled to any additional compensation or time by reason of the conflict or its later correction.
- 1.3.3** All work and materials shall be in full accordance with the latest applicable (or otherwise noted) codes, rules, and regulations including, but not limited to, the following:
  - .Uniform Building Code
  - .Uniform Plumbing Code
  - .Uniform Mechanical Code
  - .Uniform Fire Code
  - .State Fire Marshal
  - .State Industrial Accident Commission's Safety Orders
  - .Rules of Local Utilities
- 1.3.4** Nothing in the specifications is to be construed to permit work not conforming to the above, and expense incurred complying with the above shall be borne by the Contractor. Whenever the specifications and working details require higher standards than those required by the ordinances, codes and statutes, the specifications and working details shall take priority over the ordinances, codes and statutes.
- 1.3.5** In submitting a bid on this public works projects, or any subcontractor agreeing to supply goods, services, or

materials, and entering a contract pursuant thereto, the contractor and/or subcontractor do offer and agree to assign the County all rights, title, and interest in and to all causes of action it may have under Section 4 of the Clayton Act (15 U.S.C. Section 15) or under the Cartwright Act (Chapter 2 (commencing with Section 16700) of Part 2 of Division 7 of the Business and Professions Code), arising from purchases of goods, services, or materials pursuant to the public works contract or the subcontract. This assignment shall be made and become effective at the time the awarding body tenders final acknowledgement by the parties.

#### **1.4 STANDARD REFERENCES**

**1.4.1** All documents and publications (such as, but not limited to, manuals, handbooks, codes, standards, and specifications) which are cited in this Contract for the purpose of establishing technical (non-administrative) requirements applicable to equipment, materials, or workmanship under this Contract, shall be deemed to be incorporated herein as though fully set forth.

**1.4.2** Whenever reference is made to any particular document or publication, the Contractor shall comply with the requirements set out in the edition specified in this Contract, or if not specified, the latest edition or revision thereof, in effect on the date of the solicitation of bid on this project, except as modified by, as otherwise provided in, or as limited to type, class, or grade, in the specifications of this Contract.

#### **1.5 PERMITS, LICENSES, FEES & TAXES**

##### **1.5.1 COUNTYS RESPONSIBILITIES**

- a. The County will apply for all plan checks and will apply for and obtain the Building Permit(s), the Grading Permit and Construction Permits required by the County of Riverside, paying all fees in connection therewith.
- b. The County will furnish, at no expense to the Contractor, all on-site inspection of the Work and will arrange and pay for off-site inspection only as noted in the Contract Documents.

##### **1.5.2 CONTRACTOR'S RESPONSIBILITIES**

- a. The Contractor shall obtain and pay for all other permits and licenses required for the Work, including excavation permit and for plumbing, mechanical and electrical work and for operations in or over public streets or right of way under jurisdiction of public agencies other than the County.
- b. Exclusive of off-site inspection specified herein to be the County's responsibility, the Contractor shall arrange and pay for all off-site inspection of the Work, including certification, required by the specifications, drawings, or by governing authorities.
- c. Before Acceptance of the project by the County, the Contractor shall submit all licenses, permits, and certificates of inspection to the County.

#### **1.6 SEPARATE CONTRACTS**

**1.6.1** The County reserves the right to perform work related to this project with its own forces, and to award separate



contracts in connection with other portions of the project or other work on the site. The Contractor shall cooperate with others in the prosecution of all work and shall not interfere with material, appliances or workmen of the County or any other contractor engaged by the County at the site of the Work. In case of disagreement regarding such use, the matter shall be referred to the County whose decision relative to said use shall govern.

**1.6.2** The Contractor shall afford the County and separate contractors reasonable opportunity for the introduction and storage of their materials and equipment and the execution of their work, and shall properly connect and coordinate Contractor's Work with theirs.

**1.6.3** If any part of the Contractor's Work depends for proper execution or results upon the work of the County or any separate contractor, the Contractor shall inspect and promptly report to the County any discrepancies or defects in such other work that render it unsuitable for such proper execution and results. Failure of the Contractor to so inspect and report shall constitute an acceptance of the County's or the separate contractor's work as fit and proper to receive the Work, except as to defects which may develop in the other separate contractor's work after the execution of the Contractor's Work.

**1.6.4** Should the Contractor cause damage to the work or property of any separate contractor on the Project, the Contractor shall, upon due notice, settle with such other contractor by agreement, if both will so settle. If such separate contractor sues the County because of any damage alleged to have been so sustained, the Contractor agrees to indemnify and defend the County in such proceedings with the County retaining the right to select and hire independent counsel for the County paid by the Contractor.

**1.6.5** Any cost caused by defective or ill-timed work shall be borne by the party responsible therefore.

**1.7 COUNTY'S AUTHORIZED REPRESENTATIVE, INSPECTOR(S), & ARCHITECT**

**1.7.1 AUTHORIZED REPRESENTATIVE**

The County shall designate a representative during the Work, who shall have the right to be present at the job site during construction and shall supervise any additional representatives appointed by the County.

**1.7.2 INSPECTOR(S)**

The Inspector(s) shall have the right to observe the installation of all materials and equipment to be incorporated into the Work and the placing of such material and equipment to determine in general if the Work is proceeding in accordance with the Contract Documents. The Inspector(s) is not authorized to make changes in the Contract Documents. On the basis of his observations, he shall keep the County informed as to the progress of the Work. The Inspector shall not be responsible for means, methods, techniques, sequences, or procedures of construction nor for safety precautions and programs in connection with the Work. Nor will the inspector be responsible for the Contractor's failure to carry out the Work in accordance with the Contract Documents.

**1.7.3 ARCHITECT**

- a. The County has retained an Architect for this project. The Architect will advise and consult with the County, and the County will issue instructions to the Contractor. The Architect will be requested to interpret the requirements of the Contract. When requested by the County,

the Architect will, within a reasonable time, render such interpretations as he may deem necessary for the proper execution of the Work.

- b. The Architect will make periodic visits to the job site to familiarize himself generally with the progress and quality of the Work and to determine in general whether the work is proceeding in accordance with the Contract Documents. Based on such observations he will recommend approval of applications for progress payments made by Contractor. The Architect shall not be responsible for means, methods, techniques, sequences, or procedures of construction nor for safety precautions and programs in connection with the Work. Nor will the Architect be responsible for the Contractor's failure to carry out the Work in accordance with the Contract Documents.

## **ARTICLE 2    BONDS AND INSURANCE**

### **2.1    BIDS OF \$25,000 OR LESS**

**2.1.1** If the total amount bid on the Work is \$25,000 or less, the payment bond and performance bond are not required, provided that one payment of all compensation shall be made following Acceptance of all work.

### **2.2    BONDS**

#### **2.2.1    GENERAL REQUIREMENTS**

a. Before commencing any Work under this Contract, the Contractor shall file four of each bond with the County. These bonds shall be in the amounts and for the purposes specified below. They shall be surety bonds issued by:

- (1) Either a California Admitted Surety OR a current Treasury Listed Surety (Federal Register).

And

- (2) Either a current A.M. Best A VIII rated Surety OR an admitted surety insurer which complies with the provisions of the Code of Civil Procedure, § 995.660.

b. Should any surety or sureties upon said bonds or any of them become insufficient, Contractor shall renew said bond or bonds with good and sufficient sureties within ten (10) calendar days after receiving notice from the County that the surety or sureties are insufficient. Cost of bonds shall be included in the bid price.

#### **2.2.2    PERFORMANCE BOND**

The successful bidder shall deliver to the County an executed Performance Bond on the attached form in an amount equal to 100% of the accepted bid as security for the faithful performance of the Contract.

#### **2.2.3    PAYMENT BOND**

The successful bidder shall deliver to the County an executed Payment Bond on the attached form in an amount equal to 100% of the accepted bid as security for the payment of all persons performing labor and furnishing materials in connection with the Work.

### **2.3    INSURANCE**

### **2.3.1 GENERAL REQUIREMENTS**

Before commencing this Work under the Contract, and without limiting or diminishing CONTRACTOR'S obligation to indemnify and hold the COUNTY harmless, the Contractor shall procure and maintain, or cause to be maintained at its sole cost and expense, the following insurance coverages during the term of this Contract.

### **2.3.2 WORKERS' COMPENSATION INSURANCE**

Contractor shall secure Workers' Compensation Insurance (Coverage A) as prescribed by the laws of the State of California. Policy shall include Employers' Liability (Coverage B) including Occupational Disease with limits not less than \$1,000,000 per person per accident. Policy shall be endorsed, if applicable, to provide a Borrowed Servant/Alternate Employer Endorsement, and contain a Waiver of Subrogation in favor of the County of *Riverside* Pursuant to Section 3700 of the Labor Code of the State of California, Contractor shall file with the County before commencing the Work the following signed certification:

"I am aware of the provisions of Section 3700 of the Labor Code, which requires every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that Code, and I shall comply with such provisions before commencing the performance of the Work of this Contract."

### **2.3.3 COMMERCIAL GENERAL LIABILITY:**

Commercial General Liability insurance coverage, including but not limited to, premises liability, contractual liability, products/completed operations if applicable, personal and advertising injury – which may arise from or out of CONTRACTOR'S operations, use, and management of the premises, or the performance of its obligations hereunder. Policy shall name the County of *Riverside*—it's Director's, Officers, special Districts, Board of Supervisors, employees, agents or representatives as Additional Insured, and contain a Waiver of Subrogation in favor of the County of *Riverside*. Policy limits shall not be less than \$1,000,000 per occurrence combined single limits. If such insurance contains a general aggregate limit, it shall apply separately to this agreement or be no less than two (2) times the occurrence limit. Policy shall also contain coverage for \$5,000 Medical Payments coverage per accident, per person, and Fire Legal Liability in an amount not less than \$50,000.

### **2.3.4 VEHICLE LIABILITY:**

If CONTRACTOR'S vehicles or licensed mobile equipment are used on County property, or used in any manner on behalf of the County, CONTRACTOR shall maintain auto liability insurance for all owned, non-owned and hired automobiles in an amount not less than \$1,000,000 per occurrence combined single limit, \$2,000,000 in the aggregate. Policy shall name the County of *Riverside*, its Director's Officers, Special Districts, Board of Supervisors, employees, agents, or representatives as Additional Insured, and provide a Waiver of Subrogation in favor of the County of *Riverside*.

### **2.3.5 PROPERTY (PHYSICAL DAMAGE):**

All-Risk property insurance coverage for the full replacement value of all CONTRACTOR'S equipment, improvements/alterations, temporary structures, and systems (Care, Custody, and Control of CONTRACTOR) used on COUNTY property, or used in any way connected with the accomplishment of the Work performed in this contract.

### 2.3.6 COURSE OF CONSTRUCTION INSURANCE

CONTRACTOR shall provide All Risk Builder's Risk (Course of Construction) insurance, including earthquake and flood if in an earthquake or flood zone (required on financed or bond financing arrangements), covering the COUNTY, the CONTRACTOR and every subcontractor of every tier for the entire project including property to be used in the construction of the project while such property is at off site storage locations or while in transit. Policy shall include coverage for collapse, faulty workmanship, debris removal, expediting expense, Fire Department Service charges, valuable papers and records, trees, grass, shrubbery and plants. If scaffolding, falsework and temporary buildings are insured separately by the CONTRACTOR or others, evidence of such separate coverage shall be provided to COUNTY prior to the start of the work. Policy shall be written on a completed value form. Policy shall also provide coverage for temporary structures (onsite offices, etc.), fixtures, machinery and equipment being installed as part of the construction project. (The Base Bid including course of construction insurance shall be used for determination of lowest bid, unless otherwise stated in the bid form.)

CONTRACTOR shall provide a bid price with Course of Construction insurance as outlined herein, and shall also separately provide the cost of the Course of Construction insurance and deductible; and shall declare all terms, conditions, coverages and limits upon request of COUNTY. COUNTY RETAINS THE RIGHT TO CHOOSE TO USE ITS OWN COURSE OF CONSTRUCTION PROGRAM. If the COUNTY program is chosen, CONTRACTOR shall assume the cost of any and all applicable policy deductibles (currently \$50,000 per occurrence), and shall insure its own machinery, equipment, tools, etc., from any loss of any nature whatever. If COUNTY elects the CONTRACTOR's All Risk Builder's Risk Program, CONTRACTOR shall be responsible for any and all policy deductibles.

### 2.3.7 GENERAL INSURANCE PROVISION – ALL LINES:

- a. Any insurance carrier providing insurance coverage hereunder shall be admitted to the State of California unless waived, in writing, by the County Risk Manager. Carrier(s) shall have an A.M. BEST rating of not less than an A:VIII. Insurance deductibles or self-insured retentions must be declared by the carrier(s), and such deductibles and retentions shall have the prior written consent from the County Risk Manager. At the election of the Risk Manager, carriers shall provide written notification, and shall either 1) reduce or eliminate such deductibles or self-insured retentions, or 2) procure a bond which guarantees payment of losses and related investigations, claims administration, and defense costs and expenses. If no written notice is received from the County Risk Manager within ten (10) days of the acceptance of agreement, then such deductibles or self-insured retentions shall be deemed acceptable.
- b. Cause its insurance carrier(s) to furnish the County of Riverside with either 1) a properly executed original Certificates(s) of Insurance and certified original copies of Endorsements effecting coverage as required herein, or 2) if requested to do so in writing by the County Risk Manager, provide original Certified copies of policies including all Endorsements and all attachments thereto, showing such insurance is in full force and effect. The County of Riverside, its Director's and Officers, Special Districts, Board of Supervisors, elected officials, employees, agents or representatives are named as Additional Insureds. Further, said Certificates(s) and policies of insurance shall contain the covenant of the insurance carrier(s) that shall provide no less than thirty (30) days written notice be given to the County of Riverside prior to any material modification or cancellation of such insurance. In the event of a material modification or cancellation of coverage, this Agreement shall terminate forthwith, unless the County of Riverside receives, prior to such effective date, another properly executed original Certificate of Insurance and original copies of endorsements or certified original policies, including all endorsements and attachments thereto evidencing coverages set forth herein and the

insurance required herein is in full force and effect. **CONTRACTOR shall not take possession, or use the Premises, or commence operations under this Agreement until the County of Riverside has been furnished original Certificate(s) of Insurance and certified original copies of Endorsements or policies of insurance including all Endorsements and any and all other attachments as required in this Section. The original Endorsements for each policy and the Certificate of Insurance shall be signed by an individual authorized by the insurance carrier to do so on its behalf.**

- c. It is understood and agreed to by the parties hereto and the insurance company(s), that the Certificate(s) of Insurance and policies shall so covenant and shall be construed as primary, and the COUNTY'S insurance and/or deductibles and/or self-insured retentions or self-insured programs shall not be construed as contributory.

The County of Riverside's Reserved Rights-Insurance. The County of Riverside reserves the right to adjust the monetary limits of insurance coverage's during the term of this agreement or any extension thereof-if in the County Risk Manager's reasonable judgment, the amount or type of insurance carried by the CONTRACTOR becomes inadequate.

- d. CONTRACTOR shall pass down the insurance obligations contained herein to all tiers of sub-consultants working under this Agreement.

## **2.4 INDEMNITY AND HOLD HARMLESS**

- 2.4.1 CONTRACTOR agrees to and shall indemnify and hold the COUNTY-its officers, employees and agents free and harmless from any and all claims, actions, damages and liabilities of whatsoever kind and nature arising from death, personal injury, property damage or other cause asserted or, based upon any negligent act or omission of CONTRACTOR, its employees, agents, invitees, or any subcontractor of CONTRACTOR relating to or in any way connected with the accomplishment of the work or performance of services under this Agreement, regardless of the existence or degree of fault or negligence on the part of the COUNTY or any officer or employee of said COUNTY, other than the sole active negligence or willful misconduct of COUNTY-its Directors and Officers, Special Districts, Board of Supervisors, elected officials, employees, agents or representatives. As part hereto of the foregoing indemnity CONTRACTOR agrees to protect and defend at its own expense, including attorneys' fees the COUNTY-its Directors and Officers, Special Districts, Board of Supervisors, elected officials, employees, agents or representatives from any and all legal action based upon any acts or omissions, as stated hereinabove, by any person or persons.
- 2.4.2 If any such claim, action, or proceeding is brought against County or County's officers, agents, employees, or independent contractors, Contractor, upon notice from County, shall defend the same at Contractor's expense by counsel satisfactory to County.
- 2.4.3 County shall promptly notify Contractor of any claim, action, or proceeding against County or County's officers, agents employees, independent contractors, and consultants relating to the performance, or omission to perform, any term or condition of this Contract. County shall cooperate fully in the defense of such claim, action, or proceeding.
- 2.4.4 County shall not be liable or responsible for any accident, loss or damage occurring to the Work prior to the completion and Acceptance of same, unless otherwise specifically agreed to at the time of occupancy by the County.

## **ARTICLE 3 SITE CONDITIONS**

### **3.1 DIFFERING SITE CONDITIONS**

- 3.1.1 The Contractor shall have reviewed and ascertained pertinent local conditions such as location, accessibility, and general character of the site and satisfy himself as to the conditions under which the Work is to be performed. No claim for allowances shall be made because of Contractor's error or negligence in acquainting himself with the conditions at the site.
- 3.1.2 The Contractor shall carefully study and compare the Contract Documents with each other and with information furnished by County. The Contractor shall promptly report in writing to County any errors, inconsistencies, or omissions in the Contract Documents or inconsistencies with applicable code requirements observed by Contractor.
- 3.1.3 If Contractor performs any construction activity which it knows or should know involves an error, inconsistency, or omission without notifying and obtaining the written consent of County, Contractor shall be responsible for the resultant losses, including, without limitation, the costs of correcting defective work.
- 3.1.4 The County will furnish surveys necessary to properly locate the property and establish the boundaries thereof with general reference points as well as to enable the Contractor to proceed with the Work.
- 3.1.5 The Contractor shall provide competent engineering services to lay out the Work and all parts thereof and to establish all grades and elevations in accordance with the Contract requirements. He shall verify the figures shown on the survey and approach drawings before undertaking any construction work and shall be responsible for the accuracy of the finished work.
- 3.1.6 The Contractor shall protect and preserve established bench marks and monuments and shall make no changes in locations without the written approval of the County. Any bench marks or monuments that are lost or destroyed shall be replaced by the Contractor subsequent to notification and approval from County.

### **3.2 SITE INVESTIGATION AND CONDITIONS AFFECTING THE WORK**

- 3.2.1 The Contractor acknowledges by submission of his/her bid that he has satisfied himself as to the character, quality, and quantity of surface and subsurface materials or obstacles to be encountered insofar as this information is reasonably ascertainable from an inspection of the site, including any exploratory work deemed necessary by the Contractor. Any failure of the Contractor to take the actions described and acknowledged in this paragraph will not relieve the Contractor from responsibility for estimating the difficulty and cost of successfully performing the Work, or for proceeding to successfully perform the Work without additional expense to the County.

### **3.3 DIMENSIONS AND MEASUREMENTS**

- 3.3.1 All dimensions shown for existing conditions and all dimensions required for work that is to connect with work now in place, shall be verified and calculated by the Contractor by actual measurement of the existing work. Any discrepancies between the Contract Documents and the existing conditions shall be referred to the authorized representative of the County before any work affected thereby has been performed. Failure to notify the County before starting work will be considered acceptance by the Contractor. Where doubts as to dimensions exist, County shall determine the correct dimensions.

## **ARTICLE 4 SPECIFICATIONS AND DRAWINGS**

## **4.1 GENERAL PROVISIONS**

### **4.1.1 SUBDIVISIONS**

For convenience, the specifications are arranged into several sections, but such separation shall not be considered as the limits of the work required of any separate trade. The terms and conditions of such limitations are wholly between the Contractor and his subcontractors. Requirements contained in any section are required as if contained in all sections and are the responsibility of the Contractor. The Contractor, prior to awarding subcontracts, will assure the Work required as a whole has been coordinated among the subcontracts.

### **4.1.2 RECORD DOCUMENTS**

- a. The Contractor shall keep on the Work site a copy of the awarded construction documents (drawings and specifications) and shall at all times give the County and Architect access thereto.
- b. The Contractor will be given one set of drawings and specifications which shall be kept at the site of the Work at all times and updated weekly. Payment may be withheld if drawings are not kept current. Exact locations of all pipes and conduits and all changes in construction and details shall be indicated and dimensions provided upon these drawings, and all changes in materials and equipment installed shall be indicated in these specifications. Upon completion and prior to Acceptance of the Work, a final reproducible (transparencies) set of project record documents and specifications shall be submitted to the County by the Contractor. County will furnish a set of reproducibles.
- c. The working details will indicate dimensions, position, and kind of construction, and the specifications, qualities, and methods. Any Work indicated on the working details and not mentioned in the specifications, or vice versa, shall be furnished as though fully set forth in both. Work not particularly detailed, marked, or specified shall be the same as similar work that is detailed, marked, or specified.
- d. In case of discrepancy in the documents, the matter shall be promptly submitted to the County, who shall make a determination in writing. Any adjustment by the Contractor without such a determination shall be at its own risk and expense. The County shall furnish from time to time such detailed information as considered necessary to clarify the Work.
- e. Where the word "similar" occurs on the drawings, it shall have a general meaning and not be interpreted as meaning identical, and all details shall be worked out in relation to their location and their connection with other parts of the work.
- f. Standard details or specification drawings are applicable when listed, bound with specifications, noted on the drawings or referenced elsewhere in the specifications. Where the notes on the drawings indicate modifications, such modifications shall govern.
- g. All drawings, specifications and copies thereof furnished to the Contractor are the property of the County and shall not be used on other work without its consent. Upon completion of this project, all copies of the drawings and specifications shall be returned to the County.

## **4.2 SUMMARY OF THE ORDER OF THE PROCEDURE**

- 4.2.1** In case of conflicts between the Contract Documents, the order of precedence shall be as follows:

- 1) Modifications or changes last in time are first in precedence.
- 2) Addenda.
- 3) County-Contractor agreement.
- 4) General Conditions except for specific modifications thereto stated in the Supplementary Conditions.
- 5) Supplementary Conditions.
- 6) Division One Specifications.
- 7) Division Two through Sixteen Specifications.
- 8) Drawings - as between figured dimensions given on drawings and the scaled measurements, the figured dimension shall govern; as between large-scale drawings and small-scale drawings, the larger scale shall govern.
- 9) Structural drawings
- 10) Architectural drawings.
- 11) As between detailed drawings and typical details bound within the specifications, the detailed drawings govern.
- 12) In the event provisions of codes, safety orders, contract documents, referenced manufacturer's specifications or industry standards are in conflict, the more restrictive and higher quality shall govern.
- 13) Schedules shown on the drawings take precedence over conflicting information given on other drawings.
- 14) Mechanical drawings.
- 15) Electrical drawings.

#### **4.3 CLARIFICATIONS/REQUEST FOR INFORMATION AND ADDITIONAL INSTRUCTIONS**

##### **4.3.1 NOTIFICATION BY CONTRACTOR**

- a. Should Contractor discover what he perceives to be conflicts, omissions, or errors in the Contract Documents, or have any question concerning interpretation or clarification of the Contract Documents, or if it appears that the work to be done or any matters relative thereto are not sufficiently detailed or explained in the Contract Documents, then, before proceeding with the work affected, Contractor shall notify County's authorized representative in writing, and request interpretation, clarification, or additional detailed information concerning the work. The Contractor shall ask for the clarification (Request for Information) immediately upon discovery but no less than 14 calendar days prior to the start date of the activities related to the clarification, based on the latest updated version of the accepted Progress Schedule. County, whose decision shall be final and conclusive, shall resolve such questions and issue instructions to Contractor. Should Contractor proceed with work affected before receipt of instructions from County, Contractor shall remove and replace or adjust work which is not in accordance with the instructions from County and shall be responsible for resultant damage, defect or added cost. In event of failure to agree as to scope of Contract requirements, Contractor shall follow the procedure set forth in the DISPUTES article.
- b. The Contractor shall not be entitled to any compensation for delays, disruptions, inefficiencies or additional administrative effort caused by the Contractor's untimely review of the Contract Documents for potential conflicts, omissions, discrepancies or ambiguities.
- c. County may charge back to the Contractor, time and expense associated with RFI's, as may be reasonably determined by the County to be unnecessary.

##### **4.3.2 ADDITIONAL DETAILED INSTRUCTIONS**



- a. The County may furnish additional detailed written instructions on any Request for Information to further explain the Work. If in the opinion of Contractor, the additional detailed instructions constitute work in excess of the scope of the Contract, he must submit written notice thereof immediately to the County, but no later than seven (7) calendar days following receipt of such instruction(s), and in any event prior to commencement of work thereon. The Contractor shall not be entitled to additional compensation due to any additional instructions unless the Contractor shall have given the appropriate written notice. County will then consider such notice and, if in its judgment it is justified, the County instructions will be revised or extra work shall be authorized by Change Order. In the event of a dispute hereunder, attention is directed to the DISPUTES article.

## **ARTICLE 5 SHOP DRAWINGS AND SUBMITTALS**

### **5.1 SHOP DRAWINGS, PRODUCT DATA, COORDINATION DRAWINGS AND SCHEDULES**

- 5.1.1 Shop drawings are drawings submitted to the County by the Contractor showing detail of the proposed fabrication and assembly of structural elements and the installation (i.e., form, fit, and attachment details) of materials or equipment. It includes drawings, diagrams, layouts, schematics, descriptive literature, illustrations, schedules, fabrication, erection and setting drawings, manufacturers' scale drawings, wiring and control diagrams, cuts or entire catalogs, pamphlets, and performance and test data, and similar materials furnished by the Contractor to explain in detail specific portions of the Work required by the Contract. The County may duplicate, use, and disclose in any manner and for any purpose shop drawings delivered under this Contract.
- 5.1.2 The Contractor shall coordinate all shop drawings and review them for accuracy, completeness, and compliance with Contract requirements, and shall indicate its approval thereon as evidence of such coordination and review. Shop drawings submitted to the County without evidence of the Contractor's approval shall be returned for resubmission. The Architect will indicate review for compliance of the shop drawings, and if not in compliance as submitted, shall indicate the reasons therefore. Any work done before such review shall be at the Contractor's risk. Review by the Architect shall not relieve the Contractor from responsibility for any errors or omissions in such drawings, nor from responsibility for complying with the requirements of this Contract, except with respect to variations described and approved in accordance with paragraph 5.1.3.
- 5.1.3 If shop drawings show any variations from the Contract requirements, the Contractor shall describe such variations in writing, separate from the drawings, at the time of submission. If the Architect approves any such variation, no change in time or price will be allowed for Contractor changes. Should the Architect make changes on the shop drawings which affect time and/or cost, the Contractor will immediately notify the County with a Request for Information. If the Contractor fails to issue the Request for Information within seven (7) calendar days from receipt of the returned shop drawing, the Contractor shall have waived his right to any potential Change Order.
- 5.1.4 The Contractor shall submit shop drawings, coordination drawings, and schedules for review as required by the Contract Documents. The Contractor will provide a submittal schedule listing all shop drawings and submittals, the submission dates by the Contractor, and return dates from the Architect. This schedule will be provided fourteen (14) calendar days after the Notice to Proceed.
- 5.1.5 Shop drawings and schedules, other than catalogs, pamphlets, and similar printed material, shall be submitted with one reproducible plus one copy.
- 5.1.6 Each shop drawing or coordination drawing shall have a blank area 4 by 4 inches located adjacent to the title block. The title block shall display the following:

- 1) Number and title of drawing
- 2) Date of drawing or revision
- 3) Name of project building or facility
- 4) Name of Contractor and (if appropriate) name of subcontractor submitting drawings
- 5) Clear identity of contents and location on the work
- 6) Project title and project number
- 7) Submittal number

5.1.7 Unless otherwise provided in this Contract or otherwise directed by County, shop drawings, coordination drawings, and schedules shall be submitted to the Architect with a letter, sufficiently in advance of construction requirements to permit no less than twenty (21) calendar days for checking and appropriate action.

## 5.2 SAMPLES

5.2.1 After the award of the Contract, the Contractor shall deliver samples required by the specifications to the County for approval. The Contractor shall prepay any shipping charges. Any materials or equipment for which samples are required shall not be used in the Work until reviewed by County.

5.2.2 Each sample shall have a label indicating:

- 1) Name of project building or facility, project title, and project number.
- 2) Name of Contractor and, if appropriate, name of subcontractor.
- 3) Identification of material or equipment with specification requirement.
- 4) Place of origin.
- 5) Name of manufacturer and brand (if any).
- 6) Identify by specification section.

5.2.3 Samples of finished materials shall have additional markings that will identify them in reference to the finish schedules.

5.2.4 The Contractor shall mail a letter in triplicate under separate cover submitting each shipment of samples and containing the information required in paragraph 5.2.2. He shall enclose a copy of this letter with the shipment and send a copy to the County representative on the project. Approval of a sample shall be only for the characteristics or use named in such review and shall not be construed to change or modify any Contract requirement. Substitutions will not be permitted unless they are approved under paragraph 5.3.

5.2.5 Approved samples not destroyed in testing will be sent to the County. Approved samples of hardware in good condition will be marked for identification and may be used in the Work. Materials and equipment incorporated in the Work shall match the approved samples. Other samples not destroyed in testing or not approved will be returned to the Contractor at his expense if so requested at time of submission.

5.2.6 Failure of any material to pass the specified tests will be sufficient cause for refusal to consider any further samples of the same brand or make of that material or equipment under this Contract.

5.2.7 Samples of various materials or equipment delivered on the site or in place, may be taken by the County for testing. Samples failing to meet Contract requirements will automatically void previous approvals of the items tested. The Contractor shall replace such materials or equipment found not to have met Contract requirements, or there shall be a proper adjustment of the Contract price as determined by the County.

5.2.8 Unless otherwise specified, when tests are required, only one test of each sample proposed for use will be made at the expense of the County. Samples which do not meet specification requirements will be rejected. Requests for testing of additional samples by Contractor may be made by the County at the expense of the

Contractor.

### **5.3 SUBSTITUTIONS**

- 5.3.1** Wherever the name, or brand, or manufacturer of an article is specified in the Contract Documents, it is used as a measure of quality and utility or a standard. Except in those instances where the product is designated to match others presently in use, specifications calling for a designated material, product, thing or service by specific brand or trade name shall be deemed to be followed by the words "or equal" so that bidders may propose any equal material, product, thing or service in their bid. If the Contractor desires to use any other brand or manufacturer of equal quality and utility to that specified, he shall list definite particulars of that which he considers equivalent to the specified item in his bid. The Contractor shall have thirty-five (35) days after the award of the Contract for submission of data substantiating substitution of "equal" items. The County will then determine whether or not the proposed name brand or article is equal in quality and utility to that specified in the Contract Documents, and its written decision shall be final.
- 5.3.2** No proposal will be considered unless accompanied by complete information and descriptive data necessary to determine the equality of the offered materials, articles, or equipment. Samples shall be provided when requested by the County.
- 5.3.3** The burden of proof as to the comparative quality or suitability of the offered materials, articles, or equipment shall be upon the Contractor. The County shall be the sole judge as to such matters. In the event that the County rejects the use of such alternative materials, articles, or equipment, then one of the particular products designated by brand name in the specifications shall be furnished.
- 5.3.4** The County will examine Contractor's submittals with reasonable promptness. Return of the submittals to the Contractor shall not relieve the Contractor from responsibility for deviations and alternatives from the Contract Documents nor shall it relieve him from responsibility for errors in the submittals. A failure by the Contractor to identify, in his letter of transmittal, material deviations from the Contract Documents shall void the submittal and any action taken thereon by the County. When specifically requested by the County, the Contractor shall resubmit such shop drawing(s), descriptive data, and samples as may be required.
- 5.3.5** If any mechanical, electrical, structural, or design revisions are required for the proper installation and fit of alternative materials, articles, or equipment, or because of deviations from the Contract Documents, such changes shall not be made without the consent of the County's authorized representative, and shall be made without additional cost to the County, such costs, including the fees of the Architect, to be borne by the Contractor.

## **ARTICLE 6    SCHEDULES**

### **6.1 CONSTRUCTION SCHEDULE**

- 6.1.1** The Contractor shall prepare and submit to the County a practicable schedule showing the order in which the Contractor proposes to perform the work, and the dates on which the Contractor contemplates starting and completing the salient features of the work (including acquiring materials and equipment). The schedule shall be in the form of a CPM (critical path method) schedule, of suitable scale to indicate appropriately the percentage of work scheduled for completion by any given date during the period. The scheduled completion date shall be the same as the contractual completion date, for the initial schedule and subsequent updates. Any proposed early completion date shall show the difference between that date and the contract completion date as Float, which shall belong to both the County and Contractor.

- 6.1.2 If, in the opinion of the County, the Contractor falls behind the approved schedule, the Contractor shall take steps necessary to improve its progress, without additional cost to the County. The Contractor shall submit any supplementary schedule or schedules in CPM form as the County deems necessary to demonstrate how the approved rate of progress will be regained.
- 6.1.3 All schedule updates must accurately reflect the as-built schedule. There shall be no change to the Critical Path without the County's written consent.

## **ARTICLE 7    TIME, LIQUIDATED DAMAGES AND EXTENSIONS**

### **7.1    TIME OF WORK**

The Contractor shall commence work on this project immediately upon receipt of the written Notice to Proceed and shall perform the work diligently to completion within the number of calendar days specified in the Contract. Neither site access nor physical work shall be commenced before the Contract is fully executed, and bonds, insurance and the schedule are submitted as required by the Contract Documents. No work shall be done on Saturday, Sunday and holidays and no work shall be performed outside of normal working hours without the prior written consent of the County, unless required by these Specifications. See: Working Hours.

### **7.2    LIQUIDATED DAMAGES**

If the Work is not completed within the time required, damage will be sustained by the County. It is and will be impracticable and extremely difficult to ascertain and determine actual damage which County will sustain by reason of such delay; and it is therefore agreed that Contractor will pay to County the sum of \$3000.00 per day for each and every day's delay in finishing the Work beyond the time prescribed. If the Contractor fails to pay such liquidated damages, the County may deduct the amount thereof from any money due or that may become due the Contractor under the Contract.

### **7.3    UNAVOIDABLE DELAYS**

#### **7.3.1    TIME EXTENSION**

- a. The Contractor will be granted an extension of time for completion of the Work beyond that named in the Contract Documents, for delays which may result through causes beyond the control of the Contractor and which he could not have avoided by the exercise of care, prudence, foresight and diligence. The appropriate extension of time shall constitute full compensation. Costs associated with extended overhead will not be considered.
- b. If the Contractor is allowed extensions of time in which to complete the Work equal to the sum of all unavoidable delays, plus any adjustments of contract time due to contract change orders, during such extension of time liquidated damages shall not be charged to the Contractor.
- c. Unavoidable delays within the meaning of this section shall be those caused by Acts of God or of the public enemy, fire, epidemics, or strike. There will be no liquidated damages for delays as described within this paragraph.
- d. Delays in the performance of parts of the work which may in themselves be unavoidable, but do not necessarily prevent or delay the performance of critical activity(s) while the

activity(s) is on the Critical Path, will not be considered as unavoidable delays within the meaning of the contract and shall not be the basis of a claim for delay.

### **7.3.2 WEATHER**

Inclement weather shall not be a prima facie reason for granting a time extension. The Contractor shall make every effort to continue work under prevailing conditions. However, if the inclement weather prevents the Contractor from beginning at the usual starting time, or prevents the Contractor from proceeding with seventy-five percent (75%) of the normal labor and equipment force towards completion of the day's current Critical Path activities (shown on the most current, and accepted schedule update) for a period of at least five (5) hours, and the crew is dismissed as a result thereof, the County will designate such time as unavoidable delay and grant a one (1) calendar day, non-compensable, time extension.

### **7.3.3 NOTICE OF DELAYS**

- a. Whenever the Contractor foresees any delay in the performance of a Critical Path work activity, and in any event immediately upon the occurrence of any delay which he regards as an unavoidable delay, the Contractor shall notify the County in writing of such delay and its cause, in order that the County may take immediate steps to prevent, if possible, the occurrence or continuance of the delay, and may determine whether the delay is to be considered avoidable or unavoidable, how long it continues, and to what extent the prosecution and completion of the work are to be delayed thereby.
- b. After the completion of any part or the whole of the Work, the County, in calculating the amount due the Contractor, will assume that any and all delays which have occurred have been avoidable delays, except such delays as shall have been called to the attention of the County at the time of their occurrence and found by the County to have been unavoidable as substantiated by a change order. The Contractor shall make no claims that any delay not called to the attention of the County at the time of its occurrence has been an unavoidable delay.

### **7.4 REQUEST FOR TIME EXTENSION**

**7.4.1** In the event the Contractor requests an extension of contract time for unavoidable delay, justification shall be submitted no later than seven (7) calendar days after the initial occurrence of any such delay. When requesting time for proposed change orders, the request(s) must be submitted with the proposed change order with full justification. If the Contractor fails to submit justification he shall waive his right to a time extension at a later date. Justification must be based on the currently accepted contract schedule as updated at the time of occurrence of delay or execution of work related to any change(s) in the scope of work. The justification must include a schedule, including, but not limited to, the following information:

- a. The duration to perform the activity relating to the change(s) in the work and the resources (manpower, equipment, material, etc.) required to perform these activities within the stated duration.
- b. Logical activity ties to the contract schedule for the proposed changes and/or delay showing the activity/activities in the schedule whose start or completion dates are affected by the change and/or delay.

**7.4.2** The County, after receipt of such justification and supporting evidence, shall make its finding of fact. The County's decision shall be final and conclusive and the County will advise the Contractor in writing of such

decision. If the County finds that the Contractor is entitled to any extension of Contract time, the County's determination as to the total number of days of extension shall be based upon the latest updated version of the approved contract schedule.

- 7.4.3 In the event the Contractor disagrees with the County's decision, the Contractor shall be required to submit a claim pursuant to the DISPUTE article.

## **ARTICLE 8    PERFORMANCE**

### **8.1    SUPERVISION & CONSTRUCTION PROCEDURES**

- 8.1.1 The Contractor shall supervise and direct the work. The Contractor shall be solely responsible for all construction means, methods, techniques, sequences, procedures, project safety, and shall coordinate all portions of the Work under the Contract, including the relations of the various trades to the progress of the Work, in accordance with the provisions of the Contract Documents.
- 8.1.2 The Contractor shall be responsible to the County for the acts and omissions of the Contractor's employees, subcontractors, and their agents and employees, and any other persons performing any of the work under a contract with the Contractor.
- 8.1.3 The Contractor is an independent contractor and nothing in the Contract Documents shall be interpreted to make the Contractor an agent of the County.

### **8.2    SUPERVISION**

- 8.2.1 Within seven (7) days after the Notice to Proceed, the Contractor shall provide to the County an organization chart outlining key job personnel. The Contractor will also provide a Letter of Authority or Corporate Resolution for the individual(s) authorized to sign documents on its behalf, i.e., payment requests, change orders, inspection reports, etc.
- 8.2.2 The Contractor shall employ, during the progress of the Work, a competent Project Superintendent and any necessary assistants, as approved by the County. The Project Superintendent shall not be changed except with the consent of the Authorized Representative of County, unless the Superintendent proves to be unsatisfactory to the Contractor or ceases to be in his employ. The County shall be notified immediately of any new Superintendent appointed to the Work and the Contractor shall submit qualifications for approval. The Superintendent shall represent the Contractor and all directions given to him shall be as binding as if given to the Contractor.
- 8.2.3 The County shall be supplied at all times with the name and telephone number of a person in charge of or responsible for the Work, who can be reached for emergency work twenty-four (24) hours a day, seven (7) days a week.

### **8.3    CONDUCT OF WORK**

- 8.3.1 In connecting one kind of work with another, marring or damaging same will not be permitted and, in the event such occurs, shall be corrected by the Contractor at its cost prior to acceptance by the County. Should improper work of any trade be covered by another which results in damage or defects, the whole work affected shall be made good by the Contractor without expense to County.

### **8.4    PROTECTION OF WORK & PROPERTY**

**8.4.1** The Contractor shall continuously maintain adequate protection of the Work from damage and shall protect the County's property from injury or loss in connection with this Contract. He shall make good any such damage, injury, or loss, except what may be directly due to errors in the Contract Documents or caused by agents or employees of the County. He shall adequately protect adjacent property as provided by law and the Contract Documents.

**8.4.2** The Contractor shall preserve and protect all structures, equipment, and vegetation (such as trees, shrubs, and grass) on or adjacent to the Work site which are not to be removed and which do not unreasonably interfere with the work required under this Contract.

**8.4.3** The Contractor shall protect from damage all existing improvements and utilities at or near the Work site and on adjacent property of a third party, the locations of which are made known to or should be known by the Contractor. The Contractor shall repair any damage to those facilities, including those that are the property of a third party, resulting from failure to comply with the requirements of this Contract or failure to exercise reasonable care in performing the Work. If the Contractor fails to repair the damage promptly, the County may have the necessary work performed and charge the cost to the Contractor.

## **8.5 CONTRACTOR'S RESPONSIBILITY FOR WORK**

**8.5.1** Until Acceptance of the Work by the County, Contractor shall have the charge and care thereof and shall bear risk of injury or damage to any part of the Work by action of the elements. If a separate Contractor sues the Owner, on account of any loss so sustained, the County shall notify the Contractor, who shall indemnify and hold harmless the County against any expenses, or judgment arising therefrom.

**8.5.2** Contractor, at its cost, shall rebuild, repair, restore and make good all damages from the elements to any portion of the Work occasioned by such causes before its Acceptance.

**8.5.3** No advertising of any description will be permitted in or about the Work, except by order of the County.

**8.5.4** Contractor shall not create or permit the continued existence of any nuisance in or about the Work.

## **8.6 UTILITIES**

**8.6.1** Unless otherwise provided for under separate sections herein, Contractor will arrange all water, gas, and electricity required for construction purposes until acceptance of the Work. Contractor shall pay for such services unless otherwise specifically noted.

**8.6.2** Utilities shall not be interrupted except with the approval of the County. A two (2) work day written notice is required prior to any and all interruptions. Interruptions shall be scheduled so as to minimize duration and disruption to existing operations.

- 8.6.3**
- a. The Contractor shall send notices, make all necessary arrangements, and perform all other services required in the care and maintenance of all public utilities.
  - b. Enclosing or boxing in, for protection of any public utility equipment, shall be done by the Contractor. Upon completion of the Work, the Contractor shall remove all enclosures, and leave in a finished condition.
  - c. All connections to public utilities shall be made and maintained in a manner so as not to

interfere with the continuing use of same by the County during the entire progress of the Work.

## **8.7 WORKING HOURS**

- 8.7.1** All work shall be performed on a calendar day basis during the customary working hours of the trades involved unless otherwise specified in this Contract. Work performed by the Contractor of his own volition outside such established working hours shall be at no additional expense to the County and without County approval.
- 8.7.2** It is expressly stipulated that no laborer, workman, or mechanic employed at any time by the Contractor or by any subcontractor(s) under this Contract upon the Work or any part thereof, shall be required or permitted to work thereon more than eight (8) hours during any one calendar day and forty (40) hours during any one calendar week, except, as provided by Section 1815 of the California Labor Code. It is further expressly stipulated that for each and every violation of Sections 1811-1815, inclusive, of the California Labor Code, all the provisions of which are deemed to be incorporated herein, said contractor shall forfeit, as a penalty to County, twenty-five dollars (\$25.00) for each laborer, workman, or mechanic employed in the execution of this Contract by contractor for each calendar day during which said laborer, workman, or mechanic is required or permitted to work more than eight hours in any one calendar day and forty hours in any one calendar week in violation of the provisions of said Sections of the Labor Code.
- 8.7.3** The Contractor, and each subcontractor, shall keep an accurate record showing the names of and actual hours worked each calendar day and each calendar week by all laborers, workmen, and mechanics employed by them in connection with the Work contemplated by this Contract, which record shall be open at all reasonable hours to the inspection of the County or its officers or agents and to the Division of Labor Standards Enforcement of the Department of Industrial Relations.
- 8.7.4** No construction work shall be done on Saturdays, Sundays or County holidays and no work shall be performed outside of normal working hours without the prior written consent of the County. In any event, all work shall be subject to approval of the County. Prior to start of such work, the Contractor shall arrange with the County for the continuous or periodic inspection of the Work and testing of materials, when necessary. If requests are made by the Contractor for permission to work overtime, nights, Saturdays, Sundays or County holidays, and such requests are granted, the Contractor shall bear all extra expense to the County for inspection and other incidental expenses caused by such overtime work. If contractors are requested, in the interest of the County, to work overtime by the County, or if overtime work is specifically required by these specifications, all extra expense of inspection will be paid by the County.

## **8.8 MATERIAL & EQUIPMENT**

- 8.8.1** Materials, equipment, and articles incorporated into the Work shall be new and of equal quality to the types and grades specified. When not particularly specified, the Contractor shall submit for approval satisfactory evidence as to the kind and quality of material. See SUBSTITUTION provision 5.3 concerning "or equal" requirements and procedure for submitting alternative material, articles, or equipment.
- 8.8.2** All materials shall be delivered so as to insure a speedy and uninterrupted progress of the Work. All materials shall be stored so as to cause no obstruction and so as to prevent overloading of any portion of the structure on the Work site, and the Contractor shall be entirely responsible for damage or loss by weather, theft, vandalism, or other cause.
- 8.8.3** Materials shall be stored to assure the preservation of their quality and fitness for the Work. Stored materials shall be reasonably accessible for inspection. When considered necessary by the County, stored materials shall be placed on wooden platforms or on other hard, clean surfaces and not directly on the ground, and shall be



placed under cover when so directed.

## **8.9 LAYOUT OF WORK**

**8.9.1** The Contractor shall lay out its work from established base lines and bench marks indicated on the drawings, and shall be responsible for all measurements in connection with the layout. The Contractor shall furnish, at its own expense, all stakes, templates, platforms, equipment, tools, material, and labor required to lay out any part of the Work. The Contractor shall be responsible for executing the Work to the lines and grades that may be established or indicated in the Contract Documents. The Contractor shall also be responsible for maintaining and preserving all stakes and other marks established by the County until authorized to remove them. If such marks are destroyed by the Contractor before their removal is authorized, the County may replace them and deduct the expense of the replacement from any amounts due or to become due to the Contractor.

## **8.10 USE OF PREMISES**

**8.10.1** The Contractor shall maintain the entire premises under his control in an orderly condition. He shall store his apparatus, materials, supplies and equipment in such a manner as will not interfere with the progress of his work or the work of other contractors.

## **8.11 OPERATIONS & STORAGE**

**8.11.1** The Contractor shall confine all operations (including storage of materials) on County premises to areas authorized or approved by the County.

**8.11.2** Temporary buildings (e.g., storage sheds, shops, offices) and utilities may be erected by the Contractor only with the approval of the County and shall be built with labor and materials furnished by the Contractor without expense to the County. The temporary buildings and utilities shall remain the property of the Contractor and shall be removed by the Contractor at his expense upon completion of the work.

**8.11.3** The Contractor shall, under regulations prescribed by the authority having jurisdiction, use only established roadways, or use temporary roadways constructed by the Contractor when and as authorized by the authority having jurisdiction. When materials are transported in performance of the Work, vehicles shall not be loaded beyond the loading capacity recommended by the manufacturer of the vehicle or prescribed by any Federal, State, or County regulation. When it is necessary to cross curbs or sidewalks, the Contractor shall protect them from damage. The Contractor shall repair, or pay for the repair, of any damaged curbs, sidewalks, or roads.

## **8.12 HEAT/POWER/LIGHT**

**8.12.1** Unless otherwise specified or already provided by the County, the Contractor shall:

- a. Provide heat, as necessary to protect all work, materials, and equipment against injury from dampness and cold;
- b. Provide heat as necessary in the area where work is to be done to provide the minimum temperature recommended by the supplier or manufacturer of the material;
- c. Provide electric power and light as required for performance of the Work.

## **8.13 CLEANING UP**

**8.13.1** The Contractor shall at all times keep the work area, including storage areas, free from accumulations of waste

materials. Before completing the Work, the Contractor shall remove from the work and premises any weeds, rubbish, tools, scaffolding, equipment, and materials that are not the property of the County. Upon completing the Work, the Contractor shall leave the work area in a clean, neat, and orderly condition satisfactory to the County.

## **ARTICLE 9    SAFETY & HEALTH**

### **9.1    ACCIDENT PREVENTION**

**9.1.1** In performing this Contract, the Contractor shall provide for protecting the lives and health of employees and other persons; preventing damage to property, materials, supplies, and equipment; and avoiding work interruptions. For these purposes, the Contractor shall:

- a. Provide a copy of its safety program;
- b. Provide appropriate safety barricades, signs, and signal lights;
- c. Comply with standards issued by the U.S. Government, State, County and City, and other governing agencies having jurisdiction;
- d. Ensure that any additional measures the County determines to be reasonably necessary for this purpose are taken.

**9.1.2** The Contractor shall maintain an accurate record of exposure data on all accidents incident to work performed under this Contract resulting in death, traumatic injury, occupational disease, or damage to property, materials, supplies, or equipment. The Contractor shall report this data in the manner prescribed by the County.

**9.1.3** Before beginning excavation for a trench 5 feet or more in depth, Contractor shall provide evidence of having obtained a permit from the authority having jurisdiction.

**9.1.4** Nothing herein shall be deemed to allow use of shoring, sloping, or protective systems less effective than those required by the Construction Safety Orders of the California Division of Industrial Safety.

### **9.2    SANITARY FACILITIES**

**9.2.1** Contractor shall supply and maintain at its expense such toilets and other sanitary facilities including those which are accessible by the disabled as per ADA and Title 24 requirements necessary for use by visitors and workers employed at the job site. Such facilities shall be approved by the County.

### **9.3    RESPONSIBILITY FOR COMPLIANCE WITH CAL-OSHA**

**9.3.1** All work, materials, work safety procedures and equipment shall be in full accordance with the latest Cal-OSHA rules and regulations.

**9.3.2** Contractor warrants that he and each of his subcontractors shall, in performance of this Contract, comply with each and every compliance order issued pursuant to Cal-OSHA. The Contractor assumes full and total responsibility for compliance with Cal-OSHA standards by his subcontractors as well as himself. The cost of complying with any order and/or payment of any penalty assessed pursuant to Cal-OSHA shall be borne by the Contractor. Nothing contained therein shall be deemed to prevent the Contractor and his subcontractors from otherwise allocating between themselves responsibility for compliance with Cal-OSHA requirements; provided, however, that the Contractor shall not thereby, in any manner whatsoever, be relieved of his

responsibility to the County as herein set forth.

#### **9.4 TOXIC AND HAZARDOUS MATERIALS AND WASTE**

##### **9.4.1 ASBESTOS**

Operations which may cause release of asbestos fibers into the atmosphere shall meet the requirements of Title 8 CCR General Industrial Safety Orders, Section 5208 and California law. Some operations which may cause such concentrations include sanding, grinding, abrasive blasting, sawing, drilling, shoveling, or otherwise handling materials containing asbestos so that dust will be raised.

##### **9.4.2 TOXIC MATERIALS**

Operations which release toxic materials into the atmosphere shall meet the requirements of Title 8 CCR, General Industrial Safety Orders. Some operations which may release such materials include use of adhesives, sealants, paint, and other coatings.

##### **9.4.3 LEAD-BASED PAINT**

Lead-based paint is prohibited. Lead-based paint is defined as:

- a. Any paint containing more than five-tenths of one percentum lead by weight (calculated as lead metal in the total non-volatile content of the paint) or the equivalent measure of lead in the dried film of paint applied or both; or
- b. For paint manufactured after June 22, 1977, any paint containing more than six one-hundredths of one percentum lead by weight (calculated as lead metal) in the total content of the paint or the equivalent measure of lead in the dried film or paint already applied.

##### **9.4.4 HAULING AND DISPOSAL**

All hauling and disposal shall meet requirements of Title 22 CCR, Division 4, Chapter 30, "Minimum Standards for Management of Hazardous and Extremely Hazardous Wastes."

##### **9.4.5 ASBESTOS PROHIBITED**

No products or materials containing asbestos shall be incorporated into the Work without the prior written approval of the County.

#### **ARTICLE 10 COUNTY-FURNISHED PROPERTY**

##### **10.1 COUNTY-FURNISHED PROPERTY**

- 10.1.1** The County may furnish to the Contractor property as identified in the specification(s) to be incorporated or installed into the Work or used in performing the Contract. The listed property will be furnished f.o.b. railroad cars at the place specified in the Contract or f.o.b. truck at the project site. The Contractor is required to accept delivery. When the property is delivered, the Contractor shall verify its quantity and condition and acknowledge receipt in writing to the County within twenty-four (24) hours of delivery, also specifying any damage to or shortage of the property as received. All such property shall be installed or incorporated into the Work at the expense of the Contractor, unless otherwise indicated in this Contract.

- 10.1.2 Each item of property to be furnished under this clause shall be identified by the Contractor in a schedule by quantity, item, and description. Schedule form will be provided by the County.
- 10.1.3 The Contractor shall be held responsible for all material delivered to him and deductions will be made from any moneys due him to make good any shortages and deficiencies, from any cause whatsoever, which may occur after such delivery.
- 10.1.4 The Contractor shall set up accounting records and establish an inspection procedure as approved by the County.

**ARTICLE 11**    **BENEFICIAL OCCUPANCY**

**11.1**                    **BENEFICIAL OCCUPANCY**

- 11.1.1 The County shall have the right to take possession of or use any completed or partially completed portion of the Work. The County's possession or use shall not be deemed an acceptance of any Work under the Contract. The Contractor will continue to pay for any portion of the utilities which he is using.
- 11.1.2 While the County has such possession or use, the Contractor shall be relieved of the responsibility for the loss of or damage to that portion of the Work resulting from the County's possession or use. If Contractor believes the partial possession or use by the County will delay the progress of the Work or will cause additional expense to the Contractor, Contractor shall immediately submit a written request for an equitable adjustment in the Contract price or the time of completion. County will then consider such request and, if in its judgment it is justified, the County will modify the contract in writing accordingly. In the event the Contractor disagrees with the County's decision, the Contractor shall be required to submit a claim pursuant to the DISPUTE article.

**ARTICLE 12**    **INSPECTION AND TESTING**

**12.1**                    **INSPECTION AND TESTING**

- 12.1.1 The Contractor shall maintain an adequate inspection system and perform such inspections as will ensure that the work called for by this Contract conforms to contract requirements. The Contractor shall maintain complete inspection records and make them available to the County. The County shall at all times have access to the Work, and the Contractor shall provide proper facilities for such access and for inspection.
- 12.1.2 County inspections and tests are for the sole benefit of the County and do not:
- a.        Relieve the Contractor of responsibility for providing adequate quality control measures;
  - b.        Relieve the Contractor of responsibility for damage to or loss of the material before Acceptance;
  - c.        Constitute or imply Acceptance; or
  - d.        Affect the continuing rights of the County after Acceptance regarding latent defects, gross mistakes, fraud or the County's rights under any warranty or guarantee.
- 12.1.3 The presence or absence of a County inspector does not relieve the Contractor from any Contract requirement, nor is the inspector authorized to change any term or condition of the specifications without the County's written authorization.

- 12.1.4** The Contractor shall promptly furnish, without additional charge, all facilities, labor, and material reasonably needed for performing such safe and convenient inspections and tests as may be required by the County. The County may charge to the Contractor any additional cost of inspection or test when work is not ready at the time specified by the Contractor for inspection or test, or when prior rejection makes reinspection or retest necessary. Special, full size, and performance tests shall be performed as described in the Contract.
- 12.1.5** The Contractor shall, without charge, replace or correct work found by the County not to conform to contract requirements, unless in the public interest the County consents to accept the work with an appropriate adjustment in Contract price. The Contractor shall promptly segregate and remove rejected material from the premises.
- 12.1.6** If, before Acceptance of the Work, the County decides to examine already completed work by removing it or tearing it out, the Contractor, on request, shall promptly furnish all necessary facilities, labor, and material. If the work is found to be defective or nonconforming in any material respect due to the fault of the Contractor or its subcontractors, the Contractor shall defray the expenses of the examination and of satisfactory reconstruction. However, if the work is found to meet Contract requirements, the County shall issue a Change Order for such removal and reinstallation.
- 12.1.7** The Contractor shall at all times maintain proper facilities and provide safe access for inspection by the County to all parts of the work, and to the shops wherein the work is in preparation. Where the specifications require work to be specially tested or approved, it shall not be tested or covered up without timely notice to the County of its readiness for inspection and without the approval or consent of County. Should any such work be covered up without such notice, approval, or consent, it must, if required by County, be uncovered for examination at the Contractor's expense.
- 12.1.8** The Contractor shall notify the County at least one (1) work day in advance of the time scheduled for the inspection. Should the Contractor fail to notify the County and proceed with work requiring inspection, all such work is rejected, and no further work shall be done on that portion of the project until the rejected work is accepted by the County. Should the Contractor request acceptance of such rejected work the County shall, at the Contractor's expense, secure the services of private material testing laboratories, consulting engineers or licensed land surveyors, who shall certify that said work does in fact conform to the requirements of the Contract Documents. The work previously rejected shall be accepted by the County after receipt of such certification if the County approves of such certification.
- 12.1.9** If the Contractor does not promptly replace or correct rejected work, the County may (1) by contract or otherwise, replace or correct the work and charge the cost to the Contractor or (2) terminate for default the Contractor's right to proceed.
- 12.1.10** Construction review of the Contractor's performance by the County is not intended to include the review of the adequacy of the Contractor's safety measures, in, on, or near the construction site.
- 12.1.11** The County will pay for initial testing services specified to be performed by the County. When initial tests indicate non-compliance with the Contract Documents, subsequent retesting occasioned by the non-compliance shall be performed by the same testing agency, and costs thereof will be deducted by the County from the Contract sum.

## **12.2 INSPECTION BY OTHER JURISDICTIONS**

Whenever any part of the Work to be performed is under the jurisdiction or control of another public entity, including but not limited to: The United States Government, State of California, or City, such work shall be

subject to inspection by the officials of such entities and it must pass inspection, in addition to County inspection, and such other inspections as may otherwise be provided for in the Contract Documents.

### **12.3 FINAL INSPECTION AND TESTS**

The Contractor shall give the County at least ten (10) calendar days advance written notice of the date the Work will be fully completed and ready for final inspection and tests. Final inspection and tests will be started within ten (10) calendar days from the date specified in the aforementioned notice unless the County determines that the Work is not ready for final inspection and so informs the Contractor.

## **ARTICLE 13 ACCEPTANCE**

### **13.1 ACCEPTANCE OF THE WORK**

**13.1.1** After the final inspection by County and all the contract documentation has been received, it will be recommended to the County Board of Supervisors to accept the Work and file a Notice of Completion. Upon approval of the Notice of Completion, a copy will be sent to the Contractor. (See final payment clause.) Upon Acceptance of the Work, Contractor will be relieved of the duty of maintaining and protecting the Work. Neither determination by the County that the Work is complete, nor Acceptance thereof, shall operate as a bar to County's claim against Contractor pursuant to Contractor's warranty and guarantees.

**13.1.2** Partial payments shall not be construed as acceptance of any part of the Work.

**13.1.3** In judging the Work, no allowance for deviations from the drawings and specifications will be made, unless already approved in writing at the time and in the manner as called for herein.

**13.1.4** County shall be given adequate opportunity to make any necessary arrangements for fire insurance and extended coverage.

**13.1.5** The Acceptance of the Work will not be recommended until all requirements of the Contract Documents are complete and approved by the County. This shall include, but is not limited to, all construction, guarantee forms, parts lists, schedules, tests, operating instructions, as-built drawings, and all other documentation identified by the Contract Documents.

## **ARTICLE 14 WARRANTY AND GUARANTEES**

### **14.1 CONTRACTOR'S WARRANTY AND GUARANTEE**

**14.1.1** Contractor warrants that all materials and equipment furnished under this Contract shall be new unless otherwise specified, and that all Work performed under this Contract conforms to the Contract requirements and is free of any defect whether performed by the Contractor or any subcontractor or supplier.

**14.1.2** This warranty shall continue for a period of one (1) year from the date of filing of Notice of Completion on the Work. The Performance Bond shall remain in force during the warranty period.

**14.1.3** The Contractor shall remedy at the Contractor's expense any damage to County-owned or controlled real or personal property, when that damage is the result of:

- a. The Contractor's failure to conform to Contract requirements or
- b. Any defect of equipment, material, workmanship, or design furnished by the Contractor.

- 14.1.4 The Contractor shall restore any work damaged in fulfilling the terms and conditions of this Article. The Contractor's warranty with respect to work repaired or replaced will run for one (1) year from the date of repair or replacement.
- 14.1.5 The County shall notify the Contractor, in writing, within a reasonable time after the discovery of any failure, defect, or damage. The Contractor shall within ten (10) calendar days after being notified in writing by the County of any work not in accordance with the requirements of the Contract or any defects in the Work, commence, and perform with due diligence, all work necessary to fulfill the terms of this Article. If the Contractor fails to remedy any defect, or damage within fourteen (14) calendar days after receipt of notice, the County shall have the right to replace, repair, or otherwise remedy the defect, or damage at the Contractor's expense. Payment due to the Architect from the County for extra architectural services required in the enforcement of Contractor's guarantee after Acceptance of the Work shall be paid to the County by the Contractor.
- 14.1.6 In the event of any emergency constituting an immediate hazard to health or safety of County employees, property, or licensees, when caused by work of the Contractor that is not in accordance with the Contract requirements, the County may undertake at Contractor's expense and without prior notice, all work necessary to correct such hazardous condition(s).
- 14.1.7. With respect to all warranties, express or implied, from subcontractors, manufacturers, or suppliers for work performed and materials furnished under this Contract, the Contractor shall:
- a. Obtain all warranties that would be given in normal commercial practice;
  - b. Require all warranties to be executed, in writing, for the benefit of the County, unless directed otherwise by the County; and
  - c. Enforce all warranties for the benefit of the County, unless otherwise directed by the County.
- 14.1.8 This warranty shall not limit the County's rights under the Inspection and Acceptance section(s) of this Contract with respect to latent defects, gross mistakes, or fraud.

## **ARTICLE 15 ENVIRONMENTAL PROTECTION**

### **15.1 DUST CONTROL**

15.1.1 The Contractor shall provide any and all dust control required.

15.1.2 Whenever the Contractor is negligent in providing dust control, the County shall order the Contractor to provide such dust control. If the Contractor does not comply promptly with such order, the County shall have the authority to provide such dust control and charge the Contractor therefore by deducting the cost from progress payments to the Contractor as such costs are incurred by the County. The County shall not be held responsible for schedule delays due to actions taken by County to mitigate the failure of the Contractor in providing dust control.

### **15.2 EXCESSIVE NOISE**

15.2.1 The Contractor shall use only such equipment on the Work and in such state of repair, that the emission of sound therefrom is within the noise tolerance level of that equipment as established by CAL-OSHA.

15.2.2 Should the County determine that the muffling device on any equipment used on the Work is ineffective or defective so that the noise tolerance of such equipment is exceeded, such equipment shall not, after such determination by the County, be used on the Work until its muffling device is repaired or replaced so as to bring the noise tolerance level of such equipment within such standards.

### 15.3 POLLUTION CONTROL, CLEANING

15.3.1 The Contractor shall not, in connection with the Work, discharge any smoke, dust, or other contaminants into the atmosphere which are in violation of South Coast Air Quality Management District standards or discharge any fluids or materials into any lake, river, stream, or channel as will violate regulations of State of California Water Resources Board. The Contractor shall control accumulation of waste materials and rubbish and dispose of waste materials and rubbish off-site at a minimum of weekly intervals. Burning of materials is not permitted.

## ARTICLE 16 EMPLOYMENT PRACTICES

### 16.1 QUALIFICATIONS FOR EMPLOYMENT AND APPRENTICESHIP STANDARDS

16.1.1 In accordance with Section 1735 of the California Labor Code, no person under the age of 16 years and no person currently serving sentence in a penal or correctional institution shall be employed to perform any Work under this Contract. No person whose age or physical condition is such as to make his employment dangerous to his health or safety or to the health or safety of others shall be employed to perform Work under this Contract; provided that this requirement shall not operate against any physically handicapped persons otherwise employable where such persons may be safely assigned to Work which they ably perform.

16.1.2 This contract is subject to the provisions of Sections 1777.5 and 1777.6 of the California Labor Code concerning the employment of apprentices by the Contractor or any subcontractor under him. Section 1777.5 as amended, requires the Contractor or subcontractor employing tradesmen in any apprenticeable occupation to apply to the Joint Apprenticeship Committee nearest the site of this project and which administers the apprenticeship program in that trade for a certificate of approval. The certificate will also fix the ratio of apprentices to journeymen that will be used in the performance of the Contract.

16.1.3 The Contractor is required to make contributions to funds established for the administration of apprenticeship programs if he employs registered apprentices or journeymen in any apprenticeable trade on such contracts and if other contractors on the public works site are making contributions.

16.1.4 All employees engaged in work on the project under this Contract shall have the right to organize and bargain collectively through representatives of their own choosing, and such employees shall be free from interference, restraint, and coercion of employers in the designation of such employees for the purpose of collective bargaining or other mutual aid or protection, and no person seeking employment under this Contract shall be required as a condition of initial or continued employment to join any company, union, or to refrain from joining, organizing, or assisting a labor organization of such person's own choosing. No person in the employment of the County shall be employed by this contractor.

### 16.2 WAGES & RECORDS

#### 16.2.1 WAGE RATES

- a. Pursuant to Section 1770 and 1773 et seq. of the Labor Code of the State of California, the Director of Industrial Relations has ascertained the general prevailing rate of per diem wages and the rates for overtime and holiday work in the locality in which the work is to be performed for each craft, classification, or type of workman needed to execute the contract



which will be awarded to the successful bidder, copies of which are on file and available upon request at the Clerk of the Board, Board of Supervisors, 4080 Lemon St., 14th Floor, Riverside, CA 92501-3655, and shall be posted at the job site.

- b. It shall be mandatory upon the Contractor and upon any subcontractor under him, to pay not less than the said specified rates to all laborers, workmen, and mechanics employed in the execution of the Contract. It is further expressly stipulated that the Contractor shall, as a penalty to County, forfeit twenty-five dollars (\$25.00) for each calendar day, or portion thereof, for each laborer, workman, or mechanic paid less than the stipulated prevailing rates for any work done under this Contract by him or by any subcontractor under him; and Contractor agrees to comply with all provisions of Section 1770 et. seq. of the Labor Code.
- c. In case it becomes necessary for the Contractor or any sub-contractor to employ on the project under this Contract any person in a trade or occupation (except executives, supervisory, administrative, clerical, or other non-manual workers as such) for which no minimum wage rate is herein specified, the Contractor shall immediately notify the County who will promptly thereafter determine the prevailing rate for such additional trade or occupation and shall furnish the Contractor with the minimum rate based thereon. The minimum rate thus furnished shall be applicable as a minimum for such trade or occupation from the time of the initial employment of the person affected and during the continuance of such employment.
- d. The County will not recognize any claim for additional compensation because of the payment by the Contractor of any wage rate in excess of the prevailing wage rate set forth as provided herein. The possibility of wage increases is one of the elements to be considered by the Contractor in determining his bid, and will not under any circumstances be considered as the basis of a claim against the County on the Contract.

#### **16.2.2 WAGE RECORDS**

- a. The Contractor and each subcontractor shall keep or cause to be kept an accurate record (certified payroll) showing the names and occupations of all laborers, workers, and mechanics employed by him in connection with the execution of this Contract or any subcontract thereunder. The record shall show the actual per diem wages paid to each of said workers, which records shall be provided to the County, and to the Division of Labor Standards Enforcement upon its request. Copies provided will include one which has the name and social security numbers marked out.

#### **16.3 NOTICE OF LABOR DISPUTES**

- 16.3.1 If the Contractor has knowledge that any actual or potential labor dispute is delaying or threatens to delay the timely performance of this Contract, the Contractor shall immediately give notice, including all relevant information, to the County.
- 16.3.2 The Contractor agrees to insert the substance of this clause, including this paragraph into any subcontract in which a labor dispute may delay the timely performance of this Contract; except that each subcontract shall provide that in the event its timely performance is delayed or threatened by delay by any actual or potential labor dispute, the subcontractor shall immediately notify the next higher tier subcontractor or the prime Contractor, as the case may be, of all relevant information concerning the dispute.

#### **16.4 NONDISCRIMINATION**

#### 16.4.1 EQUAL EMPLOYMENT OPPORTUNITY

- a. Contractor agrees for the duration of this Contract that it will not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, age, political affiliation, marital status, or handicap. The Contractor will take affirmative action to insure that employees are treated during employment or training without regard to their race, color, religion, sex, national origin, age, political affiliation, marital status, or handicap. Such action shall include, but not be limited to, the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause.
- b. The Contractor will in all solicitations or advertisements for employees placed by or on behalf of the Contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, age, political affiliation, marital status, or handicap.
- c. The Contractor will send to each labor union or other representative of workers with which it has a collective bargaining agreement or other contract or understanding, a notice advising the workers' representative of the Contractor commitments under this agreement.
- d. The Contractor agrees that it will comply with the provisions of Titles VI and VII of the Civil Rights Act, Revenue Sharing Act Title 31, U.S. Code Section 2716, and California Government Code Section 12990.
- e. The Contractor agrees that it will assist and cooperate with the County, the State of California and the United States Government in obtaining compliance with the equal opportunity clause, rules, regulations, and relevant orders of the State of California and United States Government issued pursuant to the Acts.
- f. In the event of the Contractor's non-compliance with the discrimination clause, the affirmative action plan of this contract, or with any of the said rules, regulations or orders, this Contract may be canceled, terminated, or suspended in whole or in part by the County.

#### 16.4.2 HANDICAPPED NON-DISCRIMINATION

This project is subject to Section 504 of the Rehabilitation Act of 1973 as amended, (29 U.S.C. 794), and the Americans with Disabilities Act of 1990, as amended, and all requirements imposed by the guidelines and interpretations issued thereto. In this regard, the County and all of its contractors and subcontractors will take all reasonable steps to ensure that handicapped individuals have the maximum opportunity for the same level of aid, benefit or service as any other individual.

#### 16.4.3 FAIR EMPLOYMENT AND HOUSING ACT ADDENDUM

In the performance of this Contract, the Contractor will not discriminate against any employee or Applicant for employment because of race, sex, color, religion, ancestry, or national origin. The Contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment,

without regard to their race, sex, color, religion, ancestry, or national origin. Such action shall include, but not limited to, the following: employment, upgrading, promotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Contractor shall post in conspicuous places, available to employees and applicants for employment, notices to be provided by the State or local agency setting forth the provisions of this Fair Employment and Housing Section.

#### **16.4.4 ACCESS TO RECORDS**

The Contractor will permit access to his records of employment, employment advertisements, application forms, and other pertinent data and records by the State Fair Employment and Housing Commission, or any other agency of the State of California designated by the awarding authority, for the purposes of investigation to ascertain compliance with the Fair Employment and Housing section of this Contract.

#### **16.4.5 REMEDIES FOR WILLFUL VIOLATION**

The State or local agency may determine a willful violation of the Fair Employment and Housing provision to have occurred upon receipt of a final judgment having that effect from a court in an action to which Contractor was a party, or upon receipt of a written notice from the Fair Employment and Housing Commission that it has investigated and determined that the Contractor has violated the Fair Employment and Housing Act and has issued an order or obtained an injunction under Government Code Sections 12900, et seq.

### **ARTICLE 17 SUBCONTRACTING**

#### **17.1 SUBCONTRACTORS**

**17.1.1** A subcontractor is an individual, firm or corporation having a direct contract with the Contractor or with any other subcontractor for the performance of a part of the Work. In accordance with Section 4104 of the Public Contract Code, each Contractor, in his bid, shall include the name and location of each subcontractor who will perform work or labor, or render services to the Contractor in or about the Work in an amount in excess of one half of 1% of the Contractor's total bid.

**17.1.2** The County reserves the right to approve all subcontractors. Such approval shall be a consideration to the awarding of the Contract and unless notification to the contrary is given to the Contractor prior to the signing of the Contract, the list of subcontractors which is submitted with his proposal will be deemed to be acceptable.

**17.1.3** The Contractor shall be as fully responsible to the County for the acts and omissions of his subcontractors and of persons either directly or indirectly employed by them, as he is for the acts and omissions of persons directly employed by him.

**17.1.4** Nothing contained in the Contract Documents shall create any contractual relationship between any subcontractor and the County.

**17.1.5** The divisions or sections of the specifications are not intended to control the Contractor in dividing the Work among subcontractors or to limit the work performed by any trade.

#### **17.2 RELATIONS OF CONTRACTOR AND SUBCONTRACTOR**

**17.2.1** The Contractor agrees to bind every subcontractor by the terms of the Contract with the County, the General Conditions, Supplementary Conditions, and the drawings and specifications as far as applicable to his work, unless specifically noted to the contrary in a subcontract approved in writing as adequate by the County.

### **17.3 SUBCONTRACTS**

**17.3.1** Pursuant to the provisions of Sections 4100 to 4114 of the California Public Contract Code, inclusive, the Contractor shall not, without the consent of the County, either:

- a. Substitute any persons as subcontractors in place of the subcontractors designated in his original bid without the consent of County. (The County's consent can only be given in cases permitted by Public Contract Code Section 4107.)
- b. Permit any subcontract to be assigned or transferred or allow any work to be performed by anyone other than the original subcontractor listed in his bid.
- c. Sublet or subcontract any portion of the work in excess of one-half of one percent of his bid to which his original bid did not designate a subcontractor.

Should the Contractor violate any of the provisions of Sections 4100 to 4114, inclusive, of the Public Contract Code, his so doing shall be deemed a violation of this Contract, and the County may either cancel the contract, or assess the Contractor a penalty in the amount of not more than ten (10) percent of the amount of the subcontract involved, or both.

### **ARTICLE 18 TAXES**

#### **18.1 SALES AND PAYROLL TAXES**

**18.1.1** Each Contractor, subcontractor, and material dealer shall include in their bid all applicable taxes including but not limited to sales tax and payroll taxes required by law.

### **ARTICLE 19 CHANGES**

#### **19.1 CHANGE ORDER WORK**

**19.1.1** The County reserves the right to make changes in the work without impairing the validity of the Contract. The County may make changes to the work, or suspend the work, and all such changes or suspension are within the contemplation of the parties and will not be a basis for compensable delay. Such changes may be made in accordance with any of the following methods:

- a. By written change order to the Contract ordered by the Board of Supervisors.
- b. By written change order, signed by the Assistant County Executive Officer/EDA, in the manner and amounts specified by Board Policy B-11.
- c. By written authorization, issued by the Assistant County Executive Officer/EDA, for items of work done under unit prices. The cost or credit for such added or omitted work shall be determined by multiplying the number of units added to or omitted from the work by the applicable unit price.

**19.1.2** Upon receipt of a proposed Change Order from County, the Contractor shall submit a proposal in accordance with the requirements and limitations set forth in this "Change Orders" article, for work involved in the contemplated change.

- 19.1.3** The Contractor must submit a cost proposal within fifteen (15) calendar days after receipt of the proposed change order. The Contractor must submit cost proposals in less than fifteen (15) calendar days if requested by the County or if required by schedule limitations.
- 19.1.4** If the Contractor fails to submit the cost proposal within the 15-day period (or as requested), the County has the right to order the Contractor in writing to commence the work immediately on a force account basis and/or issue a lump sum change to the contract price in accordance with the County's estimate of cost. If the change is issued based on the County estimate, the Contractor will waive his right to dispute the action unless within fifteen (15) calendar days following completion of the added/deleted work, the Contractor presents proof that the County's estimate was in error.
- 19.1.5** If the County disagrees with the proposal submitted by Contractor, it will notify the Contractor in writing and the Contractor may elect to proceed under the DISPUTE article of this Contract, or, in the event either party contests the price or time extension of Change work, or time is of the essence, the County may issue a Construction Change Directive and the contractor shall proceed with the work. The County will provide its opinion of the appropriate price and/or time extension in a "Response to Change Order Request." If the contractor agrees with the County's estimate, a change order will be issued by the County. If no agreement can be reached, the County shall have the right to issue the Change Order Directive setting forth its unilateral determination of the reasonable additions or savings in costs and time attributable to the extra or deleted work. Such determination shall become final and binding if the Contractor fails to submit a Claim in writing to the County, within twenty-one (21) days of the Change Order Directive, disputing the terms of such Directive. No dispute, disagreement or failure of the parties to reach agreement regarding the amount, if any, of any adjustment to the contract sum or contract time shall relieve the Contractor from the obligation to proceed with performance of the work, including extra work, promptly and expeditiously."
- 19.1.6** The Contractor will give notice of a requested change on his letterhead within seven (7) calendar days of discovery and, if the County agrees, a proposed change order will be issued on the County's standard change order form.
- 19.1.7** If any change involves an increase or decrease in the cost of the Contractor's work, a change order shall state the amount to be added or deducted from the Contract amount, and the additional time, if any, needed for the performance of such work.
- 19.1.8** Any changes to the Contract amount shall be in a lump sum mutually agreed to by the Contractor and the County, except that when, in the opinion of the County, such basis is not feasible the change to the Contract amount shall be determined upon a cost-plus-percentage basis with a guaranteed maximum lump sum cost within the limitations provided by law.
- 19.1.9** Each lump sum quotation from the Contractor shall be accompanied by sufficiently detailed estimates to permit verification of totals in accordance with (a) through (d) in 19.1.11 below.
- 19.1.10** When the work is to be done on a cost-plus-percentage basis, the Contractor shall submit statements as required by the County showing all labor, material, and equipment costs incurred, and upon completion of the work, a summary of costs, including overhead and profit, and in accordance with Item (a) through (d) in 19.1.11 below.
- 19.1.11** Estimates for lump sum quotations and accounting for cost-plus-percentage work shall be limited to direct expenditures necessitated specifically by the subject extra work, and shall be segregated as follows:
- a. Labor. The costs of labor will be the actual cost for wages prevailing locally for each craft

or type of worker at the time the extra work is done, plus employer payments of payroll taxes and insurance, health and welfare, pension, vacation, apprenticeship funds, and other direct costs resulting from Federal, State or local laws, as well as assessment or benefits required by lawful collective bargaining agreements. The use of a labor classification which would increase the extra work cost will not be permitted unless the contractor establishes the necessity for such additional costs. Labor costs for equipment operators and helpers shall be reported only when such costs are not included in the invoice for equipment rental.

- b. **Materials.** The cost of materials reported shall be at invoice or lowest current price at which such materials are locally available in the quantities involved, plus sales tax, freight and delivery.
- c. **Tool and Equipment Use.** No payment will be made for the use of tools which have a replacement value of \$100 or less. Regardless of ownership, the rates to be used in determining equipment use costs shall not exceed listed rates prevailing locally at equipment rental agencies, or distributors, at the time the work is performed.
- d. **Overhead, Profit and Other Charges.** The mark-up for overhead and profit on work added to the Contract shall be according to the following Schedule.
  - (1) For work performed by the Contractor's forces the added cost for overhead and profit shall not exceed fifteen (15%) percent of the net cost of the work, equipment, labor and materials.
  - (2) For work performed by a subcontractor, the added cost for overhead and profit shall not exceed fifteen (15%) percent of the net cost of the work, equipment, labor and materials, to which the Contractor may add five (5) percent of the subcontractor's price of the work.
  - (3) For work performed by a sub-subcontractor the added cost for overhead and profit shall not exceed fifteen (15 %) percent of the net cost for work, equipment, labor and materials to which sub-contractor and general contractor may each add an additional five (5 %) percent of the total price from the lower tier subcontractor.
  - (4) "Net Cost" is defined as consisting of costs of labor, materials and equipment use and/or rental only. The costs of applicable insurance and bond premium will be reimbursed to the Contractor and subcontractors at cost only, without mark-up.
  - (5) The cost of direct supervision, except when provided by working foreman whose time is included above, of change order work when done exclusively, and not in conjunction or at the same time as, other work performed on the job and when approved in advance by the County's authorized representative, including only payroll taxes, insurance, pension and direct costs for the labor of supervision may be charged to the change order. The cost of transportation, use of vehicle and other costs incurred by supervision will not be allowed.

**19.1.12** For added or deducted work by subcontractors, the Contractor shall furnish to the County the subcontractor's signed detailed estimate of the cost of labor, material and equipment, including the markup by such subcontractor for overhead and profit. The same requirement shall apply to sub-subcontractors.

- 19.1.13** For added or deducted work furnished by a vendor or supplier, the Contractor shall furnish to the County a detailed estimate or quotation of the cost to the Contractor for such work, signed by such vendor or supplier.
- 19.1.14** Any change in the work involving both extras and credits shall show a new total cost, including subcontracts. Allowance for overhead and profit, as specified therein, shall be applied if the net total cost is an extra; overhead and profit allowances shall not be applied if the net total cost is a credit. The estimated cost of deductions shall be based on labor and material prices on the date the Contract was executed.
- 19.1.15** The Contractor shall identify any adjustment in time of the final completion of the Work as a whole which is directly attributable to the changed work within fifteen (15) calendar days of receipt of the proposed change order. The Contractor's request for a change in time will be supported by a detailed schedule analysis including a schedule indicating the activities which have been affected and the additional time being requested.
- a. For a change in time for the Work, the Contractor shall be entitled only to such adjustments where completion of the entire Work (critical path) is delayed due to the performance of the changed work. Failure to request extra time when submitting such estimate shall constitute waiver of the right to subsequently claim adjustment in time for final completion based upon such changed work.
  - b. If the County and the Contractor fail to arrive at an agreement on the amount of extra cost, credit or time extension for a proposed change, a change order will be processed in the amount believed by the County to be reasonable, and the Contractor shall proceed with the work. If the Contractor believes that the amount or time stipulated in the change order is not reasonable for the work required, he may elect to issue a notification in accordance with the DISPUTES article for review by the County, stating therein the basis for his dispute with such change order.
- 19.1.16** Any change in the Work shall conform to the original Contract Documents insofar as they may apply without conflict to the conditions involved in the change.
- 19.1.17** Payment for additional work or extras, if any, shall become due and payable in accordance with the provisions for payment in the Contract.
- 19.1.18** Contractor shall not reserve a right to assess impact cost, extended job site costs, extended overhead, and/or constructive acceleration at a later date as related to any and all changes. All costs or estimated costs must be supported with full schedule and cost documentation with each proposed change within the prescribed submission times. If a request for a change is denied and the Contractor disputes the denial, the Contractor must supply the aforementioned documentation to support his claim under the DISPUTES article of this Contract. No claims shall be allowed for impact, extended overhead costs, and/or construction acceleration due to the multiplicity of changes and/or clarifications. Any attempt by Contractor to change or modify the change order form (sample included herein) shall void the form, including any letters the Contractor may issue in conjunction therewith.
- 19.1.19** All alterations, extensions of time, extra and additional work and other changes authorized by these specifications or any part of the Contract may be made without securing consent of the surety or sureties on the contract bonds.

## **19.2 CHANGE ORDERS AND LABOR RATES GUIDELINES**

- 19.2.1** The following are guidelines for preparing change orders:

a. Labor Rates:

- (1) To establish the labor rate for each classification and trade, a breakdown shall be submitted to the County.
- (2) Labor rates are based on current prevailing state and federal wages. Only those benefits mandated by law or a valid labor contract are paid by the County.
- (3) Payroll taxes shall be paid as mandated by law. Labor related insurances shall be paid according to industry standard average.
- (4) No other costs related to labor shall be paid by County.

b. Change Orders:

- (1) Change orders shall be prepared in accordance with the project contract.
- (2) No insurance costs are paid by County, except for labor insurances specified in this guideline under section 1 titled "LABOR RATES".
- (3) Material cost shall be broken down on a separate sheet, and for those jobs designated as time and material shall be supported by valid invoices from suppliers.
- (4) Hours for non-productive labor, such as non-working foremen or general foremen, shall be paid only when justified in the opinion of the County, and approved by the County. The total number of nonproductive labor hours shall be limited to a maximum of 15% of the total number of productive labor hours.
- (5) Cost of use of special equipment shall be paid when justified in the opinion of the County, and approved by the County. Equipment refers to special equipment that is needed to perform that specific job, and does not include the usual tools customarily required for that trade. Small tools costs are not paid by County.
- (6) Material transportation costs are paid by County when justified in the opinion of the County, and approved by the County's authorized representative.
- (7) Overhead, profit and fees on subcontracts, are paid according to the contract.
- (8) No costs other than those designated above shall be paid by County. The percentages of overhead and fee allowed with change orders have been established to account for any other direct or indirect costs that might be incurred due to the change order.

**19.3 AUDIT**

**19.3.1** The County shall have the right to examine and audit all books, estimates, records, contracts, documents, bid documents, subcontracts, and other data of the Contractor (including computations and projections) related to negotiating, pricing, or performing the modification in order to evaluate the accuracy and completeness of the cost or pricing data at no additional cost to the County.

**19.3.2** The Contractor shall make available at its office at all reasonable times the materials described in paragraph



19.3.1 above, for examination, audit, or reproduction, until 4 years after final payment under this Contract.

19.3.3 The Contractor shall insert a clause containing all the provisions of this 19.3, including this paragraph, in all subcontracts over \$10,000 under this contract.

## **ARTICLE 20    PAYMENT**

### **20.1    PROGRESS PAYMENTS**

20.1.1 The County shall pay the Contractor the price as provided in this Contract.

20.1.2 The County shall make progress payments monthly as the Work proceeds, on estimates approved by the County. The Contractor shall furnish a breakdown of the total contract price, in a format provided by the County, showing the amount included therein for each principal category of the work, in such detail as requested, to provide a basis for determining progress payments.

20.1.3 Contractor shall submit to the County vouchers, schedule activities, or other satisfactory proof of the value of any work for which he claims payment on such account, and receipts showing that progress payments have been duly made on such contracts, and for materials furnished.

20.1.4 In the preparation of estimates, the County may authorize 75% of the value of material delivered and satisfactorily stored on the site, and preparatory work done to be taken into consideration for major equipment if:

- a. Consideration is specifically authorized by this Contract; and
- b. The Contractor furnishes certified receipt that it has acquired title and paid invoices for such material and that the material will be used to perform this Contract.

20.1.5 On the 25th of each month the Contractor will submit his request for payment. Prior to that submittal the County will review the requested percentage of completion for each activity. The payment request will be in the format as provided by the County and will refer to the schedule.

20.1.6 Upon receipt of a payment request, the County shall:

- a. Review that request as soon as practicable after receipt for the purpose of determining that the payment request is a proper payment request; and
- b. Any payment request determined not to be a proper request suitable for payment shall be returned to the Contractor as soon as practicable, but not later than seven (7) calendar days after receipt. The returned request for payment shall be accompanied by a document setting forth in writing the reasons why the payment request is not proper.

20.1.7 Any progress payment which is undisputed and properly submitted and remains unpaid for thirty (30) calendar days after receipt by County shall accrue interest to the Contractor equivalent to the legal rate set forth in subdivision (a) of Section 685.010 of the California Code of Civil Procedure. The number of days available to the County to make a payment without incurring interest pursuant to this section shall be reduced by the number of days by which the County exceeds the seven-day return requirement set forth in 20.1.6 above.

20.1.8 In making these progress payments, there shall be retained ten percent (10%) from the amount of each

progress payment until the work is 50% complete. After the 50% completion point, if satisfactory progress is being made and at the sole discretion of the County, the retention may be reduced to a minimum of 5% of the contract.

- 20.1.9** Except as otherwise prohibited by law, the Contractor may elect to receive all payments due under the contract pursuant to this section without any retention, by posting securities in accordance with Public Contract Code Section 22300.
- 20.1.10** Contractor and each subcontractor shall pay each of its employees engaged in work under this Contract in full (less deductions made mandatory by law) in accordance with California law.
- 20.1.11** The County may withhold (in excess of retentions) or, on account of subsequently discovered evidence, nullify the whole or a part of any certificate to such extent as may be necessary to protect the County from loss on account of:
- a. Defective work not remedied.
  - b. Claims filed or reasonable evidence indicating probable filing of claims.
  - c. Failure of the Contractor to make payments properly to subcontractors or for material or labor.
  - d. Damage to another Contractor.
  - e. Delays in progress toward completion of the work, with the stipulated amount of liquidated damages being withheld for each day of delay for which no extension is granted.
  - f. Default of the Contractor in the performance of the terms of the Contract.
- 20.1.12** Should stop notices be filed with the County, County shall withhold the amount required plus 25% from certificates until such claims shall have been resolved pursuant to applicable law. California Civil Code Section 3179 et seq.
- 20.1.13** Contractor shall provide (1) forms of conditional releases of stop notice and bond rights upon progress payment, complying with California Civil Code Section 3262(d)(1), for all work performed during the time period covered by the current Application for Payment, signed by the Contractor and the subcontractors of every tier; and (2) forms of unconditional release of stop notice and bond rights upon progress payment, complying with Civil Code Section 3262(d)(2) for all work performed during the time period covered by previous Application for Payment, signed by Contractor and the subcontractors of every tier.
- 20.1.14** All material and work covered by progress payments made shall, at the time of payment, become the sole property of the County, but this shall not be construed as:
- a. An acceptance of any work not in accordance with the Contract Documents; or
  - b. Waiving the right of the County to require the fulfillment of all of the terms of the contract.

## **20.2 FINAL PAYMENT**

### **20.2.1 GENERAL**

- a. The County shall pay the amount due the Contractor under this Contract after:
  - 1.) The Acceptance of all work and Notice of Completion per the terms of this Contract;
  - 2.) Presentation of a properly executed voucher;
  - 3.) Submission of conditional releases and waivers of stop notice and bond rights upon final payment in the form required by California Civil Code Section 3262(d)(3) executed by Contractor and by all the subcontractors of every Tier.
  - 4.) Presentation of release of all claims against the County arising by virtue of this Contract, other than claims and disputes in stated amounts, that the Contractor has specifically excepted from the operation of the release.
- b. The Contractor may, if any subcontractor refuses to furnish a release or receipt in full, furnish a bond satisfactory to the County, to indemnify him against any lien.

**20.2.2 FINAL CERTIFICATE FOR PAYMENT**

- a. When the work is ready for acceptance by the County, the Economic Development Agency will certify and submit to the Board of Supervisors a Notice of Completion. Upon approval of the Notice of Completion, a copy will be sent to the Contractor.
- b. Notice of Completion will be recorded by the County upon completion and Acceptance of the Work. Providing no stop notices have been filed, thirty-five (35) calendar days after filing of such Notice of Completion, payment due under the contract will become due to the Contractor and the County shall so certify authorizing the final payment.

**20.2.3 FINAL PAYMENT**

- a. After Acceptance of Work, the County will submit to Contractor a statement of the sum due Contractor under this contract, together with County payment in the amount thereof. Said statement shall take into account the contract price, as adjusted by any change orders; amounts already paid; sums to be withheld for incomplete work; liquidated damages; and for any other cause under the Contract.
- b. The Contractor shall, from the effective date of Acceptance until the expiration of four years after final settlement under this Contract, preserve and make available to the County, all its books, records, documents, and other evidence bearing on the costs and expenses of the Contractor under this Contract.

**ARTICLE 21 SUSPENSION OF WORK/TERMINATION**

**21.1 NON-COMPLIANCE WITH CONTRACT REQUIREMENTS**

- 21.1.1 In the event the Contractor, after receiving written notice from the County of non-compliance with any requirement of this Contract, fails to promptly initiate appropriate action to comply with the specified requirement, the County shall have the right to withhold payment for work completed under the Contract until the Contractor has complied with the notice or has initiated such action as may be appropriate to comply,

within a reasonable period of time. The Contractor shall not be entitled to any extension of contract time or payment for any costs incurred for work under this article.

**21.1.2** Should the Contractor abandon the Work called for under the Contract, or assign his Contract, or unnecessarily and unreasonably delay the work, or willfully violate or perform the work in bad faith, the County shall have the power to notify the Contractor to discontinue all work or any part thereof under this Contract, and thereupon the Contractor shall cease to continue said work or such part thereof as the County may designate, and the County shall have the power to employ such persons as it may consider desirable, and to obtain by contract, purchase, hire or otherwise, such implements, tools, material or materials as the County may deem advisable to work at and be used to complete the work herein described, or such part thereof as shall have not been completed, and to use such material as it may find upon the site of the work, and to charge the expense of such labor and material, implements and tools to the Contractor, and the expense so charged shall be deducted and paid by the County out of such monies as may either be due, or may at any time thereafter become due to the Contractor under the Contract.

## **21.2 TERMINATION**

### **21.2.1 TERMINATION FOR BREACH**

If the Contractor should be adjudged bankrupt or if he should make a general assignment for the benefit of his creditors, or if a receiver should be appointed on account of his insolvency, or if he or any of his subcontractors should violate any of the provisions of the Contract, the County may serve written notice upon him and his surety of its intention to terminate Contractor's performance hereunder, said notice shall contain the reasons for such intention to terminate Contractor's performance, and, unless within ten (10) calendar days after serving of said notice, such violation shall cease and satisfactory arrangements for correction thereof be made, Contractor's performance shall, upon the expiration of said ten (10) calendar days, cease and terminate. In the event of any such termination, the County shall immediately serve written notice thereof upon the surety and the Contractor, and the County may take over the Contractor's work and prosecute the same to completion by contract or by any other method it may deem advisable, for the account and at the expense of the Contractor, and the Contractor and his surety shall be liable to the County for any excess cost occasioned the County thereby, and in such event the County may without liability for so doing take possession of and utilize in completing the work, such materials, appliances, plants, and other property belonging to the Contractor as may be on the site of the work and necessary therefore.

### **21.2.2 TERMINATION FOR CONVENIENCE**

- a. If the construction of the project herein is damaged, which damage is determined to have been proximately caused by an Act of God, in excess of 5% of the contract amount, provided that the work damaged is built in accordance with applicable building standards and the plans and specifications, then the County may, without prejudice to any other right or remedy, terminate the Contract.
- b. The County may terminate performance of work under this Contract in whole or in part, if the County determines that a termination is in the County's interest. The County shall terminate by delivering to the Contractor a Notice to Terminate specifying the extent of termination and the effective date.
- c. After receipt of such Notice, and except as directed by the County, the Contractor shall immediately proceed with the following obligations, regardless of any delay in determining or adjusting any amounts due under this clause:

- (1) Stop work as specified in the notice.
  - (2) Place no further subcontracts or orders (referred to as subcontracts in this clause) for materials, services, or facilities, except as necessary to complete any continued portion of the Contract.
  - (3) To terminate all subcontracts to the extent they relate to the work terminated.
  - (4) With approval or ratification to the extent required by the County, settle all outstanding liabilities and termination settlement proposals arising from termination of subcontracts; the approval or ratification will be final for purposes of this clause.
  - (5) As directed by the County, transfer title and deliver to the County (1) the fabricated or unfabricated parts; work in progress, completed work, supplies, and other material produced or acquired for the work terminated; and (2) the completed or partially completed plans, drawings, information, and other property that, if the contract had been completed, would be required to be furnished to the County.
  - (6) Complete performance of work not terminated.
  - (7) Take any action that may be necessary, or that the County may direct, for the protection and preservation of the property related to this contract that is in the possession of the Contractor and in which the County has or may acquire an interest.
  - (8) Use its best efforts to sell, as directed or authorized by the County, any property of the types referred to in subparagraphs above; provided, however, that the Contractor (1) is not required to extend credit to any purchaser and (2) may acquire the property under the conditions prescribed by, and at prices approved by the County. The proceeds of any transfer or disposition will be applied to reduce any payments to be made by the County under this contract, credited to the price or cost of the work, or paid in any other manner directed by the County.
- d. After termination, the Contractor shall submit a final termination settlement proposal to the County in the form and with the certification prescribed by the County. The Contractor shall submit the proposal promptly, but no later than thirty (30) days from the effective date of termination. If the Contractor fails to submit the proposal within the time allowed, the County may determine, on the basis of information available, the amount, if any, due the Contractor because of the termination and shall pay the amount determined.
- e. Subject to subparagraph (2) above, the Contractor and the County may agree upon the whole or any part of the amount to be paid because of the termination. The amount may include a reasonable allowance for profit on work done. However, the agreed amount, may not exceed the total contract price as reduced by:
- (1) the amount of payments previously made and;
  - (2) the contract price of work not terminated. The contract shall be amended with a Change Order, and the Contractor paid the agreed amount.

- f. If the Contractor and County fail to agree on the whole amount to be paid the Contractor because of the termination of work, the County shall pay the Contractor the amounts determined as follows:
- (1) For contract work performed before the effective date of termination, the total (without duplication of any terms) of:
    - (i) The cost of this work;
    - (ii) The cost of settling and paying termination settlement proposals under terminated subcontracts that are properly chargeable to the terminated portion of the contract if not included in subdivision (i) above; and
    - (iii) A sum, as profit on (i) above, determined by the County to be fair and reasonable; however, if it appears that the Contractor would have sustained a loss on the entire contract had it been completed, the County shall allow no profit under this subdivision (iii).
  - (2) The reasonable costs of settlement of the work terminated including:
    - (i) Accounting, clerical, and other expenses reasonably necessary for the preparation of termination settlement proposals and supporting data; and
    - (ii) Storage, transportation, and other costs incurred, reasonably necessary for the preservation, protection, or disposition of the termination inventory.
- g. Except for normal spoilage, the County shall exclude from the amounts payable to the Contractor the fair value, as determined by the County, of defective work, and of property that is destroyed, lost, stolen, or damaged so as to become undeliverable.
- h. The Contractor shall have the right to make a claim under the DISPUTES article, from any determination made by the County.
- i. In arriving at the amount due the Contractor, there shall be deducted:
- (1) All unliquidated advance or other payments to the Contractor under the terminated portion of this Contract;
  - (2) Any claim which the County has against the Contractor under this Contract; and
  - (3) The agreed price for, or the proceeds of sale of, materials, supplies, or other things acquired by the Contractor or sold under the provisions of this clause and not recovered by or credited to the County.
- j. If the termination is partial, the Contractor may file a proposal with the County for a Change Order of the price(s) of the continued portion of the Contract. The County shall process any Change Order agreed upon. Any proposal by the Contractor for an equitable adjustment under this clause shall be requested within thirty (30) days from the effective date of termination unless extended in writing by the County.

- k. The County may, under the terms and conditions it prescribes, make partial payments and payments against costs incurred by the Contractor for the terminated portion of the Contract, if the County believes the total of these payments will not exceed the amount to which the Contractor will be entitled. If the total payments exceed the amount finally determined to be due, the Contractor shall repay the excess to the County upon demand, together with interest.
  - 1. Unless otherwise provided in this Contract or by statute, the Contractor will maintain all records and documents relating to the terminated portion of this Contract for 4 years after final settlement. This includes all books and other evidence bearing on the Contractor's costs and expenses under this Contract. The Contractor shall make these records and documents available to the County, State and/or the U.S. Government or their representatives at all reasonable times, without any direct charge.

## **ARTICLE 22    DISPUTES/CLAIMS**

### **22.1    CLAIMS RESOLUTION**

In accordance with Public Contract Code Sections 20104 20104.6 and other applicable law, public works claims of \$375,000 or less which arise between the Contractor and the Owner shall be resolved under the following the statutory procedure unless the Owner has elected to resolve the dispute pursuant to Public Contract Code Section 10240 et seq.

- a. All claims shall be submitted in writing and accompanied by substantiating documentation. Claims must be filed on or before the date of final payment unless other notice requirements are provided in the contract. "Claim" means a separate demand by the claimant for (1) a time extension, (2) payment of money or damages arising from work done by or on behalf of the claimant and payment of which is not otherwise expressly provided for or the claimant is not otherwise entitled, or (3) an amount the payment of which is disputed by the Owner.
- b. Claims Under \$50,000. The Owner shall respond in writing to the claim within 45 days of receipt of the claim, or, the Owner may request, in writing, within 30 days of receipt of the claim, any additional documentation supporting the claim or relating to defenses or claims the Owner may have. Of additional information is needed thereafter, it shall be provided upon mutual agreement of the Owner and the claimant. The Owner's written response shall be submitted 15 days after receiving the additional documentation, or within the same period of time taken by the claimant to produce the additional information, whichever is greater.
- c. Claims over \$50,000 but less than or equal to \$375,000. The Owner shall respond in writing within 60 days of receipt, or, may request in writing within 30 days of receipt of the claim, any additional documents supporting the claim or relating to defenses or claims the Owner may have against the claimant. If additional information is needed thereafter, it shall be provided pursuant to mutual agreement between the Owner and the claimant. The Owner's response shall be submitted within 30 days after receipt of the further documents, or within the same period of time taken by the claimant to produce the additional information or documents, whichever is greater. The Contractor shall make these records and documents available to the County, State and/or the U.S. Government or their representatives at all reasonable times, without any direct charge.
- d. If the claimant disputes the Owner's response, or if the Owner fails to respond within the

statutory time period(s), the claimant may so notify the Owner within 15 days of the receipt of the response or the failure to respond, and demand an informal conference to meet and confer for settlement. Upon such demand, the Owner shall schedule a meet and confer conference within 30 days.

- e. If following the meet and confer conference, the claim or any portion thereof remains in dispute, the claimant may file a claim pursuant to Government Code 900 et seq. and Government Code 910 et seq. For purposes of those provisions, the time within which a claim must be filed shall be tolled from the time the claimant submits the written claim until the time the claim is denied, including any time utilized for the meet and confer conference.
- f. If a civil action is filed to resolve any claim, the provisions of Public Contract Code 20104.4 shall be followed, providing for nonbinding mediation and judicial arbitration.

## **22.2 CLAIM FORMAT/REQUIREMENTS**

**22.2.1** The Contractor will submit the claim justification in the following format:

- a. Summary of claim merit and price plus clause under which the claim is made.
- b. List of documents relating to claim
  - (a) Specifications
  - (b) Drawings
  - (c) Clarifications (RFIS)
  - (d) Schedules
  - (e) Other
- c. Chronology of events and correspondence
- d. Analysis of claim merit
- e. Analysis of claim cost
- f. Analysis of Time in CPM format
- g. Cover letter and certification (form included herein)

**22.2.2** If any claim submitted includes a request for overhead, the County may request a Profit & Loss statement and supporting documentation from Contractor. If requested, such documentation must be submitted for the County to consider the claim.

**22.2.3** Submission of a claim, properly certified, with all required supporting documentation, and written rejection or denial of all or part of the claim by County, is a condition precedent to any action, proceeding, litigation, suit, general conditions claim, or demand for arbitration by Contractor.

## **22.3 NOTICE OF THIRD PARTY CLAIMS**

The County shall provide notification to the Contractor within a reasonable time after receipt of any third-party claim relating to the Construction Contract.



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# **PROJECT MANUAL**

FOR

## **RIVERSIDE CENTRE, 2<sup>ND</sup> FLOOR TENANT IMPROVEMENT PROJECT FEDERAL GSA-USAO**

**HOLT ARCHITECTS, INC**  
70-225 Highway 111 Suite D  
Rancho Mirage, CA 92270  
760-328-5280

**December, 2010**

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Instructions to Bidders		2
Contractor's Proposal		4
Noncollusion Affidavit		1
Bid Bond		1
Agreement Form		1
Payment Bond		1
Performance Bond		1
Contractor's Certificate Regarding Workers' Compensation		1
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01800 -	Summary List of Supplemental Warranties	2
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 <u>DIVISION 2 -- SITE WORK</u>		
NOT USED		--
 <u>DIVISION 3 -- CONCRETE</u>		
NOT USED		--
 <u>DIVISION 4 -- MASONRY</u>		
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05410 -	Metal Stud Framing	4
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06100 -	Rough Carpentry	6
06200 -	Finish Carpentry	4
06410 -	Custom Casework	4
06600 -	Plastic Surfacing Materials	4
 <u>DIVISION 7 -- THERMAL AND MOISTURE CONTROL</u>		
07210 -	Thermal Insulation	2
07840 -	Firestopping	6
07900 -	Caulking and Sealants	6

DIVISION 8 -- DOORS AND WINDOWS

08100 -	Metal Doors and Frames	6
08200 -	Wood Doors and Frames	4
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09300 -	Tilework	6
09510 -	Acoustical Ceiling Systems	4
09650 -	Resilient Flooring	4
09680 -	Carpet	4
09900 -	Painting	16

DIVISION 10 -- SPECIALTIES

10200 -	Louvers	2
10400 -	Identifying Devices	4
10520 -	Fire Protection Specialties	2
10800 -	Toilet and Bath Accessories	2

DIVISION 11 -- EQUIPMENT

Not Used		--
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DIVISION 12 -- FURNISHINGS

12500 -	Window Treatment	4
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DIVISION 13 -- SPECIAL CONSTRUCTION

Not Used		--
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DIVISION 14 -- CONVEYING SYSTEMS

Not Used		--
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15072 -	Vibration Isolation	2
15075 -	Mechanical Identifications	4
15086 -	Duct Insulation	4
15145 -	Plumbing Piping	4
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15182 -	Hydronic Piping	6
15183 -	Hydronic Specialties	2
15212 -	Compressed Air System	2
15410 -	Plumbing Fixtures	4
15430 -	Plumbing Equipment	2
15739 -	Computer Room AC Units -- Unitary Ceiling	2

15810 -	Ducts	4
15820 -	Duct Accessories	4
15834 -	Axial Fans	2
15835 -	Power Ventilators	2
15840 -	Air Terminal Units	2
15850 -	Air Outlets and Inlets	2
15928 -	Instruments and Control Elements	4
15940 -	HVAC Sequence of Operation	2
15950 -	Testing, Adjusting, and Balancing	8

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16070 -	Hangers and Supports for Electrical Systems	4
16075 -	Identification for Electrical Systems	2
16123 -	Low-voltage Electrical Power Conductors and Cables	4
16131 -	Conduit	6
16138 -	Boxes	4
16139 -	Cabinets and Enclosures	2
16140 -	Wiring Devices	8
16272 -	Dry Type Transformers	6
16410 -	Enclosed Switches and Circuit Breakers	4
16443 -	Panelboards	6
16510 -	Interior Lighting	6
16520 -	Automatic Lighting Control System	4
16720 -	Fire Detection and Alarm	14

**\*\*\* END OF SECTION \*\*\***

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**SECTION 00010**  
**PROJECT DIRECTORY**

**OWNER:** **COUNTY OF RIVERSIDE**

**OWNER REPRESENTATIVE:** **EDA PROJECT MANAGEMENT OFFICE**  
3403 10<sup>TH</sup> STREET, SUITE 500  
RIVERSIDE, CA 92501  
PH: 951-955-4880  
FAX: 951-955-4890  
CONTACT: DAWN TORRES, PROJECT MANAGER

**ARCHITECT:** **HOLT ARCHITECTS, INC**  
70-225 HIGHWAY 111, SUITE D  
RANCHO MIRAGE, CA 92270  
Ph: 760-328-5280  
FAX: 760-328-5281  
E-MAIL: rcoronado@holtarchitects.net  
CONTACT: RUBEN CORONADO

**MECHANICAL ENGINEER:** **DESIGN WEST ENGINEERING**  
1845 BUSINESS CENTER DRIVE, SUITE 215  
SAN BERNARDINO, CA 92408  
PH: 909-890-3700  
FAX: 909-890-3770  
CONTACT: STEVEN JOHNSON

**PLUMBING ENGINEER:** **DESIGN WEST ENGINEERING**  
1845 BUSINESS CENTER DRIVE, SUITE 215  
SAN BERNARDINO, CA 92408  
PH: 909-890-3700  
FAX: 909-890-3770  
CONTACT: STEVEN JOHNSON

**ELECTRICAL ENGINEER:** **DESIGN WEST ENGINEERING**  
1845 BUSINESS CENTER DRIVE, SUITE 215  
SAN BERNARDINO, CA 92408  
PH: 909-890-3700  
FAX: 909-890-3770  
CONTACT: LEO MAYA

**DOOR HARDWARE CONSULTANT:** **I R SECURITY**  
6248 RAMONA AVE  
ALTA LOMA, CA 91737  
PH: 909-987-4811  
FAX: 909-987-1303  
CONTACT: JIM ST PIERRE

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**SECTION 01025**  
**ALTERNATES**

**PART 1 -- GENERAL**

**1.01 DESCRIPTION**

- A. Work Included: Provide alternative bid proposals as described in this Section.
- B. Procedures:
  - 1. Provide alternative proposals to be added to or deducted from the amount of the Base Bid if the Owner accepts the corresponding change in scope.
  - 2. Include within the alternative bid prices all costs, including labor, materials, installations, and fees.
  - 3. Show the proposed alternative amounts opposite their proper description on the Contractor's Proposal.
- C. Acceptance or Rejection:
  - 1. Acceptance or rejection of Alternate Bids is subject to Owner's discretion. The Owner reserves the right to award any or none of the Alternate Proposal items as the Owner may deem to be in its best interests and without regard to the order in which such items are listed in the Proposal.

**\*\*\* END OF SECTION \*\*\***



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**SECTION 01049**  
**SUPPORTING FROM STRUCTURE**

**PART 1 -- GENERAL**

**1.01 GENERAL REQUIREMENTS**

Requirements of Division 1 apply to all Work in the Section.

**1.02 SCOPE**

Work Included:

1. This section provides guidelines and limitations for supporting all mechanical, electrical, plumbing or architectural items from the building structure, and for seismic bracing for all such items.
2. Design and install all support and bracing systems except as noted. Provide for attachment to portions of the building structure capable of bearing the loads imposed. Design systems to not overstress the building structure.

Work Not Included:

1. The Contractor is not required to design support and bracing for items for which the contract documents provide specific attachment, support, and bracing. Items specifically noted in the CBC as not requiring bracing may be exempt from seismic bracing if all conditions of attachment in the CBC are compliant. Seismic bracing is not typically required for the following items:
  - a. Gas piping less than 1 inch inside diameter.
  - b. Piping for boilers and mechanical equipment less than 1.25 inches inside diameter.
  - c. All other piping less than 2.5 inches inside diameter, unless racked together.
  - d. All piping and duct suspended by individual hangers 12 inches or less in length with flexible connections.
  - e. All rectangular air handling ducts less than 6 square feet in cross sectional area.
  - f. All round air handling ducts less than 28 inches in diameter.
  - g. All electrical conduits less than 2.5 inches inside diameter, unless racked together.

**1.03 RELATED WORK (See also Table of Contents)**

Information relating solely to mechanical or electrical work is included under those divisions, except as specifically indicated herein.

**1.04 SUBSTITUTIONS**

Substitutions will be considered per Article 5.3 of the General Conditions.

**1.05 QUALITY ASSURANCE**

A. General:

1. Design and install all support systems to comply with the requirements of the 2007 California Building Code Chapter 16.
2. For seismic bracing design engage the services of a structural engineer licensed in California.

3. For guidelines regarding seismic bracing for mechanical, electrical and plumbing systems, refer to the Sheet Metal and Air Conditioning Contractors National Association, Inc. (SMACNA), "Guidelines for Seismic Restraints of Mechanical Systems and Plumbing Piping Systems". Where SMACNA guidelines deviate from CBC requirements, CBC requirements shall govern
- B. Standards and References: (Latest Edition unless specified otherwise)
1. The General Conditions, Supplementary Conditions, and applicable portions of Division 1 apply to the work of this Section as if printed herein.
  2. If the year of the adoption or latest revision is omitted from the designation, it shall mean the specification, manual or test designation in effect the date of Notice to Proceed with the Work given.
- C. Submittals: (submit under provisions of Article 5 of the General Conditions):
1. Submit shop drawings for all substructures and attachment methods.
  2. Submit proposed alternative methods of attachment for review by the Architect, prior to deviating from the requirements given below.
  3. For all seismic bracing systems, submit structural calculations and details prepared and signed by the Contractor's licensed engineer which include all resultant forces applied to the building structure. Do not overstress building structure. Calculations will be reviewed for compliance with design criteria, not for arithmetic.

## **PART 2 -- PRODUCTS**

### **2.01 MATERIALS**

- A. Furnish all substructures and fasteners required to comply with the limitations given below. Use materials as specified in the various sections and as appropriate to the use.
- B. All exterior materials: hot dipped galvanized or stainless steel.

## **PART 3 -- EXECUTION**

### **3.01 GUIDELINES AND LIMITATIONS**

- A. The General Contractor shall coordinate the load requirements from all sub-contractors so that no combination of loads exceeds the limitations given below without written approval.
- B. Maximum Loading: Attach no loads greater than the following without specific approval of the Structural Engineer.
  1. Metal deck without concrete fill - acoustical tile and gypsum board ceilings only; no piping, ducting or conduit. Maximum ceiling weight - 3.5 psf. Maximum wire hanger load = 60#.
  2. Metal deck with concrete fill - ceilings as indicated for metal deck without concrete fill above, plus electrical conduits, gas piping and ducting not exceeding 3.0 psf. Maximum point load from trapeze = 200 lbs. at 8'-0" cc each way. Mechanical units hung from concrete filled deck shall not exceed 500 lbs.
  3. Steel beams and girders: water and gas piping, electrical conduits, ducting and trapeze of same not to exceed 3.0 psf. Maximum load on a single span = 600#. Mechanical units hung from beams shall not exceed 1000# unless specifically indicated on structural plans.

4. Cast-In-Place concrete slabs - ceilings, piping, conduit and ducts shall not exceed 10 psf. Maximum hanger load 600#. Mechanical units hung from slabs shall not exceed 800#.
5. Wood sawn joists - loads from ceilings, piping, conduit and ducting shall not exceed 5.0 psf. Maximum concentrated load = 300 lbs. per joist.
6. Steel Joists - Loads from ceiling, piping, conduit and ducting shall not exceed 8 psf. Maximum concentrated load = 500 lbs. per joist.

### 3.02 SEISMIC BRACING

- A. In applying formulas from Chapter 16 of the 2007 CBC the value for  $I_p$  (importance factor) shall be assumed to be no less than 1.0. See structural drawings for other seismic factors.
- B. Design and install seismic bracing so as not to ground out vibration and sound isolation items.

**\*\*\*END OF SECTION\*\*\***

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**SECTION 01200**  
**PROJECT MEETINGS**

**PART 1 -- GENERAL**

**1.01 DESCRIPTION**

- A. Work Included: To enable orderly review during progress of the Work, and to provide for systematic discussion of problems, the Architect will conduct project meetings throughout the construction period.
- B. The Contractor's relations with his subcontractors and materials suppliers, and discussions relative thereto, are the Contractor's responsibility and normally are not part of project meetings content.

**1.02 QUALITY ASSURANCE**

For those persons designated by the Contractor to attend and participate in project meetings, provide required authority to commit the Contractor to solutions agreed upon in the project meetings.

**1.03 SUBMITTALS**

- A. Agenda items: To the maximum extent practicable, advise the Architect at least 24 hours in advance of project meetings regarding items to be added to the agenda.
- B. Minutes:
  - 1. The Architect will compile minutes of each project meeting, and will furnish copies to the Contractor and to the Owner.
  - 2. Recipients of copies may make and distribute such other copies as they wish.

**PART 2 -- PRODUCTS**

(No products are required in this Section.)

**PART 3 -- EXECUTION**

**3.01 MEETING SCHEDULE**

- A. Progress Review Meetings will be held every other week, except for the Pre-Construction Meeting, which will occur as described below. Additional meetings will be held as needed in order to accomplish the Project Schedule.
- B. Progress Review Group will coordinate as necessary to establish mutually acceptable schedule for meetings.

**3.02 MEETING LOCATION**

The Architect will establish meeting location. To the maximum extent practicable, meetings will be held at the job site.

**3.03 PRE-CONSTRUCTION MEETING**

- A. A Pre-Construction Meeting will be held within 15 working days after the Owner has issued the Notice to Proceed.
  - 1. Provide attendance by authorized representatives of the Contractor and major subcontractors.

2. The Architect will advise other interested parties, including the Owner, and request their attendance.
- B. Minimum agenda: Data will be distributed and discussed on at least the following items:
1. Organizational arrangement of Contractor's forces and personnel, and those of subcontractors, materials, suppliers, and Architect.
  2. Channels and procedures for communication.
  3. Construction schedule, including sequence of critical work. (To be presented by Contractor)
  4. Contract Documents, including distribution of required copies of original Documents and revisions.
  5. Processing of Shop Drawings and Submittals to the Architect.
  6. Processing of Requests For Information (RFI's).
  7. Processing of Requests for Proposal, field decisions, and Change Orders.
  8. Rules and regulations governing performance of the work.
  9. Procedures for safety and first aid, security, quality control, housekeeping, and related matters.
  10. Format and procedures for submitting "Application and Certificate for Payment" and "Schedule of Values" forms.

#### 3.04 PROJECT MEETINGS

- A. Attendance:
1. To the maximum extent practicable, assign the same person or persons to represent the Contractor at project meetings throughout progress of the Work.
  2. Subcontractors, materials suppliers, and others may be invited to attend those project meetings in which their aspect of the Work is involved.
- B. Minimum agenda:
1. Review, revise as necessary, and approve minutes of previous meetings.
  2. Review progress of the Work since last meeting, including status of submittals for review.
  3. Identify problems that will impede planned progress.
  4. Develop corrective measures and procedures to regain planned schedule.
  5. Complete other current business.
- C. Revisions to minutes:
1. Unless published minutes are challenged in writing prior to the next regularly scheduled progress meeting, they will be accepted as properly stating the activities and decisions of the meeting.
  2. Persons challenging published minutes shall reproduce and distribute copies of the challenge to all indicated recipients of the particular set of minutes.
  3. Challenge to minutes shall be settled as priority portion of "old business" at the next regularly scheduled meeting.

\*\*\* END OF SECTION \*\*\*

**SECTION 01350**

**LIST OF REQUIRED SUBMITTALS**

**PART 1 -- GENERAL**

1.01 SCOPE OF WORK

- A. Submit Shop Drawings, Product Data, Samples and other information according to Article 5 – Shop Drawings & Submittals of the General Conditions.
- B. Provide specific information according to the each Specification Section.

1.02 SUBSTITUTIONS

Substitutions will be considered per Article 5.3 of the General Conditions.

**PART 2 -- ITEMS**

- 04413 - Granite Surfacing
- 05410 - Metal Stud Framing
- 06410 - Custom Casework
- 06600 - Plastic Surfacing Materials
- 07210 - Thermal Insulation
- 07840 - Fire Stopping
- 07900 - Caulking and Sealants
- 08100 - Metal Doors and Frames
- 08200 - Wood Doors and Frames
- 08710 - Finish Hardware
- 09250 - Gypsum Board Systems
- 09300 - Tilework
- 09510 - Acoustical Ceiling Systems
- 09650 - Resilient Flooring
- 09680 - Carpet
- 09900 - Painting
- 10200 - Louvers
- 10400 - Identifying Devices
- 10520 - Fire Protection Specialties
- 10800 - Toilet and Bath Accessories
- 12500 - Window Treatment
- 15010 - Basic Mechanical Requirements
- 15072 - Vibration Isolation
- 15075 - Mechanical Identification
- 15086 - Duct Installation
- 15145 - Plumbing Piping
- 15146 - Plumbing Specialties
- 15182 - Hydronic Piping
- 15183 - Hydronic Specialties
- 15212 - Compressed Air System
- 15410 - Plumbing Fixtures
- 15430 - Plumbing Equipment
- 15739 - Computer Room AC Units – Unitary Ceiling
- 15810 - Ducts
- 15820 - Duct Accessories
- 15834 - Axial Fans
- 15835 - Power Ventilators



- 15840 - Air Terminal Units
- 15850 - Air Outlets and Inlets
- 15928 - Instruments and Control Elements
- 15940 - HVAC Sequence of Operation
- 15950 - Testing, Adjusting, and Balancing
- 16010 - Basic Electrical Requirements
- 16123 - Low-Voltage Electrical Power Conductors and Cables
- 16131 - Conduit
- 16140 - Wiring Devices
- 16272 - Dry Type Transformers
- 16410 - Enclosed Switches and Circuit Breakers
- 16443 - Panelboards
- 16510 - Interior Lighting
- 16520 - Automatic Lighting Control System
- 16720 - Fire Detection and Alarm

**\*\*\*END OF SECTION\*\*\***

**SECTION 01730**  
**OPERATION AND MAINTENANCE ITEMS**

**PART 1 -- GENERAL**

**1.01 SUMMARY**

- A. Division 0, Contract Requirements and Division 1, General Conditions apply to this Section.
- B. Work Included: To aid the continued instruction of operating and maintenance personnel, and to provide a positive source of information regarding the products incorporated into the Work, furnish and deliver the data described in this Section and in pertinent other Sections of these Specifications.

**1.02 QUALITY ASSURANCE**

In preparing data required by this Section, use only personnel who are thoroughly trained and experienced in operation and maintenance of the described items, completely familiar with the requirements of this Section, and skilled in technical writing to the extent needed for communicating the essential data.

**1.03 SUBMITTALS**

- A. Comply with pertinent provisions of Article 5 of the General Conditions.
- B. Submit two copies of a preliminary draft of the proposed Manual or Manuals to the Architect for review and comments.
- C. Unless otherwise directed in other Sections, or in writing by the Architect, submit (3) three copies of the final Manual to the Architect prior to indoctrination of operation and maintenance personnel.

**PART 2 -- PRODUCTS**

**2.01 OPERATION MANUALS**

- A. Where instruction Manuals are required to be submitted under other Sections of these Specifications, prepare in accordance with the provisions of this Section.
- B. Reference Chart:

Section:	Name:	Comment(s):
09300	Tilework	Per Item 1.06
09650	Resilient Flooring	Per Item 1.05
09680	Carpet	Per Item 1.04
09900	Painting	Per Item 1.03 A
15010	Basic Mechanical Requirements	Per Item 1.010 F
15145	Plumbing Piping	Per Item 1.04 B
15928	Instruments and Control Elements	Per Item 1.03 C & E
16010	Basic Electrical Materials and Methods	Per Item 1.03 F
16720	Fire Alarm	Per Item 1.6 E

- C. Format:
  - 1. Size: 8-1/2" x 11"
  - 2. Paper: White bond, at least 20 lb. weight
  - 3. Text: Neatly written or printed

4. Drawings: 11" in height preferable; bind in with text; fold-out acceptable; larger drawings acceptable but fold to fit within the Manual and provide a drawing pocket inside rear cover or bind in with text.
  5. Flysheets: Separate each portion of the Manual with neatly prepared flysheets briefly describing contents of the ensuing portion; flysheets may be in color.
  6. Binding: Use heavy-duty plastic or fiberboard covers with binding mechanism concealed inside the Manual; 3-ring binders will be acceptable; all binding is subject to the Architect's acceptance.
  7. Measurements: Provide all measurements in U.S. standard units such as feet-and-inches, lbs., and cfm.
- D. Provide front and back covers for each Manual, using durable material accepted by the Architect, and clearly identified on or through the cover with at least the following information:

**OPERATING AND MAINTENANCE INSTRUCTIONS:**

---

Name and Address of Work

---

Name of Contractor

---

General Subject of this Manual

---

Space for Signature of the Architect and Date

- E. Contents: Include at least the following:
1. Neatly typewritten index near the front of the Manual, giving immediate information as to location within the Manual of all emergency information regarding the installation.
  2. Complete instructions regarding operation and maintenance of all equipment involved including lubrication, disassembly, and reassembly.
  3. Complete nomenclature of all parts of all equipment.
  4. Complete nomenclature and part number of all replacement parts, name and address of nearest vendor, and all other data pertinent to procurement procedures.
  5. Copy of all guarantees and warranties issued.
  6. Manufacturer's bulletins, cuts, and descriptive data, where pertinent, clearly indicating the precise items included in this installation and deleting, or otherwise clearly indicating, all manufacturer's data with which this installation is not concerned.
  7. Such other data as required in pertinent Sections of these Specifications.

**PART 3 -- EXECUTION**

**3.01 INSTRUCTION MANUALS**

**A. Preliminary:**

1. Prepare a preliminary draft of each proposed Manual.
2. Show general arrangement, nature of contents in each portion, probable number of drawings and their size, and proposed method of binding and covering.
3. Secure the Architect's acceptance prior to proceeding.

**B. Final:** Complete the Manuals in strict accordance with the accepted preliminary drafts and the Architect's review comments.

**C. Revisions:** Following the indoctrination and instruction of operation and maintenance personnel, review all proposed revisions of the Manual with the Architect.

**3.02 EXTRA MATERIALS**

Coordinate review of condition, quantity, and delivery locations of Materials with the Owner's designated Representative

**\*\*\* END OF SECTION\*\*\***

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**SECTION 01800**  
**SUPPLEMENTAL WARRANTY LIST**

**PART 1 -- GENERAL**

1.01 SCOPE OF WORK

- A. Provide Letter for Supplemental Warranty from the Contractor Performing the work on the Company's Letterhead.
- B. The Supplemental Warranty shall not diminish the requirements for Warranty and Guarantees of the General Conditions. See Article 14 of the General Conditions

1.02 SUBMITTALS

- A. Submit extended Warranty Letter along with other Submittal requirements of the Section at the same time.
- B. Date of Commencement shall be the Date of Substantial Completion. Leave blank space for date. Date will be added at once Date of Substantial Completion has been determined.

**PART 2 -- ITEMS**

Section:	Name:	Items:	Time:	Comments:
06410	Custom Casework	All	2 years	
07210	Insulation	All	5 years	
07900	Sealants & Caulking	All	5 years	
08100	Metal Doors & Frames	All	2 years	
08200	Wood Doors	All	2 years	
08710	Finish Hardware	Locksets	3 years	
		Extra Heavy Duty Cylindrical Lock	7 years	
		Exit Devices - Mechanical	3 years	
		Exit Devices - Electrical	1 year	
		Closers - Mechanical	10 years	
		Closers - Electrical	2 years	
		Hinges	1 year	
		Other Hardware	2 years	
15410	Plumbing Fixtures	Electric Water Cooler	5 years	
15430	Plumbing Equipment	Domestic Water Heater	5 years	

\*\*\*END OF SECTION\*\*\*

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**SECTION 01900**  
**EXTRA MATERIAL SUMMARY LIST**

**PART 1 -- GENERAL**

1.01 DESCRIPTION  
LIST

Section:	Name:	Comments:
08710	Finish Hardware	Per Item 2.8
09300	Tile	2% (1 box minimum)
09510	ACT	3% (1 box minimum)
09650	Resilient Flooring	5% (1 box minimum)
09680	Carpet	5%
09900	Painting	10% (1 gallon per color minimum)
10800	Accessories	(2) Master Keys
16720	Fire Detection & Alarm	Per Item 1.10

**\*\*\*END OF SECTION\*\*\***



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**SECTION 04413**  
**GRANITE SURFACING**

**PART 1 -- GENERAL**

**1.01 SCOPE**

This specification includes fabricated granite components required for the completion of granite work indicated by the contract documents.

**1.02 DEFINITION OF TERMS**

The definition of terms used in these specifications shall be those published by the National Building Granite Quarries Association, Inc.

**1.03 SOURCE OF SUPPLY**

All granite shall be obtained from quarries having adequate capacity and facilities to meet the specified requirements. Fabrication shall be by a firm equipped to process the material promptly in accordance with specifications. Evidence to this effect shall be provided by the supplier if required by the Design Professional.

**1.04 SAMPLES**

Sufficient samples of granite shall be submitted to the Design Professional through the General Contractor.

1. Each sample set shall include three samples.
2. Sample set shall show anticipated range of color, natural variations of grain structure, inclusions and any other visual characteristics to be expected in the final installation.
3. Approved sample set shall establish the standard by which stonework will be judged.

**1.05 SHOP DRAWINGS**

The granite supplier shall submit: copies of required shop drawings to the Design Professional for approval. These drawings shall show all bedding, bonding, jointing and anchoring details, and the dimensions of each piece of granite. No final sizing or finishing shall be done until the shop drawings for that part of the work have been approved.

**1.06 DEFECTIVE WORK**

Any piece of granite showing manufacturing flaws upon receipt at the storage yard or building site shall be referred to the Design Professional for determination as to whether it shall be rejected, patched, or redressed for use.

**1.07 REFERENCES**

ASTM A 123-02: Standard Specification for Zinc (Hot-Dip Galvanized) Coatings on Iron and Steel Products.

ASTM C 97-02: Test Methods for Absorption and Bulk Specific Gravity of Dimension Stone.

ASTM C 119-04: Terminology Relating to Dimensions Stone

ASTM C 170-90 (1999): Test Method for Compressive Strength of Dimension stone

ASTM C 615-03: Specification for Granite Dimension Stone

ASTM C 880-98: Test Method for Flexural Strength of Dimensional Stone

**1.08 METRIC CONVERSIONS:**

The following metric conversions shall apply where English measurements are indicated in the text:

1. 1/16 inch (1.5 mm)
2. 1/8 inch (3 mm)
3. 3/16 inch (5 mm)
4. 1/4 inch (6 mm)
5. 5/16 inch (8 mm)
6. 3/8 inch (10 mm)
7. 1/2 inch (12 mm)
8. 5/8 inch (15 mm)
9. 3/4 inch (20 mm)
10. 1 inch (25 mm)
11. 1-1/4 inches (32 mm)
12. 1-1/2 inches (40 mm)
13. 1-5/8 inches (40 mm)
14. 2 inches (50 mm)
15. 3 inches (75 mm)
16. 4 inches (100 mm)
17. 6 inches (150 mm)
18. 8 inches (200 mm)
19. 12 inches (300 mm)

#### 1.09 SUBSTITUTIONS

Substitutions will be considered per Article 5.3 of the General Conditions.

### **PART 2 -- MATERIALS**

#### 2.01 GRANITE

Granite Standard: Granite shall comply with ASTM C 615, "Standard Specification for Granite Dimension Stone" for material characteristics, physical requirements, and sampling for selection of granite.

GENERAL: All granite shall be of standard architectural grade, free of cracks, seams, or starts, which may impair its structural integrity or function. Color or other visual characteristics indigenous to the particular material and adequately demonstrated in the sampling or mock-up phases will be accepted provided they do not compromise the structural or durability capabilities of the material. Texture and finish shall be within the range of samples approved by the Design Professional.

1. Granite Variety, as indicated on drawings.
2. Location, as indicated in drawings.
3. Nominal Thickness, as indicated in drawings.
4. Finish, as indicated in drawings.

**PART 3 -- FABRICATION**

**3.01 DIMENSIONAL TOLERANCE (E)**

Panel Thickness $\frac{3}{8}$ " or $\frac{1}{2}$ " (10 or 13 mm)	$\pm\frac{1}{32}$ " ( $\pm 0.8$ mm)
Panel Thickness $\frac{3}{4}$ " to $1\frac{1}{8}$ " (20 to 41 mm)	$\pm\frac{1}{8}$ " ( $\pm 3$ mm)
Panel Thickness Greater than $1\frac{5}{8}$ " (41 mm)	$\pm\frac{1}{4}$ " ( $\pm 6$ mm)
Panel Face Dimension	$\pm\frac{1}{16}$ " ( $\pm 1.5$ mm)
Face variation from rectangular (Maximum out of Square) (non-Cumulative)	$\pm\frac{1}{16}$ " ( $\pm 1.5$ mm)
Heads/Calibrated Edges	$\pm\frac{1}{16}$ " ( $\pm 1.5$ mm)
Quirk Miters (width of Nose) up to $\frac{1}{4}$ "	-0; +25% of dim
Quirk Miters (width of Nose) over $\frac{1}{4}$ "	-0, $+\frac{1}{16}$ " (-0, + 1.5 mm)
Location of Back Anchors	$\pm\frac{1}{8}$ " ( $\pm 3$ mm)
Depth of Back Anchors	-0, $+\frac{1}{16}$ " (-0, + 1.5 mm)
Location of Holes for Precast Anchors	$\pm\frac{1}{4}$ " ( $\pm 6$ mm)
Hole Depth for precast anchors	$\pm\frac{1}{16}$ " ( $\pm 1.5$ mm)
Anchor Slots – from face to centerline of Slot:	$\pm\frac{1}{16}$ " ( $\pm 1.5$ mm)
Anchor Slots – Lateral Placement:	$\pm\frac{1}{4}$ " ( $\pm 6$ mm)
Anchor Slots – Width:	$\pm\frac{1}{16}$ " ( $\pm 1.5$ mm)
Anchor Slots – Depth at Maximum:	$\pm\frac{1}{8}$ " ( $\pm 3$ mm)
Anchor Holes – from face to centerline of Hole:	$\pm\frac{1}{16}$ " ( $\pm 1.5$ mm)
Anchor Holes – Lateral Placement:	$\pm\frac{1}{8}$ " ( $\pm 3$ mm)
Anchor Holes – Diameter	$\pm\frac{1}{16}$ " ( $\pm 1.5$ mm)
Anchor Holes – Depth:	$\pm\frac{1}{8}$ " ( $\pm 3$ mm)
Anchor Sinkages – Depth:	-0, $+\frac{1}{8}$ " (-0, +3 mm)
Continuous Kerfs – from face to centerline of Kerf	$\pm\frac{1}{16}$ " ( $\pm 1.5$ mm)
Continuous Kerfs – Maximum Bow in 4'-0" (1.2m):	$\pm\frac{1}{16}$ " ( $\pm 1.5$ mm)
Continuous Kerfs – Width:	$\pm\frac{1}{16}$ " ( $\pm 1.5$ mm)
Continuous Kerfs – Depth:	$-\frac{1}{16}$ "; $+\frac{1}{8}$ " (-1.5 mm, +3 mm)
Rebated Kerf	
Elevation of Bearing Surface:	$\pm\frac{1}{16}$ " ( $\pm 1.5$ mm)
Bearing Checks - Elevation of Bearing Surface:	$\pm\frac{1}{16}$ " ( $\pm 1.5$ mm)
Bearing/Clearance Checks	
Lateral Location:	$\pm\frac{1}{2}$ " ( $\pm 13$ mm)
Bearing/Clearance Checks – Setback from Face:	$\pm\frac{1}{16}$ " ( $\pm 1.5$ mm)

Comment: TOLERANCES AND THICKNESSES: The suggested minimum nominal thickness for exterior veneer is as follows:

Bush hammered finish: 4" (102 mm)

Pointed finish: 4" (102 mm)

All other finishes: Minimum nominal thickness of granite panel is to be determined pending analysis of the following criteria:

- A. Piece Size
- B. Face Finish
- C. Anchoring Method & Location
- D. Structural Design Load Requirements

(e) Comment: It is more economical if the granite panel thickness coincides with one of the industry standard nominal thicknesses of 4" (102 mm), 3" (76 mm), 2" (51 mm), 1 5/8" (41 mm) or 1 1/4" (32 mm).

### 3.02 FLATNESS TOLERANCES

Variation from true plane, or flat surfaces, shall be determined by a 4' dimension in any direction on the surface.

Such variations on polish, hone, and fine rubbed surfaces shall not exceed tolerances listed below or 1/3 of the specified joint width, whichever is greater. On surface having other finishes, the maximum variation from true plane shall not exceed the tolerance listed below or 1/2 of the specified joint width, whichever is greater.

Polished, honed or fine rubbed finishes	1/16" (1.5 mm)
Sawn, 4-cut, 6-cut, and 8-cut finishes	1/8" (3 mm)
Thermal and coarse stippled finishes	3/16" (1.5 mm)
Pointed or other rough cut finishes	1" (25 mm)
Split face	Dependent on piece size & stock

### 3.03 BEDS AND JOINTS (F)

(f) Comment: BED AND JOINT WIDTH: The minimum recommended joint width is 3/8" for pieces with sawn beds and joints. Larger joint widths are required if pieces have split or otherwise rough cut beds and/or joints.

Pieces shall be bedded and jointed as shown on the approved shop drawings, and bed and joint surfaces shall be cut as follows:

- (1) Bed and joint surfaces shall be sawn through the full thickness of the granite piece. Bed and joint surfaces shall be within  $\pm 3^\circ$  of  $90^\circ$  to the face of the piece unless otherwise specified.

Comment: (This specification is recommended for most applications where a 3/8" bed or joint width specification is used.)

- (2) Beds and joints shall be sawn or cut full square 2" back from the face and from that point may fall under square not more than 1" in 12". Both beds and joints shall be reasonable free of large depressions.

Comment: (This or similar specification is recommended for pieces 4" or more in thickness when cost savings may be achieved by eliminating the above full sawn specification.)

- (3) Beds and joints shall be split or rough sawn generally square with the face and may fall under square with the face not more than 2" in 12".

Comment: (This or similar specification is recommended only for projects with bed and joint widths of ¾" or more where a split face or other rough sawn appearance is specified.)

### 3.04 BACKS OF PIECES (G)

*(g) Comment: SAWN BACKS: Because of physical characteristics, most granites cannot be split to a thickness less than one-third the lesser face dimension. Consequently sawn backs (the first specifications) should be specified for most veneers, and are frequently specified also for thicker ashlar, because of design considerations.*

Installer's Option of one of the following:

- (1) Backs of all pieces shall be sawn to approximately true planes.

Comment: (Recommended for most building granite specifications.)

- (2) Backs of all pieces may be either rough or natural quarry split to provide surfaces, which vary not more than 1" in 12" from true plane and not more than 2" from their specified thickness.

Comment: (Recommended for structural bridge piers, 4" or more split face pieces, or other installations of thicker pieces where a sawn back is not required.)

Fabricate stone to maintain minimum clearance of 1 inch between backs of stone units and surfaces behind stone.

All tolerances listed assume panels 4" or less in thickness, not more than 5' x 5', and sawn on all six sides.

Comment: For thicker pieces, very large pieces, or pieces with split, pointed or rough sawn faces, backs, beds or joints, tolerances generally must be increased. Consult with suppliers on tolerances for special pieces.

A minimum cavity void of approximately 1" (25 mm) shall be maintained behind ashlar or dimensional granite used as a veneer. This cavity should be adequately ventilated and wept to eliminate the accumulation of moisture behind the granite veneer.

Comment: The NBGQA recommends a minimum factor of safety of 3.0 to 1 for granite panels and a minimum factor of safety of 4.0 to 1 for all anchorage assemblies.

### 3.05 FABRICATION, GENERAL REQUIREMENTS

- A. Mouldings, washes, and drips shall be constant in profile throughout their length, in strict conformity with details shown on approved shop drawings.
- B. Dress joints straight and at 90 degree angle to face. Shape beds to fit supports.
- C. Anchor Provision: Cut and drill sink provisions and holes in stone for anchors, fasteners, supports, and lifting devices as indicated or needed to set stone in place.
- D. Allow room for expansion of the anchoring devices where necessary.
- E. Where liners are required on the back of panels, secure by means of mechanical anchors. Comply with referenced standards.
- F. Finish exposed faces and edges of stone, except sawed reveals, to comply with requirements indicated for finish and to match final samples and mockups.

- G. Joint Width: Cut stone to produce uniform joints 3/8 inch or as shown on Drawings.
- H. Provide chases, reveals, reglets, openings, and similar features as required to accommodate adjacent work.
- I. Grade and mark stone to achieve uniform appearance when installed. Inspect finished stone units at fabrication plant. Replace defective units.

### 3.06 INCIDENTAL CUTTING AND DRILLING

Panels in excess of 100 pounds (45 kg) may include, at installer's option, lifting clamp dimples, Lewis holes, or other provisions as required to accommodate the lifting device (s) utilized by the installing contractor. Lifting holes in the top beds of panels or other locations where moisture collection is likely to occur shall be filled with non-expanding grout or high-modulus elastomeric sealant after installation and final alignment.

## PART 4 -- EXECUTION

### 4.01 EXAMINATION

- A. Examine the areas and conditions under which work of this Section will be performed.
- B. Correct conditions detrimental to timely and proper completion of the Work.
- C. Do not proceed until unsatisfactory conditions are corrected.
- D. Beginning of installation means acceptance of conditions.

## PART 5 -- SHIPPING AND HANDLING

### 5.01 PACKING AND LOADING

Finished granite shall be carefully packed and loaded for shipment using all reasonable and customary precautions against damage in transit. No material which may cause staining 3.4(h) or discoloration shall be used for blocking or packing.

(h) Comment: STAINING: Granite is highly resistant to staining, but should be protected from certain elements, such as wet (green) wood, oils mud, rust, construction waste, and asphalt compounds. Contact supplier for proper remedies to staining problems that occur.

### 5.02 SITE STORAGE

Upon receipt at the building site or storage yard, the granite shall be stacked on timber or platforms at least 3" above the ground, and extreme care shall be taken to prevent staining 3.4(h) during storage. If storage is to be for a prolonged period, polyethylene or other suitable plastic film shall be placed between any wood and finished surfaces, and shall be used also as an overall protective covering. All holes shall be plugged during freezing weather to prevent the accumulation of water. Salt shall not be used for melting of ice formed in Lewis holes or on pieces, or for any purpose involving its contact with the granite.

## PART 6 -- STONE INSTALLATION

Proceed with the installation of the stonework in accordance with Drawings and using skilled mechanics capable of proper handling of the setting of the stone and able to field cut where necessary with sharp and true edges.

Set stone with joints uniform in appearance and stone edges and faces aligned to tolerances indicated.

Clean surfaces that are dirty or stained. Scrub with fiber brushes, and then rinse with clear water.

Provide expansion, control, and pressure-relieving joints of widths and at locations shown on Drawings.

## **PART 7 -- CLEANING AND PROTECTION**

### **7.01 CLEANING**

Granite shall be shop cleaned at the time of final fabrication. After installation and pointing or caulking are completed, the contractor shall carefully clean the granite, removing all dirt, excess mortar, weld splatter, stains, and/or other site incident defacements.

Stainless steel wire brushes or wool may be used, but the use of other wire brushes or of acid or other solutions which may cause discoloration is expressly prohibited. Fabricator should be contacted before cleaners other than detergents are used.

### **7.02 PROTECTION OF FINISHED WORK**

After the granite work is installed, the granite shall be properly and adequately protected from damage. Boxing or other suitable protection shall be provided wherever required, but no lumber which may stain or deface the granite shall be used. All nails shall be non-corrosive.

All granite work in progress shall be protected at all times during construction by use of a suitable strong impervious film or fabric securely held in place.

**\*\*\*END OF SECTION\*\*\***



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**SECTION 05410**  
**METAL STUD FRAMING**

**PART 1 -- GENERAL**

**1.01 SUMMARY**

Division 0, Contract requirements and Division 1, General Conditions apply to this section.

**1.02 SCOPE OF WORK**

This section includes structural and non-structural cold-formed metal framing and furring systems as indicated and specified.

**1.03 REFERENCES**

A. American Society for Testing and Materials (ASTM):

1. A 653 – General Requirements for Steel Sheet, Zinc Coated (Galvanized) or Zinc-Iron Alloy-Coated (Galvannealed) by the Hot-Dip Process.
2. C 955 – Load Bearing (Transverse and Axial) Steels Studs, Runners (Track) and Bracing or Bridging for Screw Application of Gypsum Board and Metal Plaster Bases.
3. C 1007 – Installation of Load Bearing (Transverse and Axial) Steel Studs and Related Accessories.

B. American Welding Society (AWS).

1. D1.1 – Structural Welding Code.

**1.04 SUBSTITUTIONS**

Substitutions will be considered per Article 5.3 of the General Conditions.

**1.05 SUBMITTALS**

A. Comply with pertinent provisions of Article 5.3 of the General Conditions.

B. Product Data: Submit framing manufacturer's literature, including a current I.C.B.O. Research Committee Report, showing tabulation of structural properties, load capacities, dimensions, metal gages and the type of coating for all framing and furring members. Submit powder driven fastener manufacturer's current I.C.B.O. Research Committee Report.

C. Shop Drawings: Include plans, elevations, and details for wall and ceiling framing systems and special assemblies where the design is not indicated. Show: profiles, gage, cross sections and spacing of framing members; sizes, connections including welding procedures and electrodes, attachments, reinforcing, anchorage, size and type of fasteners, and accessories required for proper installation.

D. Submit certification from manufacturer of steel framing material that all products have been rolled from new steel sheet material.

**1.06 QUALITY ASSURANCE**

A. Welder Qualifications: AWS Certified.

B. Regulatory Requirements: Support framing for fire resistive walls and ceilings shall conform to "Fire Resistive Standards" of the latest adopted edition of the Uniform Building Code and shall be listed in the current UL "Fire Resistance Directory".

**1.07 DELIVERY, STORAGE, AND HANDLING**

Deliver materials to the project site and store them in adequately ventilated dry locations. If it is necessary to store materials outside, stack them off the ground on a platform and fully protect them from the weather.

## **PART 2 -- PRODUCTS**

### **2.01 MANUFACTURER'S**

Load Bearing Metal Stud System: One of the following or equal:

1. Dietrich.
2. LA Metal
3. Metal Stud Forming Corp.
4. Western Metal Lath Company.

### **2.02 MATERIALS**

#### **A. Steel:**

1. ASTM A 653, Grade 33.
2. Yield Strength; Minimum yield strength of 33,000 PSI.
3. Galvanized to G60 in accordance with ASTM A 653.

B. Screws, Track to Stud, Stud to Stud: Self-drilling, self-tapping, hot-dip galvanized.

C. Screws, Track to Wood: Hot-dip galvanized, long enough for minimum 1-inch penetration into wood.

D. Nails, Track to Wood: Hot-dip galvanized, long enough for minimum 1-1/2 inch penetration into wood.

E. Bolts, Nuts and Washers: As specified in Section 05500, hot-dip galvanized.

F. Anchorage Devices: Powder Activated Fasteners.

G. Welding Materials: AWS D1.1.

H. Primer: As specified in Section 09900.

### **2.03 FABRICATION**

A. Fabricate studs, runners, bracing, and bridging in accordance with ASTM C 955.

B. Studs: Minimum 20 gauge steel sheet, 3-5/8 inches wide, unless otherwise indicated on the Drawings.

C. Track: Minimum 20 gauge steel sheet, channel shaped, minimum 1-3/8 inch flanged same width as studs, for tight fit, unless otherwise indicated on the Drawings.

D. Backing for fixtures: Minimum 16 gauge steel sheet, 3-5/8 inches wide, unless otherwise indicated on the Drawings.

E. Plates, Gussets, Clips: Steel and steel sheet, thickness suitable for conditions, manufacturer's standard shapes.

## **PART 3 -- EXECUTION**

### **3.01 EXAMINATION**

A. Examine the areas and conditions under which work of this Section will be performed.

- B. Correct conditions detrimental to timely and proper completion of the Work.
- C. Do not proceed until unsatisfactory conditions are corrected.
- D. Beginning of installation means acceptance of conditions.

### 3.02 NON-STRUCTURAL WALL FRAMING

- A. Erect load bearing metal stud system in accordance with ASTM C 1007.
- B. Framing may be prefabricated into panels before erection. Brace panels to prevent racking. Lift panels so as to prevent local distortion of members.
- C. Make provision for erection stresses. Provide temporary alignment and bracing. Align runners accurately at the floor and ceiling. Where partitions abut underside of steel or concrete construction, install runner and bent plate as detailed. Restrain lateral movement of the runners with bent plated channels.
- D. Cut framing members to fit squarely against abutting members. Hold Members firmly in position until fastened.
- E. Attach tracks to the floor and ceiling construction at maximum 2 inches for track ends and at maximum 24 inches on center. Fasten track to concrete with powder actuated fasteners or concrete stub nails, to steel with bolts or welds, and to wood with screws or nails. Butt-weld or splice track butt joints in accordance with AWS D1.1.
- F. Use 1 piece, full-length studs without splices between tracks.
- G. At curved walls, unless otherwise recommended by stud manufacturer, notch runners and form to indicated radius. Reinforce notched flanges with continuous, one inch by 25 gauge straps, clinched to runners around curve and to extend 4 inches beyond curve, where space permits. Space studs not to exceed 8 inches on center. Anchor each stud to strap reinforcing with screws.
- H. Seat studs squarely in upper and lower tracks with study flanges abutting track webs. Securely attach studs to tracks. Fasten non-load bearing studs to provide for deflection. Space studs at maximum 16 inches on center, maximum 2 inches from abutting walls, and at each side of openings, unless otherwise indicated on the Drawings.
- I. Connect studs to racks with screws or welds in accordance with manufacturer's instructions. Secure both stud flanges at door and window jambs, and partition intersections and corners to track flanges. Weld members that form trusses in accordance with AWS D1.1. Do not tie members with wire.
- J. Framing at Doors: Unless otherwise indicated, provide no lighter than 16 gauge studs at each side of all doors or there openings through partitions. Over metal doorframes, place a cut-to-length section of runner with a web-flange bent at each end and fasten to adjacent vertical studs with 2 screws in each flange. Position a cut-to-length stud at the location of vertical joints over doorframe header extending to the top of the wall. Install a horizontal stiffener channel above each door extending to engage first stud beyond each jamb and attach channel to each stud.
- K. Use minimum 3 studs at corner and minimum 2 studs at jambs of openings.
- L. Frame both sides of expansion and control joints with separate studs. Do not bridge the joint with components of stud system.
- M. Install cripple studs above and below openings at same spacing as full-length stud spacing.
- N. Attach cross studs or furring channels to studs for attachment of fixtures behind lavatory basins, toilet and bathroom accessories, grab bars and other items anchored to partitions or walls.

- O. Install framing between studs for attachment of electrical boxes and other mechanical and electrical items.
- P. Touch-up field welds and scratched surfaces with primer.

### 3.03 SUSPENDED CEILING FRAMING

- A. Space number 9 hanger wires at 36 inches on center to carry 1-1/2 inch runner channels spaced 48 inches apart. Tie wires securely around channels, using at least 2 turns and attach securely to concrete or steel framing above.
- B. Install 1-1/2 inch runner channels and adjust so that furring is in true and accurately level planes. Lap runner channels at least 12 inches at splices and securely tied together with number 18 wire, double wrapped 2 inches from each end of splice. Main runners and cross runners shall not be let into nor shall contact abutting partitions. Locate main runners within 6 inches of walls to support ends of cross furring.
- C. Space cross furring channels or "hat" sections, as applicable, 16 inches on center (maximum) and in accordance with Uniform Building Code requirements. Saddle-tie cross furring and hat section toe each runner channel with not less than 2 strands of number 16 tie wire 1 inch from ends of splice.
- D. Suspensions under Ducts and at Special Conditions: For hangers spaced from 48 inches on center to 66 inches on center (maximum), use number 6 wire hanger and 2 inch channel runners.

### 3.04 CLEAN-UP

On completion of work, remove all excess material, equipment, debris and cuttings; dispose of away from premises. Leave work in clean condition.

**\*\*\* END OF SECTION \*\*\***

**SECTION 06100**  
**ROUGH CARPENTRY**

**PART 1 -- GENERAL**

**1.01 SCOPE OF WORK**

Work of this Section includes everything necessary for and incidental to completing all Rough Carpentry and its fasteners and supports as indicated on the Drawings and designated herein.

**1.02 QUALITY CONTROL**

**A. Field Inspection:**

1. At site, verify all conditions affecting work of this Section, taking required field measurements. Report any discrepancies between Drawings and field dimensions to the Architect before beginning work. Commencing work shall indicate acceptance of conditions and surfaces underlying or adjacent to work of this Section.
2. Field Measurements shall be required to ascertain precise configurations and quantities required.

**B. Delivery and Storage:**

1. Deliver and store lumber on sills and cover for protection.

**C. Use adequate numbers of skilled workmen who are thoroughly trained and experienced in the necessary crafts and who are completely familiar with the specified requirements and the methods needed for proper performance of the work of this Section.**

**D. Reference Standards:**

1. UBC -- All work shall conform or exceed the standards set forth in the current edition of the Uniform Building Code.
2. CBC: Work shall conform to California Code Amendments, current edition.
3. ICBO -- All rough hardware products shall be as approved by the International Conference of Building Officials for the use indicated.
4. ASTM -- Designation as specified in the materials paragraph hereinafter.
5. OSHA: Equipment used in work of this Section shall comply with the requirements established by the Occupational Safety and Health Administration.
6. Structural and Framing Lumber and plywood shall be graded in accordance with "Standard Grading and Dressing Rules No. 16" of West Coast Lumber Inspection Bureau.

**E. Grade Marking: Each piece of structural and framing lumber and plywood must bear official grade mark of association under whose rules it was graded.**

**1.03 CLOSEOUT**

- A. Upon completion of work of this Section, the Subcontractor shall remove all equipment, excess material, and waste products from the site.
- B. Provide (1) one-year warranty.

**1.04 SUBSTITUTIONS**

Substitutions will be considered per Article 5.3 of the General Conditions.

**PART 2 -- PRODUCTS**

**2.01 MANUFACTURERS**

- A. Products shall be all new, bearing grade markings and shipped in quantities sufficient to maintain proper job progress.
- B. Lumber shall be from a single source when they are similar in usage to avoid minor discrepancies in finished dimension and quality.
- C. Fasteners shall be as manufactured by:
  - 1. Timber Connectors:  
Simpson Company  
220 North Palm Street  
Brea, CA 92621 (714) 871-8873
  - 2. Power Driven Pins and Wedge Anchors:  
Hilti Fastening Systems  
P.O. Box 45400  
Tulsa, OK 74145 (918) 627-9711
  - 3. Bolts and Anchors: Any source conforming to the requirements designated herein.
- D. Acceptable alternate manufacturers are subject to Architect's approval based upon conformance with the specified products functional properties and compatibility with other project materials.

**2.02 MATERIALS**

- A. General:
  - 1. Sizing: Provide S4S Lumber, dressed to standard sizes of association under which it is graded.
  - 2. Moisture Content:
    - a. Lumber: Dry to approximately same moisture content as anticipated when in service, maximum 19% moisture content for rough carpentry lumber and 12% for finish lumber.
    - b. Treated Lumber: Dried before and after treatment to maximum 15% moisture content.
  - 3. Glue Laminated Beams: Re-sawn yellow cedar Architectural grade for exterior use; to have concealed connections with countersunk bolts.
- B. Usage: Use various grades as follows, unless otherwise noted on the drawings:
  - 1. Grades as follows for studs and vertical framing unless otherwise shown or specified on structural drawing, nonstructural furring, concealed blocking and stripping, and miscellaneous nailers and backing.

Size:	Grade:
1 inch boards	"Construction"
2x4 studs, sills, plates, etc.	No. 2 or better
Other framing lumber, 2 x 4 up to 4 x 12	No. 2 or better
Beams 5 inches and over in least dimension	No. 1 or better

Post & Columns 5 inches and over in least dimension	Select Structural
Miscellaneous blocking, bridging, etc.	"Construction"
Sill plate	Redwood # 1 Foundation Grade
All other framing lumber not noted	No. 1

2. Plywood Sheathing: Structural 1, Douglas Fir plywood complying with "Product Standard PS-1-95, issued by U.S. Department of Commerce, grade marked by Douglas Fir Plywood Association or grade marked and stamped "Teco Tested Douglas Fir Plywood" or "Pittsburgh Testing Laboratory Analysis Inspection", thickness as indicated on drawings. Furnish in 48" x 96" sheets. Grade C.D., Exterior glue all locations except as noted otherwise on Drawings -- "C" face where exposed.
3. Fire Retardant: Chemically treated and pressure impregnated; capable of providing a maximum flame spread/fuel contribution/smoke development rating of 25; Provide UL approved identification on fire resistant treated materials.

C. Fasteners:

1. Timber Connectors: Manufactured from galvanized steel conforming to ASTM A525, ASTM A526 and ASTM A527. Plate material shall conform to ASTM A36.
2. Power driven pins shall conform to the designated manufacturers production specifications.
3. Screws: Standard domestic manufacture, bright steel. Galvanized for exterior use. Brass, bronze, aluminum or stainless when used to fasten items made of those metals.
4. Galvanizing shall be performed by the hot dip process after fabrication in as large sections as practicable.
5. Common Nails: Commercial Standard, 16d unless otherwise specified. Galvanized for exterior work.
6. Threaded Nails: "Screw-Tite", "Stronghold", or equal, either spiral-thread or annular-grooved; "Common" type for framing; "underlay floor nails" for plywood underlayment over sub-flooring; "sinker" type for plywood sub-flooring and risers.
7. Bolts: Standard mild steel square head machine bolts with square nuts and malleable iron or steel plate washers or carriage bolts with square nuts and cut washers as indicated. Bolts, nuts and washers wholly or partially exposed on exterior shall be galvanized. Conform to ASTM A307 and A325-F.
8. Steel Plates and Angles: ASTM A-36, galvanized after fabrication except at stage of building #300 use corrosion preventive primer.
9. Lag Screws, Shear plates, Split Ring Connectors: As per National Forest Products Association, "National Design Specification for Stress-Grade Lumber and its Fastenings."
10. Framing Anchors, Joist Hangers, Etc.: As made by Simpson Company, or similar devices as approved by Architect, as indicated on Drawings.
11. Miscellaneous Clips, Steel Assemblies: As per ASTM A-36.
12. Glue to meet APA A-FG-01 Specifications.
13. Washers: malleable round plain iron washers by Industrial thread Products (800) 976-BOLT. Paint to match stain finish of Trellis. Conform to ASTM A307 and A325.

D. Wood Backing and Nailing Strips:



1. Provide all wood backing, furring or blocking indicated or required for proper installation and attachment of Work of other trades. Form lumber that has been cleaned and is in sound condition may be used, unless other material is indicated.
  2. Provide wood stripping where indicated for attachment of finish materials to wood surfaces.
- E. Sheathing Paper: Shall be 15-pound asphalt impregnated building paper.
1. Install sheathing paper on exterior wall sheathing, lay horizontally starting at bottom; lap edges and ends 6" and extend back of window casings and other finish work.
  2. Provide two layers at all locations over plywood sheathing.
- F. Provide other materials, not specifically described but required for a complete and proper installation, as selected by the Contractor subject to the approval of the Architect.

### **PART 3 -- EXECUTION**

#### **3.01 EXAMINATION**

- A. Examine the areas and conditions under which work of this Section will be performed.
- B. Correct conditions detrimental to timely and proper completion of the Work.
- C. Do not proceed until unsatisfactory conditions are corrected.
- D. Beginning of installation means acceptance of conditions.

#### **3.02 PREPARATION**

- A. Supervision: Perform rough carpentry work under the direction of a capable, experienced foreman. Cooperate with other tradesmen doing work. Carefully plan and layout work of construction.
- B. Cutting: Under this Section, have skilled mechanics do cutting and framing of wooden members required to accommodate structural members, routing of piping, conduit, ducts and installation of mechanical, electrical, or other apparatus or equipment. Cutting must be approved by the Architect and as indicated on the structural drawings.
- C. Framing: Provide necessary shoring, bracing, or temporary structural units as required. Accurately saw-cut lumber and timber framing and fit into respective positions and securely nail, spike, lag screw, or bolt together as indicated, or specified.
- D. Nailing: Conform to nailing schedule in the UBC and California Code Amendments 1995 except as shown on drawings. Follow more stringent requirements in each case.
- E. Storage: Store in dry, ventilated, covered location. Re-dry any wet lumber to maximum specified moisture content before installing.
- F. Coordinate work with related trades to prevent undue delay in job progress.
- G. Provide materials in sufficient quantities on job site to complete work and to accommodate minor unforeseen changes and additions in the scope of work.

#### **3.03 INSTALLATION**

- A. General: Provide framing as shown and specified. Accurately cut and fit members; securely nail, bolt or anchor together as shown in such a manner to produce rigid substantial construction free of squeaks or other defects.
- B. Rough Framing: Fit closely; set accurately to required lines and levels and secure rigidly in place. Set horizontal and inclined members with crown edge up. Do not cut, notch or bore structural members without specific approval, except for not more than one-fifth the

depth of the member. Reinforce cut members as directed. Bolt, nail and spike thoroughly with not less than sizes and quantities indicated. Structural members shall provide full contact at all bearing surfaces.

1. Studs: Make exterior and separation walls of nominal 2x6 studs, 16 inches on center and remaining partition walls of 2x4 studs at 16" o.c. or as required, to be larger to accommodate mechanical or electrical equipment, piping and fixtures or the fixtures or equipment of any other trade. Unless otherwise indicated, all panels, valve covers, cleanouts, devices, access doors, recessed cabinet boxes, etc. shall be mounted flush with the adjacent wall surface. When any such item is of a depth where it is not practical to use solid studding to the full thickness of the wall, the wall shall be furred. When furring is required it shall extend the full width of the room on the wall in which it occurs and from floor to roof or ceiling joists. The studs comprising all interior partitions and the wall material affixed to them shall extend from floor to ceiling joist framing except as otherwise indicated.
  2. Top plates in bearing partitions shall be doubled and lapped at each intersection with walls or partitions. Stagger joints in upper and lower members of top plate not less than 4 feet. Exception: where headers require top chords to be cut out, ties are required according to Plan.
  3. Provide blocking not less than 2 inches in nominal thickness of same width as studs as shown on Drawings.
  4. Frame corners solid where stud walls or partitions meet, or as indicated on Drawings.
- C. Nailing: Drive nails not closer together than 1/2 their length unless driven in drilled holes, nor closer to edge of member than 1/4 its length; drill holes slightly smaller than nail diameters when necessary to prevent splitting. Penetrate second or farther member not less than 1/2 length of nail.
- D. Bolts and Nuts: American Standard with malleable or cut steel washers under heads and nuts except where bearing on steel plates or other steel attachments. Clamp members together and bore holes of same diameter as bolts, true to line, drive bolts in place and draw nuts up tight. Immediately prior to enclosing with finish or, if left exposed, and upon completion of other work, draw bolts tight again.
- E. Connectors: Types shown and where not shown, of types most suitable for substantial concealed construction. Nail per manufacturer's recommendations.
- F. Grounds: Provide and set wood grounds at points where trim occurs and where shown. Douglas Fir S1S, thickness and location required. Set plumb or level and true-to-line. Securely nail to wood backing at each stud or bearing.
- G. Nailing, Strips and Plates: Provide and securely fasten in place wood nailing strips, plates, blocking, etc., indicated or required to complete work. Bolt nailing strips in connection with metal work as indicated.
- H. Wood Backing: Provide wood backing to receive electrical fixtures and equipment, bases, cabinets, door stops and plates and other fixed equipment, as required to complete the work, securely nailed to frame work. Provide backing at 7'-6" typical in all classroom areas.
- I. Install all fasteners and supports as required on the Drawings as specified herein.

**\*\*\* END OF SECTION \*\*\***

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**SECTION 06200**  
**FINISH CARPENTRY**

**PART 1 -- GENERAL**

**1.01 SCOPE OF WORK**

Supply and install complete Finish Carpentry Work as shown on Drawings and as specified herein. Provide hardware and attachment accessories as required for a complete and proper installation.

**1.02 SHOP DRAWINGS**

Per General Conditions, submit shop drawings of millwork at full size or large scale showing sizes, materials, grain run, methods of construction, connection to adjacent members and installation. Indicate all backing members for installations and all hardware.

**1.03 MEASUREMENTS**

Verify all dimensions shown on Drawings by taking field measurements; proper fit and attachment of all parts is required.

**1.04 QUALITY CONTROL**

Following standards apply to Work of this Section except where more stringent requirements are specified herein:

1. Architectural Woodwork Institute "Quality Standards".
2. Western Wood Products Association Manual.
3. American Wood Preservers Association Specifications.

**1.05 SUBSTITUTIONS**

Substitutions will be considered per Article 5.3 of the General Conditions.

**PART 2 -- PRODUCTS**

**2.01 MATERIALS**

- A. Douglas Fir: West Coast Lumber Inspection Bureau "Standard Grading and Dressing Rules" and Western Wood Products Association, graded "C" and better, flat grain grade marked by WCLIB or WWPA.
- B. Douglas Fir Plywood: U.S. Product Standard PS-1, American Plywood Association, grade trademarked "C-D", plugged, exterior glue, sanded.
- C. Blocking, Furring, etc.: Standard Grade Western White Pine, Construction grade Douglas Fir or other equally sound softwood, as graded by WCLIB or WWPA.
- D. Softwood Lumber: PS 20; custom grade in accordance with AWI maximum moisture content of 6%; of quality capable of transparent finish.
- E. Hardwood Lumber: FS MM-L-736; custom grade in accordance with AWI; maximum moisture content of 6% of quality capable of transparent finish.

**2.02 ACCESSORIES**

- A. Nails, bolts, nuts, washers, blind fasteners, lags and screws, size and type to suit application.
- B. Wood Filler: oil base, tinted to match surface finish color.

- C. Shelf Standards and Rests: Knappe and Vogt #255 & #256 for recessed application. Provide two hold down clips for each shelf in the slot above
- D. Closet Hanger Bars and Supports: Knappe and Vogt #770, #660, #734, #735, and #1195. Provide intermediate support of spans over 6'-0".

### 2.03 SHOP TREATMENT OF WOOD MATERIALS

- A. Shop pressure treat wood materials requiring UL fire rating or preservations.
  - 1. Provide UL approved identification on fire retardant treated material.
- B. Wood Preservative (PT type) Wolmanized, Pressure Treated Lumber, manufactured by Osmose Wood Products or approved equal.
- C. Fire Retardant (FR-S Type) chemically treated, and pressure impregnated, capable of providing a maximum rating of 25; manufactured by Demose Wood Products. Dricon FRT or approved equal.

## PART 3 -- EXECUTION

### 3.01 EXAMINATION

- A. Examine the areas and conditions under which work of this Section will be performed.
- B. Correct conditions detrimental to timely and proper completion of the Work.
- C. Do not proceed until unsatisfactory conditions are corrected.
- D. Beginning of installation means acceptance of conditions.
- E. Verify that surfaces and openings are ready to receive work and field measurements are as shown on Shop Drawings and instructed by the fabricator.
- F. Verify that mechanical, electrical, and building items affecting work of this Section are placed and ready to receive this work.

### 3.02 PRIMING

Back paint all wood surfaces inaccessible and unexposed after installation before delivery with an approved linseed oil and aluminum primer.

- 1. Prime coat all unfinished metal parts.
- 2. Prime paint surfaces of items or assemblies to be in contact with cementitious materials.

### 3.03 FINISH CARPENTRY INSTALLATION

- A. Use only hot dip galvanized or aluminum finish or casting nails. Set nails for putty stopping in surface members. Hammer marks not acceptable on any exposed finished surface and may be cause rejection of Work by Architect.
- B. Make all end splices exposed in finished members bevel splices and not square butted. Install members in as long lengths as possible.
- C. Install Work to details shown, plumb, level and to line and securely anchored per AWI custom quality standard. Make scribes where required accurate. Miter corners of trim.
- D. Provide and install other miscellaneous millwork items and related Work required to complete Work of this Section.
- E. Prepare all woodwork installed hereunder by cleaning and sanding as required to receive finishes specified in Section "Painting and Finishing".

- F. Install all doors and frames; finish hardware and bathroom accessories per manufacturer's recommendation.
- G. Set exposed fasteners. Apply wood filler in exposed fastener indentations. Sand work smooth and site finish.

**\*\*\* END OF SECTION \*\*\***

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**SECTION 06410**  
**CUSTOM CASEWORK**

**PART 1 -- GENERAL**

1.01 SCOPE OF WORK

- A. Furnish all: labor, materials, equipment and services necessary and/or reasonably incidental to the proper execution of cabinetwork, including hardware as shown on Drawings and specified herein.
- B. Work includes counters, shelving, countertops and cabinetry.

1.02 STANDARDS OF WORKMANSHIP

Quality of millwork and fabrication shall conform to:

- 1. Woodwork Institute of California (WIC)
- 2. National Kitchen Cabinet Association (NKCA)
- 3. American Woodworkers Institute (AWI)

1.03 SUBSTITUTIONS

Substitutions will be considered per Article 5.3 of the General Conditions.

1.04 SUBMITTALS

Within 35 Calendar Days after the Contractor has received the Notice To Proceed, submit:

- 1. Submit Shop Drawings, include materials, component profiles, fastening methods and schedule of finishes.
- 2. Submit samples of finishes.

1.05 WARRANTY

Contractor Guarantee: Contractor guarantees the work covered by the specification against all defects in material and workmanship for a period of not less than two (2) years from the date the Owner records Notice of Completion.

**PART 2 -- PRODUCTS**

2.01 MATERIALS

- A. Softwood plywood: PS-1 graded per AWI. Application: 3/4" for cabinets -- plastic laminated.
- B. Plastic Laminate: high pressure laminated plastic conforming to NEMA LP-3, 0.50" thickness for tops, and 0.028" thickness for vertical surfaces.
  - 1. All splashes shall be 4" high; provide end splashes with sq. bottom joints.
  - 2. Interiors: Low Pressure Melamine.
  - 3. Backing Sheet: LD-3-BK 20 backing grade undecorated plastic laminate.
- C. Wood particleboard: Per AWI standard, composed of wood chips, made with waterproof resin binders, sanded faces, application 3/4" for countertops.
- D. Hardboard: PS-58: pressed wood fiber with resin binder, tempered grade, smooth two sides for drawer bottoms.



- E. Hardwood Lumber: Grade in accordance with AWI; maximum moisture content of 6%; application.
- F. Plastic Edge Trim: Same as face finish -- plastic laminate.
- G. Adhesive - Type II adhesive -- an approved thermosetting-on-contact adhesive.
- H. Doors and drawer fronts shall be 3/4" plywood with edges veneered or plastic laminate finish.
- I. Hardware: Cabinet hardware shall be concealed self-closing hinges, drawer slide, shelf-standards and clips as manufactured by Blum, Knape & Voigt or equal.
- J. Drawer Slides for Drawers 24" wide or less: 100 pound load rated, full extension, ball bearing. Accuride 3832.  
Drawer Slides for File, Paper Storage and Heavy Duty Drawers 42" wide or less: 150 pound load rated, over travel extension, ball bearing. Accuride 4034.

## 2.02 FABRICATION

- A. Assemble casework in Shop for delivery to site in units easily handled and to permit passage through building openings.
- B. Apply plastic laminate finish in full-uninterrupted sheets consistent with manufactured sizes. Make corners and joints hairline. Locate counter butt joints minimum 2' from sink cutouts.
- C. Mechanically fasten splash backs to countertops with steel brackets 16" o.c.
- D. Countertop edges and splashes to have radius corners.
- E. Outside corners of force standing desks to be radiused per plans.
- F. Apply laminated backing sheet to reverse side of plastic laminate finish surfaces.
- G. Provide cutouts for plumbing fixtures, inserts, appliances, outlet boxes and other fixtures and fittings. Verify locations of cutouts from on-site dimensions. Seal contact surface cut edges.
- H. On items to receive transparent finishes, use wood filler that match surrounding surfaces. Apply wood filler in exposed nail and screw indentations. Sand work smooth.

## PART 3 -- EXECUTION

### 3.01 EXAMINATION

- A. Examine the areas and conditions under which work of this Section will be performed.
- B. Correct conditions detrimental to timely and proper completion of the Work.
- C. Do not proceed until unsatisfactory conditions are corrected.
- D. Beginning of installation means acceptance of conditions.
- E. Verify that surfaces and openings are ready to receive work and field measurements are as shown on Shop Drawings and instructed by the fabricator. Verify dimensions for work of other trades incorporated into the casework.
- F. Verify that mechanical, electrical, and other building items affecting work of this Section are placed and ready to receive this work.

3.02 INSTALLATION

- A. All parts shall be precision machined to close tolerances, accurately fitted and assembled with appropriate fastening and adhesives required to produce first quality fixtures, square, true, plumb and level.
- B. Carefully scribe casework that is against other building materials, leaving gaps of 1/32" maximum. Do not use additional overlay trim for this purpose.
- C. Anchor securely to wall and floor with all anchorage devices required. Coordinate to allow anchorage devices to be set with other work as applicable. Provide temporary protection over finish work as required during construction to protect the work from damage.
- D. Installation shall be complete including continuous bases. All work shall be installed by skilled workmen under the control and supervision of personnel trained in the handling and installation of this cabinetwork and equipment.
- E. Install and adjust cabinet hardware to correct operations.

**\*\*\* END OF SECTION \*\*\***