 SHAWNEE MISSION UNIFIED SCHOOL DISTRICT NO. 512	DATE: February 9, 2017 BID NO. 17-007 BID TITLE: Interior Door Hardware Replacement – Package A (revised) - at Hocker Grove, Horizons, and Indian Hills
Return sealed envelope to: Shawnee Mission Unified Schools Purchasing Department 7235 Antioch Shawnee Mission, Kansas 66204 ATTN: Everett Morgan	Bids will be accepted until and then publicly opened on: Date: March 9 2017 Day: Thursday Time: 10:00 am
E-MAILED OR FAXED BIDS WILL NOT BE ACCEPTED.	Terms, conditions and specifications under which bids are requested are included. Please review thoroughly.

You are invited to bid on: **Interior Door Hardware Replacement - Package A - at Hocker Grove, Horizons, and Indian Hills** for the Shawnee Mission Unified Schools per the enclosed terms, conditions and specifications, F.O.B. to Destination, Freight Prepaid and Added. **FREIGHT COSTS TO SMSD PROJECT LOCATION MUST BE INCLUDED IN THE BID PRICE(S).**

We are enclosing only one copy of the bid specifications. **Please return (2) completed bid form(s).**

Bid price is to be lump sum total for all schools in Package A (not individually), including all materials, equipment, labor, insurance, fees, transportation, storage, services and supervision for the work identified per the specification and drawings herein. Payment will be made **ON COMPLETION** of Purchase Order. **DO NOT INCLUDE SALES TAX.**

Any questions regarding the bid documents should be directed to SMSD Operations & Maintenance, via email to Tim Wilcoxon at timwilcoxon@smsd.org, or by phone at (913) 993-8508, no later than three days prior to the bid opening.

Questions regarding bid procedures may be directed in writing to the Purchasing Department; Attn: Everett Morgan via E-Mail, everettmorgan@smsd.org ; or FAX: 913/993-6225.

THIS BID IS NOT TRANSFERABLE

NOTE: Bid Number and Name of Bidder must appear on the front of sealed envelope. **Faxed bids will not be accepted.** Bids must be received in the Purchasing Office prior to bid opening. If sending by U.S. Postal Service, please allow a minimum of 24 hours for your bid to be processed and delivered to the Purchasing Office by the Administrative Mail Center. It is the responsibility of the bidder to ensure delivery of bids to the Purchasing Department. Bidders shall hold all bid prices firm for acceptance for 90 calendar days after date of bid opening.

Bid results will be posted on the smsd.org website within approximately 5 working days after the bid opening. Go to Public Information; Purchasing/Bidding; Bids and Bid Summaries. Additionally, you may review the bid results in the Purchasing Office during the hours of 8:00 AM to 4:30 PM.

NOTICE OF "NO RESPONSE FORM"

BID NO. 17-007

**VENDORS WHO RESPOND TO THIS INVITATION
WITH A COMPLETED NOTICE OF "NO RESPONSE" FORM
SHALL REMAIN ON OUR MAILING LIST, IF REQUESTED.**

**VENDORS MAKING NO RESPONSE AT ALL
MAY BE REMOVED FROM OUR MAILING LIST.**

Dear Vendor:

Please check (☑) the appropriate box below, complete the remainder of this form and return it NO LATER THAN the scheduled Bid/Proposal/or Quote Date and Time.

Our company cannot provide the products, supplies and/or services listed in this bid, proposal or quote. Please MOVE our name and address to the following category(ies) so that we may bid at a later date.

We have chosen NOT to submit a response at this time, but would like to remain on your bid list for this product category. We did not submit a response because:

Reason(s): _____

Please REMOVE our name from all SMSD bid lists until further notice.

Reason(s): _____

COMPANY NAME: _____

REPRESENTATIVE (please print): _____

ADDRESS: _____ PHONE (____) _____

AUTHORIZED SIGNATURE: _____

TITLE: _____ DATE: _____

PLEASE RETURN THIS FORM ONLY TO:

Shawnee Mission Unified School District #512
Purchasing Department
Notice of "NO RESPONSE"
7235 Antioch
Shawnee Mission, KS 66204
OR
Fax to: 913/993-6225

BID No. 17-007

**SHAWNEE MISSION PUBLIC SCHOOLS
7235 ANTIOCH
SHAWNEE MISSION, KS 66204**

5% BID SECURITY FORM

If the bid for this project is equal to or greater than \$10,000, bid security is required.

Bid Security issued to: Shawnee Mission Public Schools, in the amount of **5%** of the total amount of your Bid shall accompany your Bid as a guarantee that, if awarded all or part of the Bid, your firm will enter into contract to complete the work per the Bid Specifications. **Cashier checks and certified checks should be made payable to Shawnee Mission USD #512.**

If the firm awarded the Bid defaults in entering into a contract for the execution of the work specified, the Bid Security will become the property of the School District. Bids not accepted within sixty (60) days after the time set for submission will have their Bid Securities returned.

PLEASE NOTE: Should you submit a cashier check or certified check instead of a bid bond; the following steps will be used by **SMSD** in the handling of that check:

- 1) **SMSD** will deposit your check into a **SMSD** bank account within 2-3 days after bid opening.
- 2) Within four (4) weeks after board approval of the bid, a district check shall be mailed to the non-successful bidder(s) to reimburse them for the exact amount of their cashier/certified check.
- 3) Within four (4) weeks after the completion of a formal written and properly signed contract, or the issuance of a **SMSD** purchase order, a district check shall be mailed to the successful bidder(s) for the exact amount of their cashier/certified check.

NOTE: IF BID SECURITY IS NOT ENCLOSED WITH THE BID, IT WILL BE CAUSE FOR REJECTION OF THE BID.

	\$ _____
Company	Amount of Total Bid

	\$ _____
Address	Amount of Bid Bond

_____ **Bid Security attached to this form. (Please send the two together.)**

Signature of Authorized Representative	Phone

Please Print Name	Position

BID FORM

BID No. 17-007

BID OF: _____

A CORPORATON ORGANIZED AND EXISTING UNDER THE LAWS

OF THE _____

A PARTNERSHIP CONSISTING OF _____

_____ PARTNERS:

OR: A SOLE PROPRIETOR; HERINAFTER CALLED THE BIDDER.

TO: SHAWNEE MISSION PUBLIC SCHOOLS
ATTN: MR. EVERETT MORGAN
7235 ANTIOCH
SHAWNEE MISSION KS 66204

The undersigned acknowledges that he has received and familiarized himself with the following:
Request for Bid
Shawnee Mission Public School District #512

Bid Number 17-007 for Interior Door Hardware Replacement -- Package A - at Hocker Grove, Horizons, and Indian Hills.

ADDENDA NO(s): _____ Received

The undersigned further acknowledges that he has familiarized himself with local conditions affecting the cost of the work at each place where the work is to be done.

In submitting this bid, the undersigned agrees:

1. To furnish all material, labor, tools, expendable equipment, supervision and all utility and transportation services necessary to perform and complete, in a workmanlike manner, all of the work required in accord with the bid documents for the consideration hereinafter set forth.
2. To hold his bid open for sixty (60) days after receipt of bids and to accept the provisions of the instructions to bidders regarding disposition of bid security.
3. **Contactoer shall include in their bid proposal an allowance of 15% of bid amount for unforeseen conditions. It is understood that if such allowance is not utilized by this contract a subsequent deductive change order shall be executed to return any unused allowance funds to the school district.**
4. To commence the work upon receipt of written Notice to Proceed, projected to be issued on or about March 29, 2017, after approval of the bids by the Board of Education at its regularly scheduled meeting on March 27, 2017, and upon receipt of the District issued Purchase Order, to deliver the support systems for the project as required and to complete all work not later than dates identified per the schedule included in these bidding documents.

- 5. To accept the assessment of liquidated damages of \$250 for each calendar day which the work is not complete, beginning with the first calendar day after the indicated Substantial Completion Date identified per the schedule included in these bidding documents.
- 6. All materials to be non-proprietary, as specified, or approval equal.

1. Lump Sum Base Bid: _____ Dollars

(\$ _____)

2. Allowance Amount: _____ Dollars

(\$ _____)

3. Total Amount: _____ Dollars

(\$ _____)

(Indicate bid in both numbers and words. In the case of a discrepancy between the two, the amount shown in words shall govern.)

For possible accounting purposes, the Successful Bidder may be requested to have the bid broken down on a per site basis for which the total must be the same as the Lump Sum Bid indicated above. Award of bid will be based on the Lump Sum Base Bid only and not on any individual buildings. This breakdown shall be turned in to SMSD within ten (10) calendar days after the request has been made.

In submitting this bid, it is understood that the right to reject any and all bids and to waive irregularities in the bidding has been reserved by the owner.

Date this _____ day of _____, 2016.

Name of Bidder

Address of Bidder

Authorized Officer

Area Code/Telephone Number

Email Address Website

Terms and Conditions

A. Bid Requirements and Considerations:

1. **Contactors shall include in their bid proposal an allowance of 15% of bid amount for unforeseen conditions. It is understood that if such allowance is not utilized by this contract a subsequent deductive change order shall be executed to return any unused allowance funds to the school district.**
2. The Board of Education reserves the right to reject any or all bids, to accept any item or items in the bid, and to waive any informality in bids.
3. Each bid must be completed on SMSD bid forms.
4. Alternate bids will be considered only if the alternate properly meets specifications outlined in the bid.
5. Each bid (if exceeding \$10,000) shall be accompanied by bid security in the amount of five percent (5%) of the base bid, made payable unconditionally to the school district. This security will be submitted as evidence of good faith as a guarantee that, if awarded the contract, the bidder will execute required bonds and insurance within ten (10) days after receipt of Notice to Proceed.
6. Each bidder shall carefully examine the bidding documents and thoroughly inform himself with all requirements prior to submitting a bid. Should a bidder find discrepancies or ambiguities in, or omission from bidding documents, or should he be in doubt as to their meaning, he will at once and at least three days prior to bid date, notify the school district. Any subsequent addenda sent to bidders will become part of the contract documents.
7. Prior to submitting a bid, each bidder shall examine and thoroughly familiarize himself with all existing conditions; including applicable laws, codes, ordinances, rules, and regulations that will affect his work. Bidders shall visit the site, examine the existing conditions, and shall ascertain by reasonable means, all conditions that will in any manner affect the work. Contractors and/or bidders are required to check in with building authorities at the school immediately upon entering the school premises.
8. Prices quoted are to be free of all Federal, state, and local taxes, unless otherwise imposed by a governmental body and applicable to the work or material. The school district will obtain from the State of Kansas a sales tax exemption certificate number. The sales tax exemption certificate will permit the contractor to purchase materials for incorporation into this project without paying sales tax, provided that the contractor furnishes the certificate number to the supplier.

9. When submitting a substitute article as equal, the full name and illustrated description must be given. The Board of Education reserves the right, however, to decide upon its suitability for the intended use. Upon request, samples of substitute articles must be submitted.
10. Envelopes containing bids must be sealed and marked on the lower-left hand corner with the firm name and address of the bidder, bid number, bid opening date, and bid opening time.
 - a. No special effort shall be made to sort incoming mail for potential bids.
 - b. Bids not at the appointed place at time of bid opening will be rejected.
 - c. Faxed Bid/Proposals will not be accepted as sealed bids.
11. If bid is accepted, USD #512 must be supplied with seller's employer identification number or social security number, per IRS regulations.
12. Each contractor is responsible for his/her own worker's compensation and liability insurance coverage. Shawnee Mission Unified School District #512 assumes this COVERAGE IS INCLUDED IN THE PRICE OF EACH BID TOTAL.
13. Any catalog, brand name or manufacturer's reference used herein is intended to be descriptive and not restrictive. Offers on any reputable manufacturer's regularly produced product which is similar and substantially equivalent will be considered. SMSD reserves the right to make final decisions as to the acceptability of comparable items.
14. Vendors who do not bid, but wish to remain on our bid list, should notify the Shawnee Mission USD #512 Purchasing Department in writing using the enclosed "Notice of No Response" form. Failure to do so may result in removal from this list.
15. If required by the bid form, the contractor shall submit with his bid a list of subcontractors and other persons or organizations that will perform work on this project.

B. Form and Requirements of the Contract:

1. The form of contract will be a Purchase Order issued by Shawnee Mission School District. In submitting his bid for consideration, each bidder agrees to commence work as soon as practical upon receipt of the school district purchase order and subsequent execution of applicable bonds and certificates of insurance.
2. The district shall not be responsible for any goods delivered or services performed without its purchase order signed by an authorized representative of the Purchasing Department.
3. The contractor shall not commence work under this contract until he has obtained the owner's approval of a certificate of insurance providing evidence that he has obtained all the insurance required under this section, at least equal to the limits set forth hereinafter, with an insurance company acceptable to the owner.

All policies shall provide for ten (10) days written notice to the owner prior to effective date of any changes affecting the policy. Two copies of the certificate of insurance in a form acceptable to the owner shall be delivered to the owner. The contractor shall not allow any

subcontractor to commence work until the subcontractor has obtained insurance coverage similar to that required of the contractor.

4. For projects with a value of \$20,000 or more; subsequent to award, the contractor shall furnish Performance Bond, Labor and Materials Payment Bond, and Kansas Statutory Bond covering the faithful performance of the contract and the payment of all obligations arising thereunder. All such bonds shall be submitted to the school district prior to the commencement of any contract work.
5. Contracts entered into on the basis of submitted bids are revocable if contrary to law.
6. The laws of the State of Kansas shall govern any contracts resulting from this bid. Actions must be filed in the Johnson County Courthouse in Johnson County, Kansas.
7. The seller shall provide the standard patent infringement indemnity clause which shall hold and save the Board of Education and its officers, agents, servants, and employees, harmless from liability of any patented or unpatented invention, process, article, or appliance manufactured, or used, in the performance of the contract, including its use by the Board of Education.

C. General Work Requirements.

1. The contractor will be required to start the work per the schedule included herein. Liquidated damages as stated on the bid form will be assessed for each consecutive calendar day which the work is not substantially complete, beginning with the first day beyond the substantial completion time stated. Substantial completion is the owner's ability to utilize the facility for its intended purpose. Shawnee Mission Public Schools will be the sole judge of substantial completion.
2. The owner reserves the right and may delay work if scheduling between school administration and contractor cannot be resolved.
3. It will be the contractor's responsibility to have the approaching licenses and permits required by the state and/or municipality in which the work will be performed. It is also the contractor's responsibility to make certain all work and material meets local and state codes. Bidders shall include permit fees in their bid.
4. The contractor shall observe and comply with all ordinances, laws, and regulations, and shall protect and indemnify the owner against any claim or liability arising from or based on any violation of the same. The contractor shall comply with all regulations of agencies having jurisdiction with respect to sanitation and safety during construction.
5. All items shall be new and unused, unless otherwise specified by the district, and in first class condition.
6. Contractor shall be responsible for protection of the adjacent spaces during all phases of the project, demolition material storage and new construction.
7. All items furnished must be of their respective kinds, and will be free from defects in material

- and workmanship. Items will be subject to our inspection and approval at any time. Items furnished must be manufactured in compliance with all existing legal or governmental directives.
8. All work shall be of the highest quality. The contractor and subcontractor shall check their work regularly for quality and conformance as the work is in progress. Unsatisfactory work shall be corrected immediately.
 9. The contractor shall promptly correct work rejected by the owner or failing to conform to the requirements of the contract documents, whether observed before or after substantial completion and whether or not fabricated, installed or completed. The contractor shall bear all costs of correcting such rejected work, including additional testing and inspections and compensation for owner services and expenses made necessary thereby.
 10. As work is completed by the contractor/subcontractor, it shall be his responsibility to remove all excess material, equipment and debris from the premises.
 11. Upon substantial completion, a scheduled punchlist inspection shall be conducted by the school district to identify any item(s) requiring additional work. All items noted on the punchlist shall be accomplished by the contractor prior to final payment.

D. Miscellaneous Requirements

The law requires that Section 1 through 5 of KSA 44-1030 (as follows) are to be included in all contracts to which our agency is a party: Except those with contractors, vendors or suppliers whose cumulative dollar total in any fiscal year is \$5,000.00 or less, or who have fewer than four (4) employees:

1. The contractor shall observe the provisions of the Kansas act against discrimination and shall not discriminate against any person in the performance of work under the present contract because of race, religion, color, sex, physical handicap unrelated to such person's ability to engage in the particular work, national origin or ancestry;
2. In all solicitations or advertisements for employees, the contractor shall include the phrase, "equal opportunity employer" or similar phrase to be approved by the commission;
3. If the contractor fails to comply with the manner in which the contractor reports to the commission in accordance with the provisions of KSA 1976 Supp .44-1030, as amended, the contractor shall be deemed to have breached the present contract and it may be canceled, terminated or suspended, in whole or in part, by the contracting agency;
4. If the contractor is found guilty of violation of the Kansas act against discrimination under a decision or order of the commission which has become final, the contractor shall be deemed to have breached the present contract and it may be canceled, terminated or suspended, in whole or in part, by the contract and it may be canceled, terminated or suspended, in whole or in part, by the contracting agency; and
5. The contractor shall include the provisions or paragraphs one (1) through (4) inclusively of this subsection (a) in every subcontract or purchase order so that such provisions will be binding upon such subcontractor or vendor.

E. Payments to the Contractor:

Progress payments will be allowed. In order for payment to occur on the "Payment Release Date", the vendor's INVOICE and the "BLUE" receiving copy of the Shawnee Mission purchase order must be received into the Business Office by the school cut-off date (preferably earlier) so that sufficient time is allowed for the payment to actually be processed through the Accounts Payable system.

INVOICES MUST BE SUBMITTED TO THE APPROPRIATE PROJECT MANAGER FIVE DAYS PRIOR TO THE SCHOOL CUT-OFF DATE. SUBMIT INVOICES TO THE PROJECT MANAGER AT THE OPERATIONS & MAINTENANCE OFFICE AND NOT TO THE McEACHEN OFFICE.

CONTRACTOR AND VENDOR CODE OF CONDUCT

Shawnee Mission School District requests that all contractor and vendor employees conduct themselves in an acceptable manner while performing work on school district property. The following items are prohibited on school district properties:

1. Physical or verbal contact with students or non-designated staff.
2. All school district properties are tobacco free. All tobacco, including smokeless tobacco, is prohibited. There are no designated areas for tobacco use. Contractors are required to post no tobacco signs. Smoking will not be permitted inside private vehicles which are on school district property. Workers may be required to sign a consent form acknowledging no tobacco use on the property. Violators may be required to leave the work site.
3. Drugs and/or alcohol consumed or present on district properties.
4. Firearms and hunting items.
5. Foul or abrasive language.

Additionally, all workers shall wear appropriate clothing on all parts of the body. All workers shall utilize areas for vehicle access and parking, material storage, etc. All workers shall wear nametags identifying their name and the name of the company they are representing.

INSURANCE REQUIREMENTS

- A. Worker's Compensation Insurance: Worker's Compensation and Employer's Liability Insurance as required by law to cover fully all employees.
- B. Bodily Injury and Property Damage Insurance: A comprehensive general bodily injury and property damage policy, including automobiles, covering the work to be performed. The policy shall be written to provide damage arising from one accident, with not less than \$1,000,000 aggregate damages to, or destruction of property during the policy period; except, in case of automobile damage coverage, the minimum provided shall be not less than \$1,000,000 bodily injury and \$1,000,000 property damage per accident for any vehicle used on the project, whether owned, hired or nonowned.
- C. Special Insurance: Contractor for General Construction work shall take out and maintain insurance providing a minimum coverage of \$1,000,000 for the following hazards:

Where the work to be performed involves excavation or other underground work or construction, the property damage insurance provided shall cover all injury to or destruction of property below the surface of the ground, such as wires, conduits, pipes, mains, sewers, etc., caused by the contractor's operations, or injury to or destruction of property above or below ground resulting therefrom.

Property damage insurance shall also cover the collapse of, or structural injury to, any building or structures on or adjacent to the owner's premises, or the injury to or destruction of equipment and/or property resulting therefrom, caused by the removal of other buildings, structures, or supports, or by excavation below the ground, where the construction of a new structure or the demolition of any existing structure involves any of the foregoing designated hazards and in all cases where the contract provides for alterations in, additions to, or the underpinning of, and existing structure or structures.

- D. Subcontractor's Insurance: If a part of this contract is sublet, the contractor shall either cover any or all subcontractors in his insurance policies; or require each subcontractor to secure insurance which will protect him against all applicable hazards not covered by the contractor's insurance.

**INVOICES MUST BE SUBMITTED TO THE APPROPRIATE PROJECT
MANAGER AT LEAST FIVE DAYS PRIOR TO THE
SCHOOL CUT-OFF DATE**
(preferably earlier)

**SHAWNEE MISSION PUBLIC SCHOOLS
ACCOUNTS PAYABLE SCHEDULE**

School Cut Off	Payments Released
4/14/17	4/25/17
5/12/17	5/23/17
6/16/17	6/27/17

Note: Additional dates beyond June 2017 will be added as they become available pending Board of Education schedule establishment for the 2017-2018 School Year.

PROPOSED PROJECT SCHEDULE

Interior Door Hardware Replacement – Package A- at Hocker Grove, Horizons, and Indian Hills

<u>DATE</u>	<u>ACTIVITY</u>
2/9/17–3/8/17	Bid Period
3/9/17	Bid Opening
3/27/17	Bid Approval by Board of Education
3/29/17	Notice to Proceed
3/29/17-5/1/17	Shop drawing/material submittals preparation and review, and material procurement.
5/1/17-7/21/17	Installation period
7/21/17	Substantial Completion, Identification of Punchlist list
7/21/17-8/4/17	Correction of Punch list items
8/4/17	Final Completion

Note: The Proposed Schedule listed above is based on the Contractor starting the work in the buildings prior to the end of the school year by allowing the use of evening hours. See the Special Terms and Conditions at the end of these specifications.

PROJECT BUILDING LOCATIONS

Hocker Grove Middle School	10400 Johnson Drive Shawnee, Kansas 66203
Horizons High School	5900 Lamar Mission, Kansas 66202
Indian Hills Middle School	6400 Mission Rd. Prairie Village, Kansas 66208

GENERAL INFORMATION

1. TERMINOLOGY

The term contractor, manufacturer and supplier may be used interchangeably. Purchaser or Owner shall refer to Unified School District #512 of Johnson County, Kansas (Shawnee Mission Public Schools).

2. TEMPORARY UTILITIES

Temporary power required for installation shall be from the building services. All required cords or other connections shall be the contractor's responsibility.

3. PERMITS AND FEES

All necessary permits and fees for surveys, licenses, site preparation, utility connections to comply with applicable state and local codes or statutes and other similar charges, except those required for transportation of the structure, will be the responsibility of the contractor unless the Contract specifically states otherwise.

4. CRITERIA FOR AWARD OF CONTRACT

In addition to the dollar sum bid, the Owner will review the following in formulating the decision to award a Contract. These additional criteria are:

- A. The successful Bidder preferably to be a manufacturer or authorized contractor.
- B. The length of construction time in accordance with specified delivery time period.
- C. The probability that the Bidder can perform in accordance with the Bidding Document.
- D. The likelihood that the Contractor will perform without delay or interference.
- E. The responsibility and reputation of the Bidder.

5. PAYMENT SCHEDULE

The contractor may draw progress payments as the work progresses. Each progress payment will have ten percent (10%) retainage withheld until the project is complete. The balance (ten percent) shall be paid within thirty days of the completion of the punch list, final acceptance, and consent of surety to release of lien.

6. REQUIRED BONDS

Bid Security - A bid security in the form of a Bid Bond in 5% of the greatest amount bid must be included with the bid at time of bid opening. A cashier's check may be utilized for this requirement if prior notice of such intent is given the Owner.

Performance and Payment Bond -The successful Bidder, upon notice of award of contract will, within fifteen working days, and prior to commencement of work, provide the owner performance and payment bonds for 100% of the total sum bid.

Statutory Bond -The successful Bidder, upon notice of award of contract will, within fifteen working days, and prior to commencement of work, provide Kansas Statutory Bond covering the faithful performance of the contract for 100% of the total sum bid. The Statutory Bond must be filed with and recorded by the Johnson County District Clerk.

General -All bonds submitted must be issued by an entity authorized to do business in Kansas for the specific purpose of issuing bonds. If issued by an agent, the bond must carry a Power of Attorney and all required seals. Photo copies of bonds will not suffice for this requirement.

7. INSURANCE

Insurance per the Terms and Conditions.

8. LIQUIDATED DAMAGES

All materials must be delivered to the site as required by the Bidder to allow the work to progress as needed to achieve the Substantial Completion date. Upon arrival on site, the contractor/supplier is to finish all work necessary to complete the installation in its entirety. Contractor/Supplier shall finish said functions by the Substantial Completion Date as determined by the schedule indicated in these bidding documents. Failure to meet this requirement will result in a forfeiture of \$250.00 for each consecutive calendar day which the work is not complete, beginning with the first day beyond the substantial completion time stated, NO EXCEPTIONS.

9. MATERIAL SUBSTITUTION

In some instances, circumstances may dictate substitutions. Any changes and/or substitutions of materials, products, equipment, etc., as specified herein may be made by the Contractor, provided that such change and/or substitution are of like grade and equal or better quality than the originally specified items and that any substitutions shall be approved by the Owner.

10. CLEAN-UP

The Contractor shall insure that upon completion, the site is cleaned, left free of excess materials, and all debris properly disposed of in waste containers.

11. SHOP DRAWINGS / MATERIAL SUBMITTALS

A complete set of shop drawings and/or material submittals shall be submitted to the Owner for review. The drawings will be to scale, complete with notes, and reflect all elements of the installation.

12. PRODUCT SELECTION

The manufacturer warrants that no materials, glues, paints, insulation, nor other products used in the construction of these buildings contains asbestos, lead paint, or volatile organic compounds.

13. DESCRIPTION OF THE WORK

Shawnee Mission Public Schools is soliciting bids for Bid Number 17-007 for **Interior Door Hardware Replacement – Package A - at Hocker Grove, Horizons, and Indian Hills**, which shall include removal of the existing interior door hardware; field preparation of existing doors and frames for acceptance of new hardware as required; and the installation of new interior door hardware as described in the specifications. This bid is to include all labor, materials, equipment, supervision; and all installation work as needed. **All bidders are encouraged to visit the site to see the conditions prior to submitting a bid. All visitors to the sites must check in at the Main Office upon arrival.**

14. SPECIFICATIONS

Specifications are detailed in the attached specifications and information.

15. SPECIAL TERMS & CONDITIONS

The terms and conditions are set forth on pages enclosed. **Refer to the Bid Form for allowances that apply to this project to be included in the bid.**

SPECIAL TERMS AND CONDITIONS

1. After a "Notice to Proceed Letter" is issued to the successful Bidder, the Bidder shall prepare a **Project Schedule of the Work** identifying all phases/buildings of the project and the time frame for each phase/buildings. This schedule shall include the time necessary for field verification, preparation of submittals, materials procurement, the removal of existing hardware and installation of new hardware, testing, inspection and any other phases that the Bidder indicates as part of the complete Project. This schedule shall end with the Substantial Completion date. Once the contractor is prepared to start work in a building, it is required that they complete the work in that building before moving to the next building so as to not be confusing to the building staff on when work will be done and completed.
2. The **Project Schedule of the Work** shall be submitted to the Owner for coordination with the School Calendars and for approval.
3. The **Proposed Project Schedule** indicated on prior pages of these Bidding Documents is geared toward the Contractor being allowed to start work prior to the end of the school year and the start of summer hours. Work performed in the buildings prior to the end of the school year will need to be performed as evening hours, after the regular school day. Any day that school is not in session (except for legal Holidays) work will be allowed during normal work hours. Evening hours shall be considered to be 3:30 PM to 11:00 PM from Monday through Friday. Evening hour work will not be allowed on evenings when a regularly scheduled night function is schedule to be in the building. These dates will be made available to the Contractor for planning purposes. Once the school year is over, the Contractor can work regularly schedule daytime hours as normal.
4. The Contractor is to be responsible for all clean-up work of the construction area after each evening work sessions. The work areas will be required to be clean and ready for school function prior to leaving the site. District staff is not responsible for clean up behind the Contractor.
5. At any time that special protection should be required around a portion of the building or work area, the Contractor is completely responsible for all protective measures such as barriers, temporary railings, etc. as required to maintain the building in a safe and occupiable condition.
6. A construction staging area, site storage area and work area will be allowed to the Contractor on the building site. This location shall be coordinated between the Contractor and the District. The Contractor shall be responsible for all required security measures at no additional cost to the District.
7. The Contractor shall plan his schedule accordingly in order to meet the Substantial Completion Date identified on the Bid Form.
8. **The Contractor shall field verify all openings prior to ordering of hardware.**
9. **At the very end of these specifications are basic floor plans of each of the buildings. The plans have not been modified to reflect the recent secure entry renovations. The areas of the renovation work already includes the secure door hardware as is not considered a part of this bid. If there are any questions about the floor plans, please notify the contact listed at the front of these specifications.**

SECTION 087100 – DOOR HARDWARE

PART 1 - GENERAL

1.1 SUMMARY

- A. Intent: The intent of this Section is to provide finish hardware for the proper operation and control of all wood, hollow metal and aluminum doors in the Project. Prior to bidding, notify the Architect of any doors that do not have hardware meeting this intention.
- B. This Section includes items known commercially as finish or door hardware that are required for swinging doors, except special types of unique hardware specified in the same sections as the doors and door frames on which they are installed. This Section includes, but is not necessarily limited to furnishing and installing complete, the following:
 - 1. Finish hardware for proper operation and control of all wood, aluminum and hollow metal doors, including hinges, locks and latch sets, closers, panic devices, auto flushbolts, electric strikes, magnetic holders, removable mullions, cylinders, keys, miscellaneous stops, flat goods, weatherstripping and thresholds as required.
 - 2. Cylinder for access doors where specified.
- C. Related work in other sections:
 - 1. Hollow metal doors, frames and silencers: Section 081113.
 - 2. Wood doors: Section 081416.
 - 3. Aluminum doors: Section 084113.

1.2 DEFINITIONS

- A. "Finish Hardware" includes items known commercially as finish hardware which are required for swing, and folding doors, except special types of unique and non-matching hardware specified in the same section as the door and door frame.

1.3 ACTION SUBMITTALS

- A. Product Data: Submit manufacturers technical product data for each hardware item. Include information necessary to show compliance with requirements, and include instructions for installation and for maintenance of operating parts and finishes.
 - 1. Manufacturer shall submit written certification confirming closers compliance with U.L. 10C.
- B. Hardware Schedule: Submit a hardware schedule in a vertical format (horizontal format not acceptable), organized into sets, including the information below. Designations for door numbers and hardware sets in the schedule shall match those used in the Construction Documents for each opening.
 - 1. Hardware Schedule shall be coordinated with doors, frames, and related work to ensure proper size, thickness, hand function, and finish of door hardware.
 - 2. Catalog cuts of each type of exposed hardware unit, highlighted in color to indicate compliance with the Hardware Schedule.
 - 3. Type, style, function, size and finish of each hardware item.
 - 4. Name and manufacturer of each item.
 - 5. Fastenings and other pertinent information.
 - 6. Explanation of all abbreviations, symbols, codes, etc., contained in schedule.
 - 7. Mounting locations for hardware.
 - 8. Door and frame sizes and materials.
 - 9. Deviations from Specifications shall be noted in cover letter.

- C. Submittal Sequence: Submit schedule at earliest possible date particularly where acceptance of hardware schedule must precede fabrication of other work (e.g., hollow metal frames) which is critical in the project construction schedule. Include with schedule the product data, samples, shop drawings of other work affected by finish hardware, and other information essential to the coordinated review of hardware schedule.
- D. Keying Schedule: Submit separate detailed schedule, at the same time as the Hardware Schedule, indicating keying for all locks and how Owner's instructions, on keying of locks has been fulfilled. Keying schedule must be approved before ordering any locks.
- E. Pinning Transcript: Submit detailed schedule indicating each lock cylinder and core.
- F. Templates: Furnish hardware templates to each fabricator of doors, frames and other work to be factory-prepared for the installation of hardware. Upon request, check shop drawings of such other work, to confirm that adequate provisions are made for proper location and installation of hardware.

1.4 QUALITY ASSURANCE

- A. Manufacturer: Obtain each type of hardware (latch and lock sets, hinges, closers, etc.) from a single manufacturer, although several may be indicated as offering products complying with requirements.
- B. Product/Material Qualifications: Manufacturer's product numbers are indicated for convenience in identifying finish hardware items. Unless otherwise indicated, manufacturer's description for indicated product number constitutes minimum standards of quality, design, function and performance required for each item to be incorporated into the Project.
 - 1. It will be the responsibility of the Bidder to furnish with his Bid a list clarifying any deviations from these specifications written or implied, in order that a fair and proper evaluation be made. Those Bidders not submitting a list of deviations will be presumed to have Bid as specified.
- C. Supplier Qualifications: A recognized Architectural Finish Hardware Supplier, with warehousing facilities within 50 miles of the project location, who has been furnishing and installing hardware in the project's vicinity for a period of not less than 3 years. Supplier shall be or employ an experienced Architectural Hardware Consultant (AHC) who is certified by and member of the Door and Hardware Institute. The Architectural Hardware Consultant shall be available, at reasonable times during the course of the work, for consultation about project's hardware requirements, to Owner, Architect and Contractor.
 - 1. Supplier shall meet with the Owner to finalize keying requirements and obtain final instructions in writing.
 - 2. Hardware provider shall employ installers with not less than 3 years' experience in installing commercial door hardware. The installers shall also have attended the specified manufacturers training classes instructing them in the proper installation of their products.
 - 3. Installation of products in this section is to be provided by the door hardware supplier.
- D. Fire-Rated Openings: Provide hardware for fire-rated openings in compliance with NFPA Pamphlets No. 80, No. 101 and of authorities having jurisdiction requirements. Provide only hardware which has been tested and listed by UL, FM or Warnock Hersey for types and sizes of doors required and complies with requirements of door and door frame labels.
 - 1. Where emergency exit devices are required on fire-rated doors, (with supplementary marking on doors' UL or FM labels indicating "Fire Door to be Equipped with Fire Exit Hardware") provide UL or FM label on exit devices indicating "Fire Exit Hardware".
- E. Standards: Comply with the requirements of the latest edition of the following standards, unless indicated otherwise:
 - 1. American National Standards Institute (ANSI) Publications:
 - a. A115 Series - Door and Frame Preparation.
 - b. A156 Series - Hardware.

2. Builders Hardware Manufacturers Association (BHMA) Publications:
 - a. 1201 - Auxiliary Hardware.
 - b. 1301 - Materials and Finishes.
 3. Door and Hardware Institute (DHI) Publications:
 - a. Keying - Procedures, Systems, and Nomenclature.
 - b. Abbreviations and Symbols.
 - c. Hardware for Labeled Fire Doors.
 - d. Recommended Locations for Builder's Hardware for Standard and Custom Steel Doors and Frames.
 - e. Wood Door Standards W1, W2, WDHS-2, WDHS-3.
 4. National Fire Protection Association (NFPA) Publications:
 - a. NFPA Pamphlet No. 80 - Standards for Fire Doors and Windows.
 5. International Building Code - current edition as adopted and amended by the authority having jurisdiction of the City of Duquesne, Missouri.
 6. Americans with Disabilities Act (ADA).
- F. Keying Conference: Conduct conference in accordance with Section 013100. In addition to Owner, Construction Manager, and Architect, conference participants shall also include Installer's Architectural Hardware Consultant. Incorporate keying conference decisions into final keying schedule after reviewing door hardware keying system including, but not limited to, the following:
1. Function of building, flow of traffic, purpose of each area, degree of security required, and plans for future expansion.
 2. Preliminary key system schematic diagram.
 3. Requirements for key control system.
 4. Address and method of delivery of keys and permanent cores.
- G. Preinstallation Conference: Conduct conference at Project site to comply with requirements of Section 013100 as follows:
1. Architectural Finish Hardware supplier (AFHS) shall conduct the preinstallation conference at the site. An Owners representative must be present at this meeting to help instruct on special requirements and instructions. The AFHS shall instruct finish hardware installers on proper installation, adjustment and troubleshooting for each operable item of finish hardware specified. The AFHS and Owner shall observe the installation and adjustment of the first three locksets, closers and exit devices. Anyone installing door hardware must be present at this meeting. An attendee list and notes from this meeting shall be supplied to the Owner and Architect for their records.

1.5 DELIVERY, STORAGE AND HANDLING

- A. Package each hardware item in separate containers with all screws, wrenches, installation instructions and installation templates. Mark or tag each box with hardware heading and door number according to approved hardware schedule.
- B. Packaging of door hardware is responsibility of supplier. As material is received by hardware supplier from various manufacturers, sort and repackage in containers clearly marked with appropriate hardware set number to match set numbers of approved hardware schedule. Two or more identical sets may be packed in same container.
- C. Deliver individually packaged hardware items at the proper times to the proper locations (shop or project site) for installation. Provide a complete packing list showing items, door numbers and hardware headings with each shipment.
- D. Store hardware in shipping cartons above ground and under cover to prevent damage.
 1. Provide secure lockup for door hardware delivered to the Project, but not yet installed. Control handling and installation of hardware items that are not immediately replaceable so that completion of the Work will not be delayed by hardware losses both before and after installation.

- E. Deliver keys and permanent cores to Owner by registered mail or overnight package service.
- F. Aluminum Door Hardware – If required by door supplier deliver hardware for aluminum doors as directed for factory installation by the aluminum door manufacturer.
 - 1. Coordinate hardware mounting locations on doors with frame supplier. Doors/frames with misaligned or improper hardware installation or prep will not be accepted.

1.6 COORDINATION

- A. Templates: Obtain and distribute to the parties involved templates for doors, frames, and other work specified to be factory prepared for installing door hardware. Check Shop Drawings of other work to confirm that adequate provisions are made for locating and installing door hardware to comply with indicated requirements.
- B. Security: Coordinate installation of door hardware, keying, and access control with Owner's security consultant.
- C. Electrical System Roughing-In: Coordinate layout and installation of electrified door hardware with connections to power supplies and building safety and security systems.
- D. Existing Openings: Where hardware components are scheduled for application to existing construction or where modifications to existing door hardware are required, field verify existing conditions and coordinate installation of door hardware to suit opening conditions and to provide proper door operation.

1.7 MAINTENANCE

- A. Maintenance Tools and Instructions: Furnish a complete set of specialized tools and maintenance instructions as needed for Owner's continued adjustment, maintenance, and removal and replacement of door hardware.

PART 2 - PRODUCTS

2.1 HARDWARE - GENERAL

- A. Provide the materials or products indicated by trade names, manufacturer's name, or catalog number.
- B. Provide manufacturer's standard products meeting the design intent of this Specifications, free of imperfections affecting appearance or serviceability.
 - 1. Base Metals: Produce hardware units of basic metal and forming method indicated using manufacturer's standard metal alloy, composition, temper, and hardness, but in no case of lesser (commercially recognized) quality than specified for applicable hardware units for finish designations indicated.
 - 2. Provide hardware complete with all fasteners, anchors, instructions, layout templates, and any specialized tools as required for satisfactory installation and adjustment.
 - 3. Hand of door: Drawings show direction of slide, swing or hand of each door leaf. Furnish each item of hardware for proper installation and operation of door movement as shown.
 - 4. Furnish screws for installation, with each hardware item. Provide Phillips flat-head screws except as otherwise indicated or approved. Finish screws exposed under any condition to match hardware finish or, if exposed in surfaces of other work, to match finish of such other work as closely as
 - 5. Finish all other hardware in accordance with the BHMA finish as follows, unless otherwise indicated in manufacturers screws to secure hardware.
 - 6. Provide concealed fasteners for hardware units which are exposed when door is closed, except to extent no standard units of type specified are available with concealed fasteners. Do not use thru-bolts for installation where bolt head or nut on opposite face is

exposed in other work, except where indicated otherwise or where it is not feasible to adequately reinforce the work. In such cases, provide sleeves for each thru-bolt or use sex bolt fasteners.

7. Provide factory pinned cylinders and cores.
- C. Hardware is specified in the hardware schedule by set, type, and functions which have been selected as best meeting the application requirements. Acceptable products for each category are specified under PART 2 of this Specification.

2.2 SPECIAL REQUIREMENTS

A. Hinges:

1. Provide non-removable pins for all exterior doors and out-swinging corridor doors. Use nonrising pins for all other doors.
2. Pre-drill pilot holes for hinge fasteners at factory to suit hinge type.
3. Provide continuous hinges where specified.
4. Hinges shall be sized in accordance with the following:
 - a. Height: 4-1/2" inches.
 - b. Width: Sufficient to clear frame and trim when door swings 180 degrees.
 - c. Number of Hinges: Furnish 3 hinges per leaf to 7'-6" in height. Add one hinge for each additional 30 inches of height.

B. Panic Devices:

1. Except on fire-rated doors, or unless specified otherwise, provide panic devices with hex dogging device to hold latch bolt open on doors with closers.
2. Classrooms and student spaces with panics are to have the ability to lock from the inside via a key or thumbturn. Lock condition must be readily distinguishable from the classroom side via indicator on the panic.

C. Locksets:

1. All locksets shall meet or exceed ANSI Grade 1 requirements.
2. Provide cylindrical (Schlage ND Series) as specified.

D. Closers:

1. Comply with manufacturer's recommendations for unit size based on door size, weather exposure and usage.
2. Provide parallel arms for all overhead closers, except as otherwise indicated.
3. Closer cylinders shall be cast iron. Closer pinions shall be dual heat treated. Pinion and piston shall be steel alloy. Piston diameter shall be minimum 1-1/2".
4. Furnish all brackets, drop plates and any other necessary hardware required to insure proper installation.

2.3 KEYING

- A. All cylinders to be keyed to the districts existing Schlage Primus master system. Hardware supplier to verify proper key system. Keying schedule must be approved by the Owner prior to ordering locks.

1. Hardware supplier shall be responsible for providing the correct type of cylinder for each hardware application, and supplying cylinder with correct tailpiece and/or cam.
2. Cylinders are to be provided with large format permanent cores that are removable on panic devices or where specified.
3. Construction cores are to be provided on all exterior doors, all aluminum doors, and 10 interior doors.

- B. Key all locks separately, or alike, as directed by the Owner's representative and Architect.

- C. Provide final bitting list to Owner.

- D. Provide keys as follows:
 - 1. Change Keys: Two (2) per lock.
 - 2. Master Keys: Six (6) required (per system).
- E. Identification: Stamp all (master-type) keys with the following:
 - 1. Do Not Duplicate.
 - 2. Key change number (all keys).

2.4 HARDWARE FINISHES

- A. Provide matching finishes for hardware units at each door to the greatest extent possible, unless otherwise indicated. In general, match items to the finish for the latch, lock or push-pull unit for color and texture.
- B. Thresholds (087100.A01): Clear, anodized aluminum.
 - 1. Handicap accessible threshold (087100, A02).
 - a. Product description or schedule:
 - 1) 626 satin chrome-plated.
 - 2) 630 satin stainless steel.

2.5 HARDWARE PRODUCTS

- A. Hinges:
 - 1. Specified manufacturer: IVES Hardware; an Allegion Company.
 - 2. Acceptable substitutions:
 - a. Hager Companies.
 - b. McKinney Products Company; an ASSA ABLOY Group company.
 - c. Stanley Commercial Hardware; Div. of The Stanley Works.
- B. Continuous Gear-Type Hinges:
 - 1. Specified manufacturer: IVES Hardware; an Allegion Company.
 - 2. Acceptable substitutions:
 - a. Hager Companies.
 - b. Select Products Limited.
 - c. Zero International.
- C. Mullions:
 - 1. Specified manufacturer: Detex Corporation.
 - 2. Substitutions: Not allowed. Products to match District standard.
- D. Locksets:
 - 1. Specified manufacturer: Schlage Commercial Lock Division; an Allegion Company.
 - 2. Substitutions: Not allowed. Products to match District standard.
- E. Exit Devices:
 - 1. Specified manufacturer: Von Duprin; an Allegion Company
 - 2. Substitutions: Not allowed. Products to match District standard.
- F. Electric Strikes
 - 1. Specified manufacturer: Von Duprin; an Allegion Company,
 - 2. Acceptable substitutions:
 - a. HES
- G. Closers:
 - 1. Specified manufacturer: LCN Closers; an Allegion Company.
 - 2. Substitutions: Not allowed. Products to match District standard.
- H. Flatgoods:
 - 1. Specified manufacturer: Ives Hardware; an Allegion Company.
 - 2. Acceptable substitutions:

- a. Burns.
 - b. Rockwood.
- I. Stops:
 - 1. Specified manufacturer: Ives Hardware; an Allegion Company.
 - 2. Acceptable substitutions:
 - a. Burns Manufacturing Incorporated.
 - b. Hager Companies.
 - c. Rockwood Manufacturing Company.
 - d. Trimco
- J. Overhead stops:
 - 1. Specified manufacturer: Glynn-Johnson; an Allegion Company.
 - 2. Acceptable substitutions:
 - a. Architectural Builders Hardware Mfg., Inc.
 - b. Ives Hardware; an Allegion Company.
 - c. Rixson Specialty Door Controls; an ASSA ABLOY Group.
 - d. Trimco.
- K. Thresholds:
 - 1. Specified manufacturer: Zero International.
 - 2. Acceptable substitutions:
 - a. Hager Companies.
 - b. Reese Enterprises.
 - c. NGP.
- L. Door Gasketing/Weatherstripping:
 - 1. Specified manufacturer: Zero International.
 - 2. Acceptable substitutions:
 - a. Hager Companies.
 - b. Reese Enterprises.
 - c. NGP.
- M. Automatic Operators:
 - 1. Specified manufacturer: LCN Closers; an Allegion Company.
 - 2. Acceptable substitutions:
 - a. Besam Automatics.

PART 3 - EXECUTION

3.1 PREPARATION

- A. Carefully inspect doors, frames, and conditions under which hardware will be installed. Notify the Architect of any conditions that would adversely affect the installation or subsequent door operations. Do not proceed until unsatisfactory conditions are corrected.
 - 1. Frames shall be verified, inspected, and confirmed by General Contractor as being plumb and true.
- B. Refer to Sections 081113, 081416, and 084113 for additional installation requirements.
- C. Prior to hardware installation, the Hardware Supplier shall meet with the Owner's Representative, Architect, and Hardware Installer to ensure the Installer has and understands the manufacturers' installation requirements for all hardware items.
 - 1. The Supplier and Owner shall observe the installation of the first lockset, closer and panic device.

3.2 INSTALLATION

- A. Mount Hardware units at heights indicated in respective DHI Standards, except as specifically indicated or required to comply with governing regulations, and except as may be otherwise directed by Architect.
- B. Install each hardware item in compliance with the manufacturer's instructions and written recommendations. Wherever cutting and fitting is required to install hardware onto or into surfaces which are later to be field finished, coordinate removal, storage and reinstallation or application of surface protections with finishing work. Do not install surface-mounted items until finishes have been completed on the substrate.
- C. Set units level, plumb and true to line and location. Adjust and reinforce the attachment substrate as necessary for proper installation and operation.
 - 1. Special care shall be taken to avoid damaging surrounding surfaces.
- D. Provide fasteners and anchoring devices of suitable size, quantity, and type to secure hardware in proper position for heavy use and long life.
 - 1. Drill and countersink units which are not factory-prepared for anchorage fasteners. Space fasteners and anchors in accordance with industry standards.
- E. Adjust door closers immediately upon installation. Adjust in exact conformance with manufacturer's printed instructions. Advance backcheck to eliminate shock at dead stop. Set latching speed to assure unassisted positive latching.
 - 1. Degrees of swing of doors for self-limiting closers shall be maximum available.
- F. Install each protection plate with a thinly-spread spot of mastic at its center to assure even contact before fastening with screws. Install all such plates on visual centers of closed doors. Set bottom edges of all such plates flush with door bottom.
- G. Cut and fit thresholds to door frame profiles. Prepare thresholds for the attachment of strikes and clearance for spindles as required. Set thresholds in a continuously laid bed of polyisobutylene mastic sealant to completely fill voids and exclude moisture from every source.
- H. Seal weather protection components attached to the exterior sides of doors and frames, such as drip caps and weatherstripping, in place with clear silicone caulk in such a manner as to ensure a continuously filled seam throughout the joinery.
- I. Cut and fit weatherstripping accurately to provide the greatest possible continuity of the contact element. Adjust closer templating as required.
- J. At exterior doors, obtain satisfactory operation of the installation, then apply a thin layer of clear silicone caulk under hinge leaves, and outside lock trim. Remove excess caulk after torquing fasteners.

3.3 ADJUST AND CLEAN

- A. Adjust and check each operating item of hardware and each door, to ensure proper operation or function of every unit. Replace units which cannot be adjusted to operate freely and smoothly as intended for the application made.
 - 1. Clean adjacent surfaces soiled by hardware installation.
- B. Final Adjustment: Wherever hardware installation is made more than one month prior to acceptance or occupancy of a space or area, return to the work during the week prior to acceptance or occupancy, and make final check and adjustment of all hardware items in such space or area. Clean operating items as necessary to restore proper function and finish of hardware and doors. Adjust door control devices to compensate for final operation of heating and ventilating equipment.

3.4 INSTRUCTION AND INSPECTION

- A. Instruct Owner's Personnel in proper adjustment and maintenance of hardware and hardware finishes, during the final adjustment of hardware.
- B. Post Installation Inspection: After hardware is installed and adjusted, the Supplier shall inspect the job with the Architect and the Contractor to determine if the hardware is functioning properly. An Owners representative and hardware Manufacturer's representative shall participate in this inspection. A punch list shall be generated from this inspection and all problems shall be corrected.
 - 1. Maintain the instruction sheets, layout templates, and any supplementary literature regarding hardware in a readable condition. Transmit all such items to the Owner's Representative, together with all spare parts, specialized tools, other accessories supplied with the hardware, and a copy of the approved hardware schedule at the time of instruction.
- C. Continued Maintenance Service: Approximately six months after the acceptance of hardware in each area, the Installer, accompanied by the representative of the latch and lock manufacturer, shall return to the project and re-adjust every item of hardware to restore proper function of doors and hardware. Consult with and instruct Owner's personnel in recommended additions to the maintenance procedures. Replace hardware items which have deteriorated or failed due to faulty design, materials or installation of hardware units at no cost to the Owner. Prepare a written report of current and predictable problems (of substantial nature) in the performance of the hardware.

3.5 HARDWARE SETS

DOOR NUMBER PREFIXES:

H – Horizons
 HG – Hocker Grove
 IH – Indian Hills

HARDWARE SET 01

DOOR NUMBER:

HG-103	HG-104	HG-105	HG-106	HG-107	HG-108
HG-109	HG-110A	HG-110B	HG-111	HG-114	HG-115
HG-116	HG-119	HG-120	HG-121	HG-123	HG-124
HG-136A	HG-203	HG-204	HG-205	HG-206	HG-207
HG-208	HG-209	HG-21	HG-210	HG-211	HG-214
HG-215	HG-216	HG-218	HG-219	HG-22	HG-220
HG-221	HG-23	HG-24	HG-25	HG-26	HG-27
HG-32	HG-LIB1	HG-NURSE	HG-WRKRM	IH-10	IH-100A
IH-101	IH-102	IH-103	IH-104	IH-113B	IH-117
IH-124	IH-125	IH-126A	IH-126B	IH-127	IH-12A
IH-12B	IH-134	IH-135	IH-136	IH-137	IH-138
IH-139	IH-13A	IH-13B	IH-140	IH-141	IH-142
IH-19	IH-2	IH-20	IH-21	IH-22	IH-23
IH-233	IH-234	IH-235	IH-236	IH-237	IH-238
IH-239	IH-23A	IH-24	IH-240	IH-241	IH-242
IH-243	IH-25	IH-26	IH-26A	IH-3	IH-4
IH-7	IH-9				

EACH TO HAVE:

QTY	DESCRIPTION	CATALOG NUMBER	FINISH	MFR
1 EA	CORRIDOR LOCK	ND73LD RHO	626	SCH
1 EA	CYLINDER	REUSE EXISTING (PROVIDE APPROPRIATE CAM/TAILPIECE)		SCH
EA	NOTE	REMAINDER OF HARDWARE EXISTING		

HARDWARE SET 02

DOOR NUMBER:

H-128A	H-128B	H-128C
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EACH TO HAVE:

QTY	DESCRIPTION	CATALOG NUMBER	FINISH	MFR
1 EA	INSIDE ESCUTCHEON	09-633	626	SCH
EA	NOTE	REMAINDER OF HARDWARE EXISTING		

NOTE: REPLACE INSIDE ESCUTCHEON TO CONVERT CLASSROOM FUNCTION TO OFFICE FUNCTION. PROVIDE ANY ADDITIONAL HARDWARE AS REQUIRED.

HARDWARE SET 03

DOOR NUMBER:

HG-28	HG-30	HG-31	HG-34	HG-GYM1	HG-GYM2
HG-LIB3	IH-110A	IH-110B	IH-111	IH-112A	IH-112B
IH-112C	IH-112D	IH-113	IH-114	IH-116	IH-119A
IH-119B	IH-6	IH-8			

EACH TO HAVE:

QTY		DESCRIPTION	CATALOG NUMBER	FINISH	MFR
2	EA	FIRE EXIT HARDWARE	99-L-F-2SI-996-06 ON RATED DOORS / LD-99-L-2SI-996-06 ON NON RATED DOORS	626	VON
2	EA	RIM HOUSING	20-079	626	SCH
2	EA	RIM CYL THUMBTURN	XB11-979	626	SCH
2	EA	PRIMUS CORE	REUSE EXISTING	626	SCH
	EA	NOTE	REMAINDER OF HARDWARE EXISTING		

HARDWARE SET 04

DOOR NUMBER:

HG-222A	HG-222B	HG-LIB2
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EACH TO HAVE:

QTY		DESCRIPTION	CATALOG NUMBER	FINISH	MFR
1	EA	FIRE EXIT HARDWARE	99-L-F-2SI-996-06 ON RATED DOORS / LD-99-L-2SI-996-06 ON NON RATED DOORS	626	VON
1	EA	RIM HOUSING	20-079	626	SCH
1	EA	RIM CYL THUMBTURN	XB11-979	626	SCH
1	EA	PRIMUS CORE	REUSE EXISTING	626	SCH
	EA	NOTE	REMAINDER OF HARDWARE EXISTING		

HARDWARE SET 05

DOOR NUMBER:

HG-BOYSLKR HG-GIRLLKR

EACH TO HAVE:

QTY		DESCRIPTION	CATALOG NUMBER	FINISH	MFR
1	EA	FIRE EXIT HARDWARE	99-L-F-2SI-996-06	626	VON
			ON RATED DOORS / LD-99-L-2SI-996-06		
			ON NON RATED DOORS		
2	EA	RIM HOUSING	20-079	626	SCH
1	EA	PRIMUS CORE	20-740	626	SCH
1	EA	PRIMUS CORE	REUSE EXISTING	626	SCH
	EA	NOTE	REMAINDER OF HARDWARE EXISTING		

HARDWARE SET 06

DOOR NUMBER:

HG-STAGE

EACH TO HAVE:

QTY		DESCRIPTION	CATALOG NUMBER	FINISH	MFR
1	EA	FIRE EXIT HARDWARE	9975-L-F-2-06	626	VON
1	EA	RIM HOUSING	20-079	626	SCH
1	EA	RIM CYL THUMBTURN	XB11-979	626	SCH
1	EA	PRIMUS CORE	REUSE EXISTING	626	SCH
	EA	NOTE	REMAINDER OF HARDWARE EXISTING		

HARDWARE SET 07

DOOR NUMBER:

HG-MPR1 HG-MPR2 IH-5

EACH TO HAVE:

QTY		DESCRIPTION	CATALOG NUMBER	FINISH	MFR
6	EA	HW HINGE	5BB1HW 4.5 X 4.5	652	IVE
1	EA	REMOVABLE MULLION	F90KR	689	DET
2	EA	FIRE EXIT HARDWARE	99-L-F-2SI-996-06	626	VON
3	EA	RIM HOUSING	20-079	626	SCH
2	EA	RIM CYL THUMBTURN	XB11-979	626	SCH
3	EA	PRIMUS CORE	REUSE EXISTING	626	SCH
2	EA	SURFACE CLOSER	4111 EDA	689	LCN
2	EA	KICK PLATE	8400 10" X 2" LDW B-CS	630	IVE
1	EA	GASKETING	488S-BK	S-BK	ZER
1	EA	MULLION SEAL	8780N	N	ZER

NOTE: REMOVE EXISTING DOORS. PROVIDE NEW GRAINTECH DOORS SIMILAR TO APPEARANCE AND STYLE OF EXISTING DOORS. STAIN TO MATCH EXISTING WOOD DOORS IN SCHOOL. FIELD VERIFY SIZE.

HARDWARE SET 08

DOOR NUMBER:

HG-NEWGYM1 HG-NEWGYM2

EACH TO HAVE:

QTY		DESCRIPTION	CATALOG NUMBER	FINISH	MFR
6	EA	HW HINGE	5BB1HW 4.5 X 4.5	652	IVE
1	EA	REMOVABLE MULLION	F90KR	689	DET
2	EA	FIRE EXIT HARDWARE	99-L-F-2SI-996-06	626	VON
3	EA	RIM HOUSING	20-079	626	SCH
2	EA	RIM CYL THUMBTURN	XB11-979	626	SCH
3	EA	PRIMUS CORE	REUSE EXISTING	626	SCH
1	EA	SURFACE CLOSER	4111 CUSH	689	LCN
1	EA	SURFACE CLOSER	4111 EDA	689	LCN
2	EA	KICK PLATE	8400 10" X 2" LDW B-CS	630	IVE
1	EA	GASKETING	488S-BK	S-BK	ZER
1	EA	MULLION SEAL	8780N	N	ZER

NOTE: REMOVE EXISTING DOORS. PROVIDE NEW GRAINTECH DOORS SIMILAR TO APPEARANCE AND STYLE OF EXISTING DOORS. STAIN TO MATCH EXISTING WOOD DOORS IN SCHOOL. FIELD VERIFY SIZE.

HARDWARE SET 09

DOOR NUMBER:

IH-143

EACH TO HAVE:

QTY		DESCRIPTION	CATALOG NUMBER	FINISH	MFR
1	EA	DEADBOLT COVER	38-034 X 12-626 X 61-506 X B600-018	626	SCH
1	EA	SGL CYL DEADBOLT	B660J	626	SCH
1	EA	FIRE EXIT HARDWARE	99-L-F-2SI-996-06	626	VON
1	EA	RIM HOUSING	20-079	626	SCH
1	EA	RIM CYL THUMBTURN	XB11-979	626	SCH
1	EA	PRIMUS CORE	20-740	626	SCH
2	EA	PRIMUS CORE	REUSE EXISTING	626	SCH
	EA	NOTE	REMAINDER OF HARDWARE EXISTING		

NOTE: REMOVE DEADBOLT AND PUSH/PULL TRIM FROM LEAF EXITING LIBRARY, REPLACE WITH DEADBOLT COVER AND PANIC DEVICE SPECIFIED. REPAIR DOOR/PROVIDE COVER PLATES IF REQUIRED. ON LEAF ENTERING LIBRARY REPLACE CURRENT DEADBOLT WITH NEW MODEL SPECIFIED.

HARDWARE SET 10

DOOR NUMBER:

STOCK

EACH TO HAVE:

QTY		DESCRIPTION	CATALOG NUMBER	FINISH	MFR
4	EA	CORRIDOR LOCK	ND73LD RHO	626	SCH
10	EA	RIM HOUSING	20-079	626	SCH
			(FOR STOCK AND USE WHEN REPLACING SARGENT PANICS)		
10	EA	PRIMUS CORE	20-740	626	SCH
			(O-BITTED)		

Door/Hardware Index

Door #	HWSet #
H-128A	02
H-128B	02
H-128C	02
HG-103	01
HG-104	01
HG-105	01
HG-106	01
HG-107	01
HG-108	01
HG-109	01
HG-110A	01
HG-110B	01
HG-111	01
HG-114	01
HG-115	01
HG-116	01
HG-119	01
HG-120	01
HG-121	01
HG-123	01
HG-124	01
HG-136A	01
HG-203	01
HG-204	01
HG-205	01
HG-206	01
HG-207	01
HG-208	01
HG-209	01
HG-21	01
HG-210	01
HG-211	01
HG-214	01
HG-215	01
HG-216	01
HG-218	01
HG-219	01
HG-22	01
HG-220	01
HG-221	01
HG-222A	04
HG-222B	04
HG-23	01
HG-24	01

Door #	HWSet #
HG-25	01
HG-26	01
HG-27	01
HG-28	03
HG-30	03
HG-31	03
HG-32	01
HG-34	03
HG-BOYSLKR	05
HG-GIRLLKR	05
HG-GYM1	03
HG-GYM2	03
HG-LIB1	01
HG-LIB2	04
HG-LIB3	03
HG-MPR1	07
HG-MPR2	07
HG-NEWGYM1	08
HG-NEWGYM2	08
HG-NURSE	01
HG-STAGE	06
HG-WRKR	01
IH-10	01
IH-100A	01
IH-101	01
IH-102	01
IH-103	01
IH-104	01
IH-110A	03
IH-110B	03
IH-111	03
IH-112A	03
IH-112B	03
IH-112C	03
IH-112D	03
IH-113	03
IH-113B	01
IH-114	03
IH-116	03

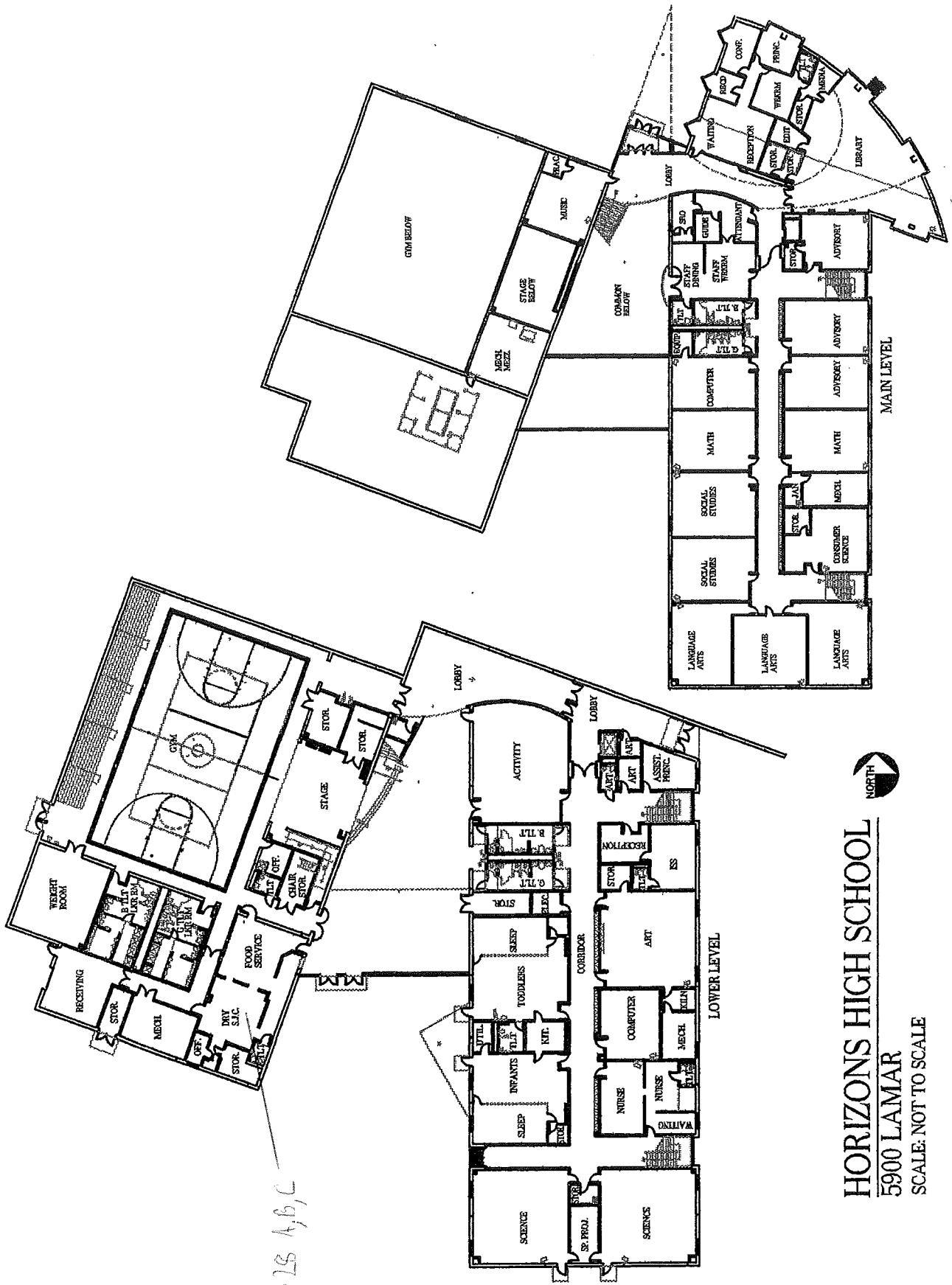
Door #	HWSet #
IH-117	01
IH-119A	03
IH-119B	03
IH-124	01
IH-125	01
IH-126A	01
IH-126B	01
IH-127	01
IH-12A	01
IH-12B	01
IH-134	01
IH-135	01
IH-136	01
IH-137	01
IH-138	01
IH-139	01
IH-13A	01
IH-13B	01
IH-140	01
IH-141	01
IH-142	01
IH-143	09
IH-19	01
IH-2	01
IH-20	01
IH-21	01
IH-22	01
IH-23	01
IH-233	01
IH-234	01
IH-235	01
IH-236	01
IH-237	01
IH-238	01
IH-239	01
IH-23A	01
IH-24	01
IH-240	01
IH-241	01
IH-242	01
IH-243	01
IH-25	01
IH-26	01
IH-26A	01

Door #	HWSet #
IH-3	01
IH-4	01
IH-5	07

Door #	HWSet #
IH-6	03
IH-7	01
IH-8	03

Door #	HWSet #
IH-9	01
STOCK	10

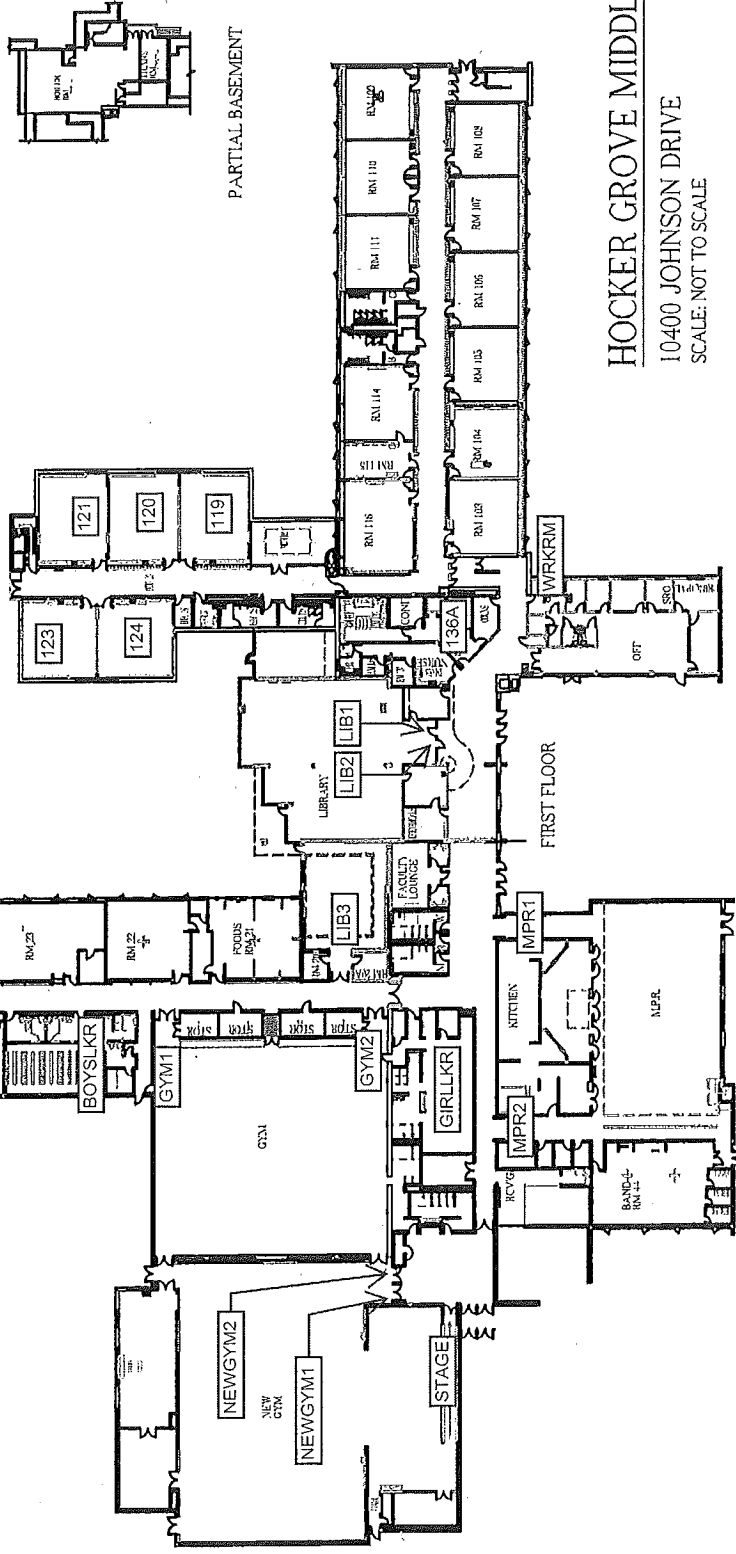
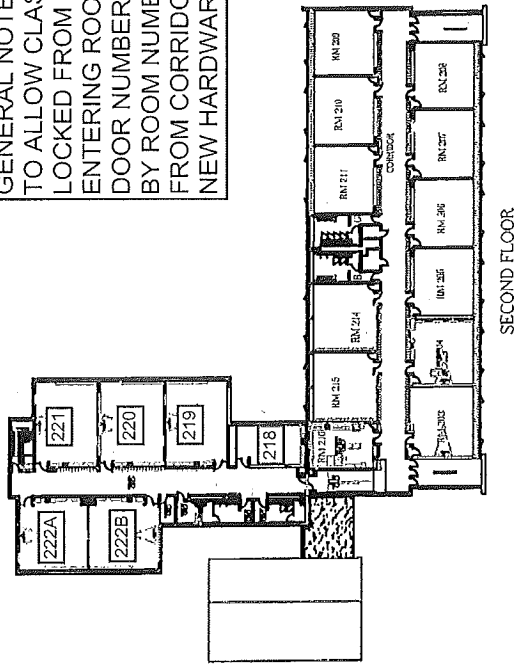
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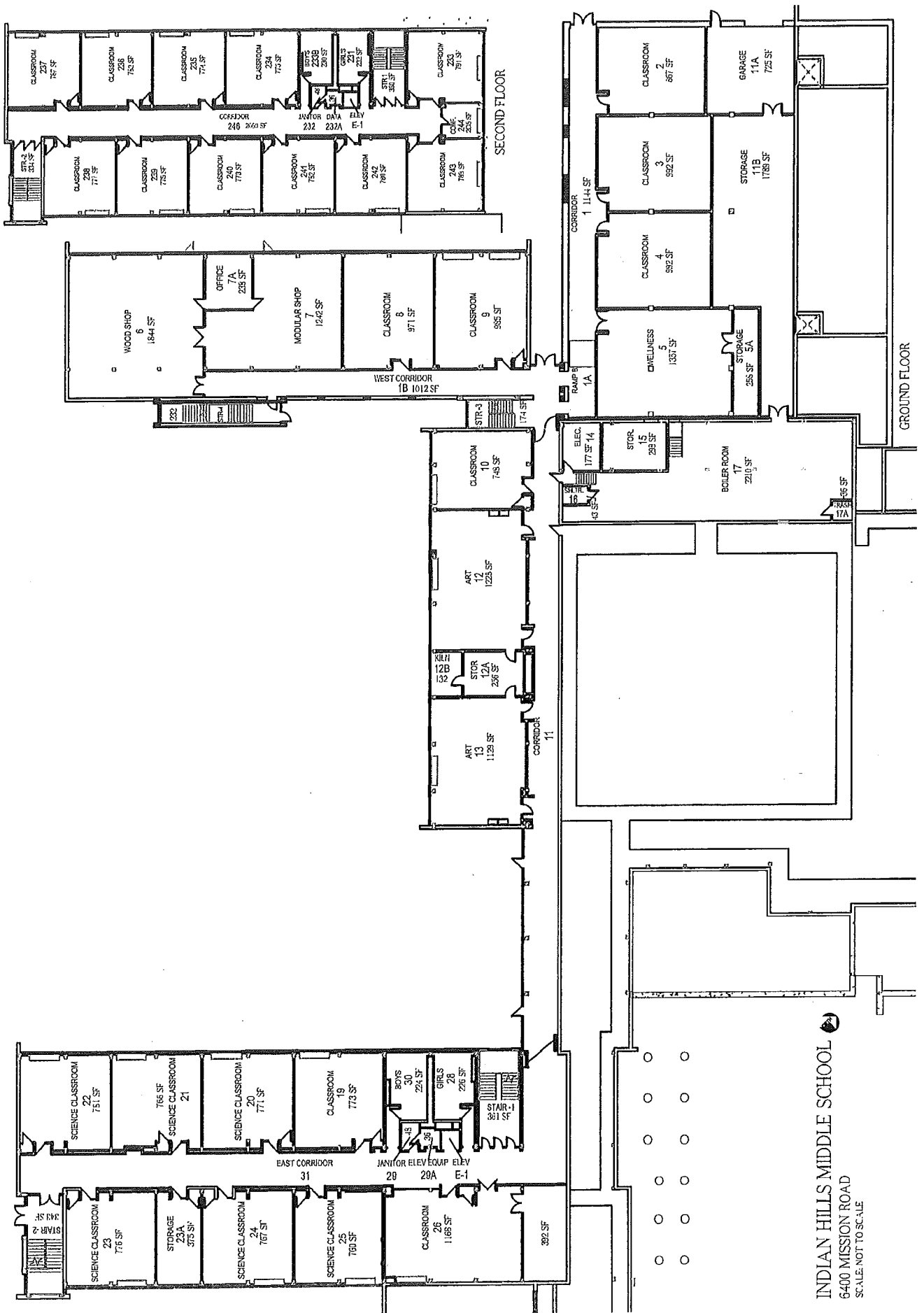
HORIZONS HIGH SCHOOL
 5900 LAMAR
 SCALE: NOT TO SCALE

H 125 A, B, C

PACKAGE A
 GENERAL NOTE: OBJECTIVE OF PROJECT IS TO ALLOW CLASSROOM DOORS TO BE LOCKED FROM INSIDE. REPLACE LOCKS ENTERING ROOMS OFF CORRIDORS. IF DOOR NUMBERS ARE NOT LISTED LOCATE BY ROOM NUMBER AND ASSUME DOOR FROM CORRIDOR TO ROOM IS RECEIVING NEW HARDWARE.




HOCKER GROVE MIDDLE SCHOOL
 10400 JOHNSON DRIVE
 SCALE: NOT TO SCALE



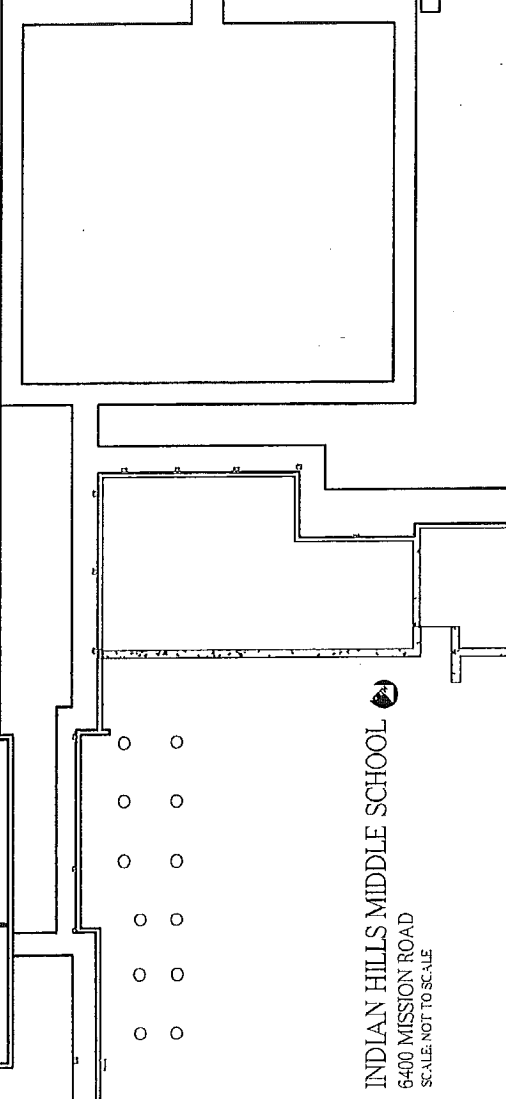
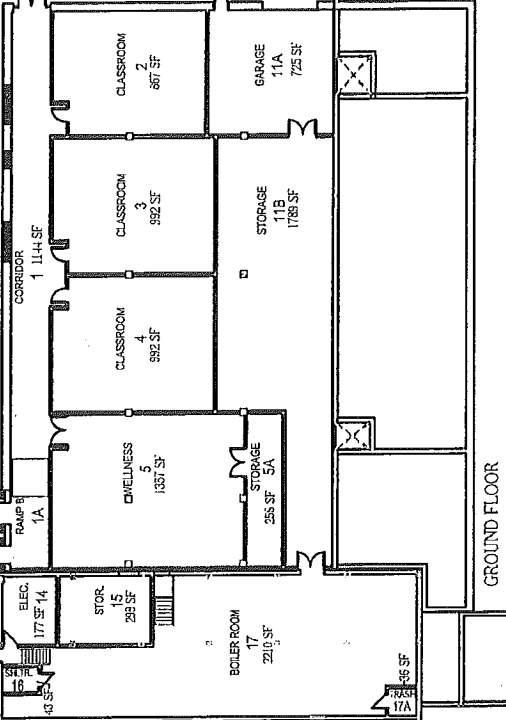
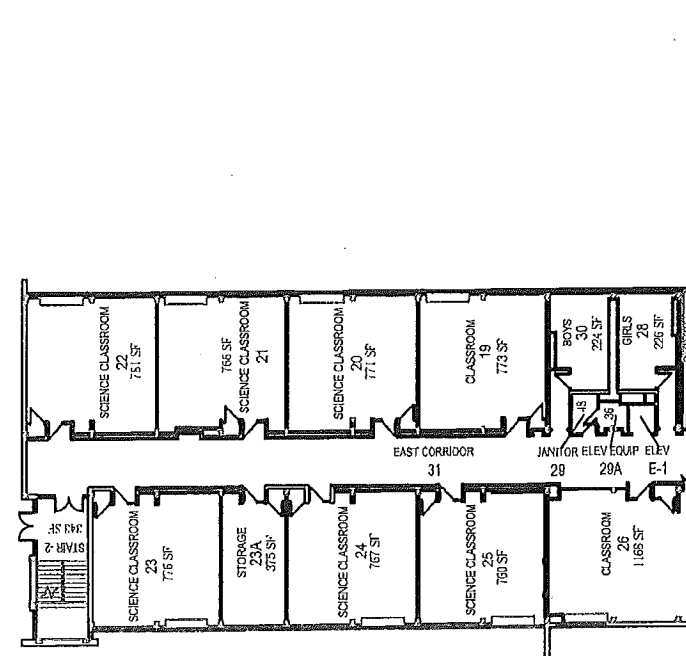
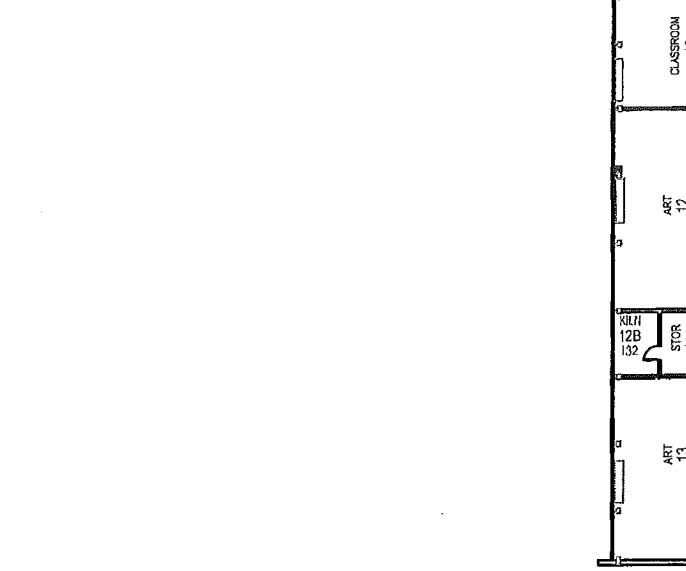
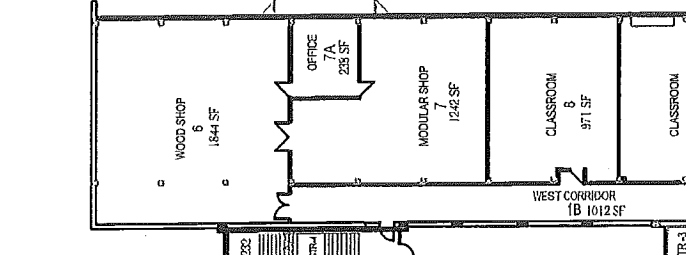
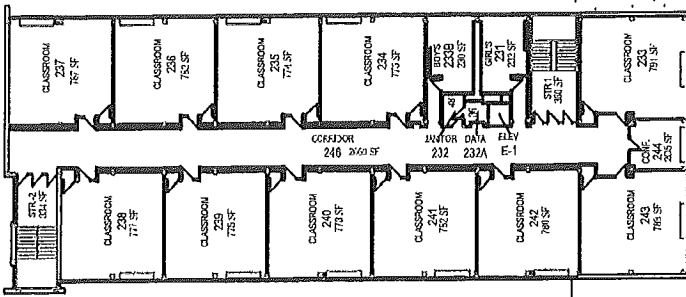
INDIAN HILLS MIDDLE SCHOOL

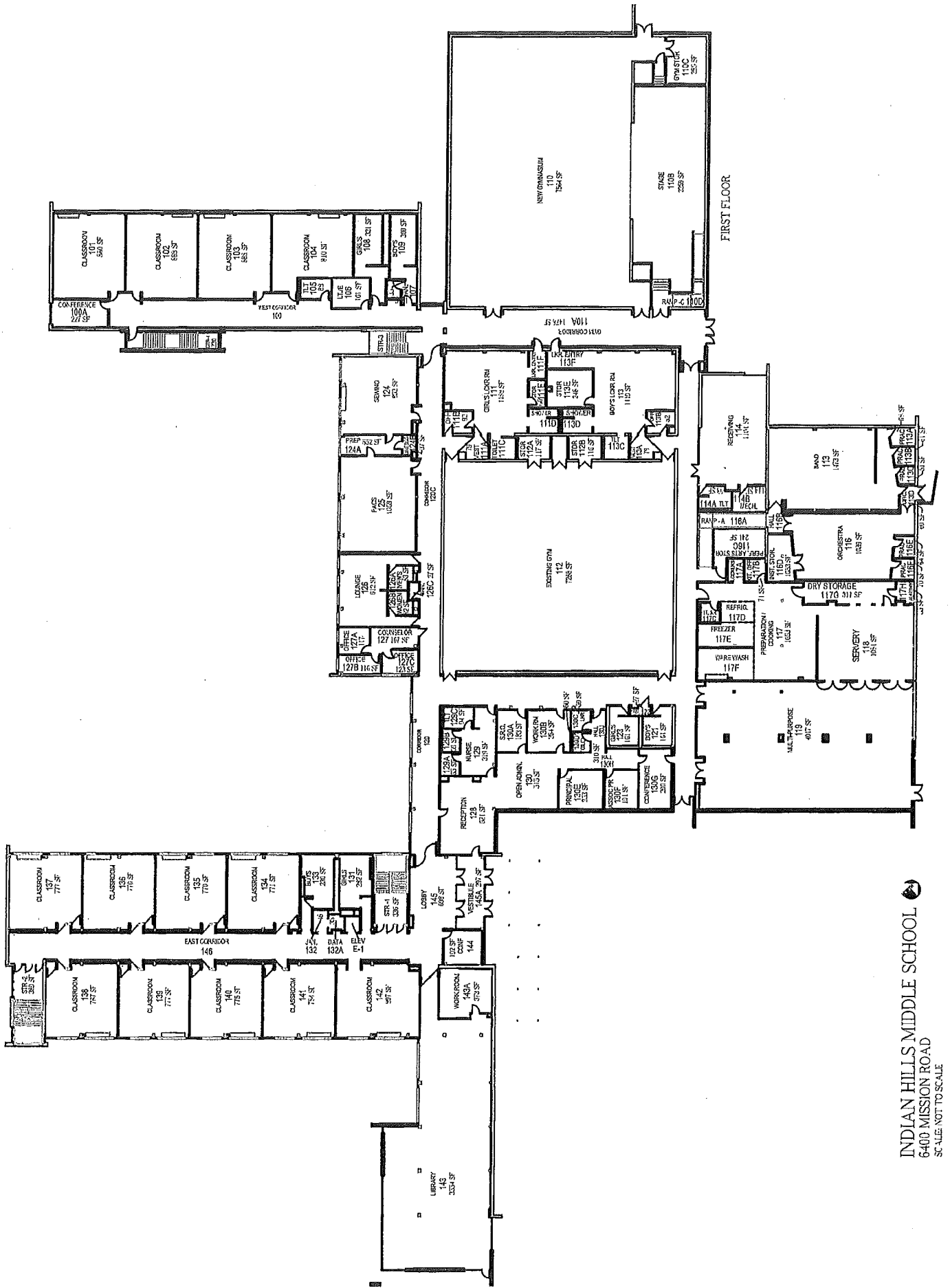
6400 MISSION ROAD

SCALE: NOT TO SCALE

SECOND FLOOR

GROUND FLOOR







INDIAN HILLS MIDDLE SCHOOL

 6400 MISSION ROAD

 SCALE: NOT TO SCALE