



Project Manual For
Phase 3 of 3 – FIXTURES, FURNISHINGS, AND EQUIPMENT
Volume 1 of 1
Procurement; State Contract and Bid as identified by Category

Nonnewaug High School Renovations

Regional School District 14

5 Minortown Road
Woodbury, CT 06798

STATE PROJECT No. 214-0093 RN

SLAM
The S / L / A / M Collaborative

Project No.: 15232.00
Issued For: Construction Documents - RE-BIDDING
Date: MAY 14, 2018

DOCUMENT 00 0105 - PROJECT DIRECTORY

PROJECT: Nonnewaug High School - Addition and Renovate-to-New
5 Minortown Rd
Woodbury CT 06798
Tel: (203) 263-2186
Julie Luby - jluby@ctreg14.org

OWNER: Regional School District No. 14
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Tel: (203) 263-4339
Dr. Anna Cutaia-Leonard acutaia@ctreg14.org

OWNER'S REPRESENTATIVE: Colliers International
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Madison, CT 06443, United States
Tel: (860) 395-0055 x177
Scott Pellman – scott.pellman@colliers.com

CONSTRUCTION MANAGER: O & G Industries
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Torrington, CT 06790
Tel: (860) 489-9261
Nelson T. Reis - nelsonreis@ogind.com

DESIGN TEAM

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INTERIOR DESIGNER,
LANDSCAPE ARCHITECT,
STRUCTURAL ENGINEER:** The S/L/A/M Collaborative (SLAM)
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9 Moody Rd, Building D, Suite 18

**REGION 14 - NONNEWAUG HIGH SCHOOL
5 MINORTOWN ROAD
WOODBURY, CONNECTICUT
STATE PROJECT No. 214-0093 RN & 214-0096 BE/A/CV
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LAND SURVEYOR:**

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Suite 103
Glastonbury, CT 06033
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GEOTECHNICAL ENGINEER:

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Dave Freed – Freed@gncbengineers.com

**ENVIRONMENTAL
ENGINEER:**

Langan
Long Wharf Maritime Center
555 Long Wharf Drive
New Haven, CT 06511-6107
Tel: (203) 784-3078
Matthew Myers – mmyers@langan.com

FOOD SERVICE CONSULTANT:

McFarland Kistler and Associates
1130 Perry Highway
Suite 115
Pittsburgh, PA 15237
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Mike Rock - MRock-MKA@comcast.net

THEATRICAL CONSULTANT:

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338 Airline Avenue
Portland, CT 06480
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Fax: (860) 342-1036
Joseph J. Drobka – drobka.scenic@snet.net

ACOUSTIC CONSULTANT:

Acentech, Inc.
33 Moulton Street
Cambridge, MA 02138
Tel: (617) 499-8079
Jonah Sacks – jsacks@acentech.com

COMMISSIONING AGENT:

Sustainable Engineering Solutions, LLC
120 Willow Brook Drive

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Sean Hayes – shayes@sustainable-eng.com

TOWN DEPARTMENTS

**TOWN OF WOODBURY,
BUILDING OFFICIAL,
ACCESSIBILITY/ A504
ADMINISTRATOR:**

Woodbury Building, Planning, and Zoning
275 Main St South
Woodbury, CT 06798
Tel: (23) 263-5717
Gary Testa – gtesta@woodburyct.org

**TOWN OF WOODBURY,
FIRE MARSHAL:**

Fire Marshal
25 Quassuk Rd
Woodbury, CT 06798
Tel: (203) 263-3120
Fax: (203) 263-4641
Janet Morgan – jmorgan@woodburyct.org

**TOWN OF WOODBURY,
DIRECTOR OF HEALTH:**

Pomperaug Health District
77 Main St North, Suite 205
Southbury, CT 06488
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Fax: (203) 262-1960
Neil Lustig – nlustig@woodburyct.org

END OF DOCUMENT 00 0105

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END OF DOCUMENT 00 0121

DOCUMENT 00 0130 – ADVERTISEMENT AND NOTICE TO BIDDERS

PROJECT

Fixtures, Furnishings, and Equipment for the
Nonnewaug High School
State Project #214-0093 RN
Woodbury, CT

ARCHITECT

The S/L/A/M Collaborative, Inc.
80 Glastonbury Boulevard
Glastonbury, CT 06033
Tel: (860) 657-8077

FURNITURE SPECIFIER/DESIGNER

The S/L/A/M Collaborative, Inc.
80 Glastonbury Boulevard
Glastonbury, CT 06033
Tel: (860) 657-8077

Sealed bids will be received for a Contract or Contracts for Furniture, Furnishings and Equipment for the Nonnewaug High School, Woodbury, CT. All bids shall be on a lump sum basis for each category of items being bid. All items within a category must be bid or the bid may be disqualified from the bid process.

BIDS MUST BE RECEIVED BY FRIDAY MAY 18th AT 1:00PM, at which time all proposals will be publicly opened and read aloud.

Bid Package for Furniture, Furnishings & Equipment - Lump sum categories are as follows (Categories and items not listed here are not being bid and are not part of this package):

Category N - Art Equipment
Category TC - Exterior Furnishings

Please Note: BIDDER MUST SUBMIT A PRICE FOR ALL ITEMS IN THE CATEGORY THEY ARE BIDDING ON; PARTIAL BIDS FOR A SINGLE CATEGORY ARE SUBJECT TO REJECTION.

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ADVERTISEMENT NOTICE TO BIDDERS
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All questions regarding the content or intent of the Bid Documents must be submitted **VIA EMAIL ONLY** to: **Amanda Hastings** at ahastings@slamcoll.com. The email subject line shall read: "Nonnewaug High School – FF&E Bid RFI". **All questions must be submitted by 3pm on Wednesday, May 16th, 2018.** All questions and responses will be made public in an Addendum that will be uploaded to the same Sharefile folder, no later than 1:00pm on Thursday May 17th, 2018.

The foregoing is a general description only and shall not be construed as a complete description of the work to be performed.

Bids will be awarded By Category or by combination of categories if combined bids presented is lower than the sum of the individual lowest bids per category. Pursuant to Connecticut General Statute 10-287 (b), a contract shall be awarded to the lowest responsible bidder, on a lump sum basis, for each category subject to the following reservations. The Owner shall have the right, both in total and/or on a category by category basis if it so desired, to reject all Bids and in partial to reject a bid not accompanied by any required bid security or data required by the Bidding Documents or a Bid in any way incomplete or irregular. The right is reserved to reject any and all bids, to waive any informality in the bidding and to make awards in any manner that is the most beneficial to the Owner.

Each interested bidder shall submit a sealed bid, including completed Qualifications Form, in triplicate. Bids will be opened publicly at the time stated above and read aloud. Bids delivered after that time will not be accepted. Bidders may attend the bid opening at which time the public is afforded an opportunity to record bid prices received in response to the solicitation. Bidders who would like the results of the bid but are unable to attend the bid opening must submit an email to the bid recipient requesting a copy of the bid results. The bid recipient will endeavor to forward the bid results within four weeks. Bidders calling the S/L/A/M Collaborative or any representative thereof for bid results will be referred to the above procedure.

No bid may be withdrawn for a period of 90 days after the bid due date without the written consent of the Owner.

Each bid envelope must be sealed, labeled as 'Nonnewaug High School – State Proj. No 214-0093 - FF&E BID', and must be addressed to the attention of **Wayne McAllister, Director of finance and operations, Regional School District 14, 67 Washington Ave, Woodbury CT 06798, ph# 203-263-4330**. The Owner and the Owner's Designated Representative will direct and schedule the production of all FF&E work. All Vendors are expected to follow all such directions and schedules. All directions, instructions, orders or other communications given on behalf of the Owner to the Vendor shall be given by the Owner's Representative, with the exception of change orders increasing costs, as agent for the Owner. Likewise, all such communications from the Vendor to the Owner shall be directed to the Owner through the Owner's Representative.

A digital set of the **Contract Documents will be available starting at 11am on Monday May 14th, 2018**, from the noted link; <http://bit.ly/NHS-BID-FFE> (link is case sensitive). **Bidders are responsible for printing their own set of Contract Documents and shall pay all costs associated with printing.** No hard copies of any portion of the set will be provided. All documents in the bid Project Manual are standard letter size, oriented in portrait. The bid Project Manual has been formatted with blank pages intentionally inserted to ensure proper printing. The Drawing Set is formatted on 30" x 42" paper, oriented in landscape. The scale of the drawings is as noted on the individual sheets.

All Addenda will be uploaded to the same folder at the same site; <http://bit.ly/NHS-BID-FFE> (link is case sensitive). All bidders will be responsible for checking the site and downloading all issued Addenda.

**CONSTRUCTION DOCUMENTS
PHASE 3 OF 3
ISSUED FOR RE-BIDDING - MAY 14, 2018**

If a vendor is awarded a bid, they should retain their bid documents for use during this project. No additional bid documents will be provided. The documents uploaded through Sharefile will be accessible for one year only and will not be reloaded to the Sharefile folder after time of retention has expired.

No bid will be accepted after the time set for the opening of Bids and no Bidder may withdraw his bid within 90 days of the actual date of the opening thereof, unless written consent from the Owner is given. The Owner reserves the right to accept any bid or reject any or all bids and to waive any informality in the bidding process when such action is deemed in the best interest of the East Hampton Public Schools.

END OF SECTION 00 1130

DOCUMENT 00 2118 - INSTRUCTIONS TO BIDDERS - FURNITURE

ARTICLE 1. QUALIFICATIONS OF BIDDERS

- 1.1 In evaluating Bids, Nonnewaug High School and its representative will consider the qualifications of only those Bidders who's Bids, among other factors, are in compliance with the requirements set forth elsewhere in the Bid Documents.

ARTICLE 2. COPIES OF BID DOCUMENTS

- 2.1 Complete sets of Bid Documents shall be used in preparing Bids; neither Nonnewaug High School nor their representatives assume any responsibility for errors or misinterpretations resulting from the use of incomplete sets of Bid Documents.
- 2.2 Nonnewaug High School and its representative, in making copies of Bid Documents available, do so only for the purpose of obtaining Bids on the Work and do not confer a license or grant for any other use.
- 2.3 A digital set of the Contract Documents will be available starting at (Date and Time to be determined) from the noted site; <http://bit.ly/NHS-BID-FFE> (link is case sensitive). **Bidders are responsible for printing their own set of Contract Documents and shall pay all costs associated with printing.** No hard copies of any portion of the set will be provided. All documents in the bid Project Manual are standard letter size, oriented in portrait. The bid Project Manual has been formatted with blank pages intentionally inserted to ensure proper printing. The Drawing Set is formatted on 30" x 42" paper, oriented in landscape. The scale of the drawings is as noted on the individual sheets

ARTICLE 3. EXAMINATION OF BID DOCUMENTS AND SITE

- 3.1 Before submitting a Bid, each Bidder must (a) examine the Bid Documents thoroughly, (b) familiarize itself with all Federal, State and local laws, ordinances, rules and regulations that may in any manner affect cost, progress or performance of the Work; and (c) study and carefully correlate the Bidder's observations and findings with the requirements of the Bid Documents.
- 3.2 The submission of a Bid will constitute an incontrovertible representation by the Bidder that they have complied with every requirement of this Article 3 and that the Bid Documents are sufficient in scope and detail to indicate and convey all terms and conditions necessary for the Bidder's proposed performance of the Work.

ARTICLE 4. CONTRACT DOCUMENTS

- 4.1 The Contract Documents shall be any and all sections, terms, conditions, forms, drawings, data, etc., listed in the Table of Contents of the Project Manual.
- 4.2 The Contract Documents are to be considered as one, and whatever is called for by one shall be as binding as if called for by all. Any discrepancies or questions as to quantities of any items listed in the Specifications and/or shown on the Drawings shall be immediately brought to the attention of the

Architect for correction. Any such discrepancies, not corrected by Addenda, shall be resolved on the basis of furnishing the greater quantity and/or quality without change in contract price.

ARTICLE 5. INTERPRETATIONS

- 5.1 All questions regarding the content or intent of the Bid Documents must be submitted **VIA EMAIL ONLY (no phone calls regarding bid questions will be taken)** to: **Amanda Hastings** at The S/L/A/M Collaborative, 80 Glastonbury Boulevard, Glastonbury, CT 06033; hastings@slamcoll.com. The email subject line shall read: "Nonnewaug High School High School – FF&E Request For Interpretation". **Questions will not be accepted after (Date and time to be determined).**
- 5.2 Addendum will be issued by 1pm on Thurs May 16 2018. Only information issued by such written Addenda will be binding. Oral and other clarifications or interpretations will not be binding and will be without legal effect. All Addenda will be uploaded to the same folder at the same site; <http://bit.ly/NHS-BID-FFE> (link is case sensitive). All bidders will be responsible for checking the site and downloading all issued Addenda.
- 5.3 Each Bidder shall be responsible for determining that it has received all Addenda issued and shall acknowledge receipt of all Addenda in the Bid Form and the Bidder shall list therein all written Addenda number(s) issued.

ARTICLE 6. PRE-BID CONFERENCE

- 6.1 NONE

ARTICLE 7. BID FORM

- 7.1 Each Bid shall be submitted on the Bid Form and Category Summary Sheets included in Sections 00 4100 of the Bid Documents. **The Bid Form and ONLY the Category Summary Sheets you are bidding on** shall be removed from the Bid Documents, filled in as required below, and submitted to NONNEWAUG HIGH SCHOOL. Bidders must fill in all blank spaces on the Bid Form and Category Summary Sheets for Bid prices, including without limitation unit prices, add alternates, extended prices and total price; or the Bid will not be considered and shall be void. **BIDDER MUST SUBMIT A PRICE FOR THE ALL ITEMS IN THE CATEGORY THEY ARE BIDDING ON; PARTIAL BIDS FOR A SINGLE CATEGORY ARE SUBJECT TO REJECTION.**
- 7.2 Bidders **must** submit cut sheets for all furniture and equipment substitutes that have not been pre-approved, showing manufacturer, style, dimensions and finish option. Acceptable substitutes are as specified on the Item Data Sheets. **Substitutions that are not pre-approved will only be considered for items that list acceptable substitutes as "Or Equal" on the Item Data Sheet.**
- 7.3 Bid Forms and Category Summary Sheets shall be completed in ink or typed. The Bid Unit Price and the Bid Total Price must be entered on the form. The Bid Total Price for Category on the form shall be stated in words and in figures. Bids may be rejected if the Bid Unit Price, Bid Total Price or the Bid Total Price for Category are not included on the bid form. If an error in calculation is found on the submitted bid form discrepancies between unit prices and their respective total amounts will be resolved in favor of the

unit prices. Discrepancies between the indicated sum of any column of figures and the correct sum thereof will be resolved in favor of the correct sum.

- 7.4 Categories and items not listed in the Advertisement to Bid and not included in the Bidding documents are not being bid and are not part of this package. Do not include bids for items not included on the Bid Category Summary Sheets. No questions will be taken and no information will be provided regarding items that are not included in the bid documents.
- 7.5 All names shall be typed or printed below the signature.
- 7.6 The name and address to which communications regarding the Bid are to be directed shall be shown.
- 7.7 **One (1) original and two (2) copies** of each Bid shall be submitted in a sealed opaque envelope bearing on the outside the name of Bidder, its address, and the Project Title for which the Bid is submitted. (If forwarded by mail, Bid and sealed envelope marked as described above shall be enclosed in another envelope with the notation "BID ENCLOSED" on the face and addressed as indicated in the Invitation to Bid.)
- 7.8 In accordance with Connecticut General Statutes, Section 49-41, and other sections as applicable, all bid proposals exceeding one hundred thousand dollars shall be required to provide a payment and performance bond for 100% of the bid.
- 7.9 A 5% Bid Bond is required, regardless of the total amount of the bid, payable to the Town of Nonnewaug High School and returnable upon award of the project. The Town of Woodbury will accept a certified check for 5% of the amount of the total bid in lieu of the 5% bid bond. Certified checks will be returned to the unsuccessful bidders upon awarding of the project.

ARTICLE 8. RECEIPT OF BIDS

- 8.1 Sealed Bids for the Work of this Project will be received at the time and place indicated in the Invitation to Bid.
- 8.2 Nonnewaug High School, and those representing it, in its sole discretion, may refuse to consider any Bid not prepared and/or not submitted in accordance with the Bid Documents.
- 8.3 Bidders are cautioned that it is the responsibility of each individual Bidder to assure that its Bid is in the possession of **Wayne McAllister, Director of finance and operations, Regional School District 14, 67 Washington Ave, Woodbury CT 06798, ph# 203.263.4330 (Date and time to be determined)**, or an alternate designated by the Town Manager prior to the stated time, and at the place of the Bid Opening. Nonnewaug High School, Regional School District 14, The Town of Woodbury, Architect/Designer, or any party associated with the project are not responsible for Bids delayed by mail and/or delivery services of any nature.

ARTICLE 9. MODIFICATION AND WITHDRAWAL OF BIDS

- 9.1 Bids may be modified only by an appropriate document duly executed in the same manner that a Bid must be executed and delivered to the place where Bids are to be submitted prior to that time scheduled by Nonnewaug High School for the opening of Bids.
- 9.2 A Bid may be withdrawn by the Bidder prior to the scheduled time (or authorized postponement thereof) for the opening of Bids.
- 9.3 Any Bid received after the time and date specified as the time for Nonnewaug High School opening of Bids shall not be considered. Once bids are opened by the Owner, no Bidder may withdraw its Bid for a period of ninety (90) calendar days after the actual date of Nonnewaug High School opening of the Bids.

ARTICLE 10. BASIS OF AWARD AND LOWEST RESPONSIBLE QUALIFIED BIDDER

- 10.1 Bids will be awarded to the lowest responsible bidder BY CATEGORY or by combination of categories if combined bids presented is lower than the sum of the individual lowest bids per category.
- 10.2 Pursuant to Connecticut General Statute 10-287 (b), a contract shall be awarded to the lowest responsible bidder, on a lump sum basis, for each category subject to the following reservations. The Owner or their authorized representative, shall have the right, both in total and/or on a category by category basis if it so desired, to reject all Bids and in partial to reject a bid not accompanied by any required bid security or data required by the Bidding Documents or a Bid in any way incomplete or irregular. The right is reserved to reject any and all bids, to waive any informality in the bidding and to make awards in any manner that is the most beneficial to the Owner and the project.
- 10.3 A purchase order may be awarded to the Lowest Responsible Qualified Bidder. The term "Lowest Responsible Qualified Bidder" as used herein shall mean the Bidder whose Bid Price is the lowest of those Bidders possessing, without limitation, the skill, ability, expertise, experience, qualifications and integrity necessary for the faithful performance of the Work, as determined by Nonnewaug High School and its authorized representatives.
- 10.4 After review of these and other factors, including without limitation, responsiveness, qualifications and price, Nonnewaug High School, and those representing it, reserve the right to reject any and all Bids, to decline to make an award, to waive any and all informalities if it is in Nonnewaug High School's best interest to do so. Nonnewaug High School, and its authorized representatives, reserve the right to disregard all nonconforming, nonresponsive, conditional Bids, and Bids taking exception(s) to the Bid Documents.
- 10.5 A Bid, which includes, for any Item(s), a Bid Price that is abnormally low or high may be rejected in its entirety.
- 10.6 Nonnewaug High School, and those representing it, reserve the right to reject the Bid of any Bidder that they consider not to possess the qualities set forth in Article 10.1 herein.
- 10.7 Nonnewaug High School, and those authorized to represent it, reserve the right to award each Category individually and/or in any combination deemed to be in the best interest of Nonnewaug High School, the Owner and the project.

ARTICLE 11. SUBMITTALS

**REGION 14 - NONNEWAUG HIGH SCHOOL
5 MINORTOWN ROAD
WOODBURY, CONNECTICUT
STATE PROJECT No. 214-0093 RN & 214-0096 BE/A/CV
PHASE 3 OF 3 – FF&E**

**S/L/A/M – 15232.00
INSTRUCTION TO BIDDERS - FURNITURE
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- 11.1 Before ordering any furniture and/or equipment, the successful bidder must send submittal(s) of all awarded items, including but not limited to; cut sheets, drawings and finish samples, as necessary, to Amanda Hastings, at The SLAM Collaborative, Inc. 80 Glastonbury Blvd, Glastonbury CT 06033 for final review and approval and request for resubmittal is necessary. Refer to Section 01 3310 for additional requirements.
- 11.2 Submittal Binder format: As specified in Section 01 3310 "Submittal Procedures". Documents should be in order by category, item number and quantity clearly marked accordingly with Item Data Number. Fabric & colors samples should also be submitted for final review and approval. **IF YOU ARE BIDDING PER SPECS, SUBMITTALS MAY STILL BE REQUIRED FOR APPROVAL PRIOR TO PURCHASING.**

ARTICLE 12. PURCHASE ORDER/CONTRACT TIME

- 12.1 BIDDER agrees and covenants that the Contract Time shall commence upon delivery of Nonnewaug High School, or those representing it, written notice to proceed, which shall occur after contract execution by both parties.
- 12.2 BIDDER agrees and covenants that the purchase order time shall commence upon issuance and terminate on (A date to be determined), unless the purchase order provides otherwise.
- 12.3 A Purchase Order, if awarded, shall include without limitation the Invitation to Bid, Bid Form, The Statement of Bidder's Qualifications, Bid Specifications, Drawings, Quantity/Specification Matrix and Location Requirements (collectively the "Contract Documents").

ARTICLE 13. PURCHASE ORDER ISSUANCE/AWARD AND EXECUTION OF CONTRACT

- 13.1 A purchase order(s) will be issued within ninety (90) calendar days, excluding Saturdays, Sundays, and legal holidays, after the actual date of the opening of the Bids.
- 13.2 If a contract is to be awarded, the Lowest Responsible Qualified Bidder will receive a Notice of Award within ninety (90) calendar days after the actual date of the opening of the Bids.

Subsequent to a Notice of Award, if any, to the Lowest Responsible Qualified Bidder, multiple unsigned copies of a contract and all other applicable contract documents will be made available to the Lowest Responsible Qualified Bidder for its execution. Within five (5) calendar days, excluding Saturdays, Sundays and legal holidays, thereafter, Vendor shall sign and return all copies of the contract and all other applicable contract documents, including without limitation, all required bonds and certificates of insurance to; **Wayne McAllister, Director of finance and operations, Regional School District 14, 67 Washington Ave, Woodbury CT 06798, ph# 203.263.4330.** Thereafter, upon all required reviews, approvals, and signature of authorized party, one fully signed copy of the contract will be delivered to the VENDOR/VENDORS. Nonnewaug High School, and those authorized to represent it, shall incur no obligations, contractual or otherwise, unless and until a contract is signed by authorized parties, delivers a signed copy of the contract to the VENDOR/VENDORS and a City written notice to proceed is delivered to the VENDOR.

ARTICLE 14. ACCESS TO SITE, FIELD DIMENSIONS AND PRODUCT HANDLING

REGION 14 - NONNEWAUG HIGH SCHOOL
5 MINORTOWN ROAD
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INSTRUCTION TO BIDDERS - FURNITURE
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- 14.1 Representatives of the State and any local or federal agencies having an interest in the Work shall have access to the Work wherever it is in preparation or progress and the VENDOR shall provide proper facilities for such access and inspection.
- 14.2 The supplier shall be solely responsible for the accuracy of field dimensions. Any differences found shall be submitted to Owner and Designer/Architect, for review and approval before proceeding. No extra compensation will be permitted because of differences between actual dimensions and measurements indicated on the Project Drawings.
- 14.3 The successful bidder is responsible for details and dimensions not controlled by job conditions. All required field dimensions beyond their control should be communicated to the Architect/Designer, and the Installation Coordination Manager, through either Shop Drawings or other written method. The successful bidder shall cooperate to establish and maintain these field dimensions.
- 14.4 The successful bidder shall take all required precautions to protect furniture and equipment against damage, theft and deterioration on the site and shall respect the work of others. Any additional damage incurred to the work of others shall be promptly repaired or replaced at the expense of the successful bidder. All items shall be left in the proper location within the building and completely assembled, polished, cleaned, and in proper operating condition, inclusive of utility connections and hookups.
- 14.5 Storage of Furniture, and/or Equipment prior to installation is the sole responsibility of the supplier as on-site storage is not available.
- 14.6 All items specified herein shall be delivered in an undamaged condition as packaged by the manufacturer, with the manufacturer's seal and label intact.

ARTICLE 15: PRODUCTS AND MATERIALS

- 15.1 The intent of this Specification is to insure the installation of quality furniture and/or equipment as listed. The Owner, and those authorized to represent them, shall be the judge as to the acceptability of any other than that specified.
- 15.2 All materials furnished shall be provided by a manufacturer regularly engaged in the manufacture or production of these products.
- 15.3 Materials shall conform to all applicable and current specific local, state and federal regulatory safety codes and Specifications.
- 15.4 In order to meet the needs of persons with disabilities, when applicable all items shall comply with the current Connecticut Basic Building Code including 2003 ICC/ANSI A117.1, Section 504 Rehabilitation Act 1973, including the 2010 ADA Standards for Accessible Design and Section 504 Regulations, and the Americans with Disabilities Act Title II, including the 2010 ADA Standards for Accessible Design and ADA Regulations. Accessible knee and toe clearances shall comply with 2010 ADA Standards for Accessible Design, Section 306. Compliance with the current Connecticut Fire Safety Code and current O.S.H.A - Title 29/Labor is also required. The items shall include, but are not limited to, fixtures, furnishings, equipment, workstations (including built-ins), playground equipment, laboratory fume

hoods, darkroom equipment, welding stations, shop equipment and etc. Secure Attachment of FF&E Items. Refer to Article 16.4 for Secure Attachment information.

15.5 Product & Manufacturers:

- a. Item Data Sheets (specifications) are written with a Basis of Design for product and manufacturer, as well as two, or more, approved alternate manufacturers and product, when applicable. **Provide ONLY the accepted alternate products/manufacturers listed.** Where no specific alternate product is listed provide an equal product by one of the manufacturers listed that complies with the requirements. Other Manufacturer's will not be considered unless deemed an acceptable alternate by the interior designer during the question period of the bidding process. If unforeseen circumstances cause the approved manufacturer and/or product to not be available then the interior designer will determine accepted alternate manufacturers and/or products.
- b. Where Item Data Sheets only list Basis of Design and alternates are listed as "Or Equal", provide a product by the manufacturer listed or a product that is equal in value & quality and meets the specs listed. Adequate information on the proposed substitution such as images, dimensions, full specifications, actual color/material samples and any pertinent information must be provided with your bid in order to be considered.

15.6 This successful bidder shall furnish for approval, as required by the Architect/Designer, shop drawings, all samples of construction, finishes and actual physical samples of colors. Items shall be offered in colors or combinations of colors, as per specified. If standard colors of any item are not a close match for the specified finishes, then a COM may be required per specifications. All items shall be furnished in accordance with such approved samples. Written approval of finishes must be obtained from the Architect/Designer prior to placing orders.

15.7 The authorized furniture Installation Coordination Manager is; **Christine Hopkins of Mathieu Hopkins Interior Design LLC, 2121 Durham Rd, Madison CT, 06443, PH 203-605-6960, chopkinsdesign@aol.com.** All coordination of delivery, install and onsite issues, including but not limited to; scheduling, site requirements, truck access, elevator access, staging areas, storage, trash removal, and any other inquiries, changes or requests **MUST** be directed solely to the installation coordination manager. **The Construction Manager, Construction personnel, School Department personnel, Architect and Interior Designer will not be authorized to answer questions, approve schedules of delivery, approve/accept/ sign for deliveries, or give direction for any portion of delivery and installation without the prior knowledge and consent to do so given by the Installation Coordination Manager.**

15.8 The successful bidder(s) shall coordinate delivery with the authorized installation coordination manager, **a minimum of three (3) weeks in advance of actual shipment.** The successful bidder(s) shall notify the Installation Coordination Manager, in writing, of the items ready and scheduled for shipment. The successful bidder's delivery schedule **MUST** be approved by the Installation Coordination Manager, in the expressed time frame, otherwise the delivery may be denied.

15.9 The vendor and/or installers must report to the Installation Coordination Manager as soon as they arrive on site, prior to unloading or installing any furniture or equipment. **The Vendor must have a local representative assigned to be responsible for meeting the delivery truck, initial verification of inventory, coordinating with the Installation Coordination Manager all aspects of the delivery and**

installation process, as well as directing installers with necessary instruction for completing installation in accordance with direction given by the Installation Coordination Manager. Installers arriving onsite without a Vendor Representative will not be allowed to unload, deliver or install any items until the Vendor Representative is onsite. If no Vendor Representative is available, or does not arrive as scheduled the delivery may be denied.

- 15.10 The vendor and/or installer shall provide moving equipment and protection appropriate for the floor finishes encountered. The vendor shall provide protection of all finished surfaces. Payment for repairs required for damages caused by the Vendor and/or installers is the responsibility of the vendor.
- 15.11 Partial Owner Occupancy: Owner will occupy the premises during the installation period, with the exception of areas under construction. Cooperate with Owner during installation to minimize conflicts and facilitate Owner usage. Perform the work so as not to interfere with Owner's operations. Maintain existing exits, unless otherwise indicated.
- 15.12 Maintain access to existing walkways, corridors, and other adjacent occupied or used facilities. Do not close or obstruct walkways, corridors, or other occupied or used facilities without written permission from Owner and authorities having jurisdiction.
- 15.13 Provide a minimum of 72 hours notice to Installation Coordination Manager of activities that will affect Owner's operations.

ARTICLE 16: INSTALLATION AND ASSEMBLY

- 16.1 Install all items in accordance with the manufacturer's instructions, the Furniture Drawings and/or verbal direction from the Installation Coordination Manager.
- 16.2 Technology items are to include installation and assembly for all items, except switches and servers, as well as imaging for all computers. The Owner will be providing all computer imaging for this project.
- 16.3 All Equipment having accessories (i.e. shelving, etc.) shall be unfastened from shipping position and placed as appropriate for their use. **All Industrial shelving must also be secured to the building. All items that require counter weights for stability must have counter weight included in order regardless of it being specified in Item Data Sheets. Cost must be included in your bid. To ensure proper attachment of FF&E items, where "items" are attached to wall, ceiling, and /or floor, specifications shall require Vendor to provide information adequate for architect to verify that fixtures. Furnishings, and equipment attached to wall, ceiling and/or floor are attached securely. Review may be implemented during submittal process.**
- 16.4 All freight claims & signage will be the responsibility of the installer. All delivery receipts must be marked on arrival for any concealed damage claims to be effective. Any damages after the seven-day period will be the sole responsibility of the installer. Notice of any damaged items must be determined as replaceable at 100% as new. All material associated with delivery and packaging must be removed from the site by the installer at the end of each day. No dumpster will be provided and no accumulation of trash in any area of the job site will be tolerated.

- 16.5 **Provide a set of (3) keys per lock for all lockable furniture.** (2) keys are to be attached to its corresponding item and additional master set of keys (1 per item) is to be tagged with item number and room and provided to the Installation Coordination Manager upon completion of installation.
- 16.6 The Furniture and Technology Vendors are responsible for supplying the installation crew with plans & distribution list for correct placement and installation. Refer to 16.3 for Secure Attachment Requirements. The use of the Owner's or Construction Manager's documents will not be permitted.
- 16.7 All delivery and installation shall be performed in a workman like manner with skilled labor in accordance with manufacturer's instructions. Refer to 16.3 for Secure Attachment Requirements.
- 16.8 The successful bidder shall be required to demonstrate & provide BOE Staff with training session(s) on all equipment furnished at times and places scheduled through the Owner. More than one session or several hours will be required.
- 16.9 It shall be the responsibility of the successful bidder to adjust all furniture equipped with adjustable glides or leveling devices such that they are level and true. All height adjustable furniture and equipment is to be installed at the set height at the direction of the interior designer. All furniture and equipment having height adjustment devices requiring Allen, Hex-Head, or Set Screw Wrenches, or other special tools, are to be provided to the owner.
- 16.10 Furniture and Technology installation will be performed in at least 4 phases over the course of approximately 16 months. Proposed furniture delivery schedule shall coincide with construction phase schedule. Vendors will be provided with color coded floor plans showing schedule and list of furniture items included. Current intended schedule is as listed below, however may be revised as needed to accommodate changes to the construction schedule. Vendors will be informed of any changes to the schedule as early as possible to ensure proper coordination of delivery and install of furniture needed per phase.

FF&E Phase 1 – Installation Aug 2018:

102	STORAGE	1022A	SHARE ART PREP
104	HEALTH CLASSROOM	1022B	KILN
106	CULINARY ARTS LAB	1022C	3D PROJ. STOR.
107	STUDENT DINING	1022D	2D PROJ. STOR.
1002	LOBBY	1053	FACULTY WORKROOM
1007	ENGLISH CLASSROOM	1053A	PHONE
1008	BREAK OUT ROOM	1053D	FACULTY DINING
1011	ENGLISH CLASSROOM	2003	SOCIAL STUDIES CLASSROOM
1012	ENGLISH CLASSROOM	2005	SOCIAL STUDIES CLASSROOM
1013	ENGLISH CLASSROOM	2006	SOCIAL STUDIES CLASSROOM
1015	ENGLISH CLASSROOM	2007	SOCIAL STUDIES CLASSROOM
1016	IDF/ NEAT TV	2009	SOCIAL STUDIES CLASSROOM
1017	SPEC. ED. CONF.	2011	SPEC ED WORKSTA.
1019	STORAGE	2012	BREAKOUT ROOM
1022	ART	2013	BUSINESS LAB

**CONSTRUCTION DOCUMENTS
PHASE 3 OF 3
ISSUED FOR RE-BIDDING - MAY 14, 2018**

FF&E Phase 2 – Installation Dec 2018:

1056	CHEMISTRY CLAB	2042	SCIENCE STOR.
1057	CHEM. STOR.	2044	BIO SCI. PREP
1058	CHEMISTRY CLAB	2045	BIOLOGY CLAB
1061	PHYSICS/ ENG. LAB	2046	FRESH. INTEGRATED SCIENCE CLAB
1061A	ENGR. EQUIPMENT WRKRM	2047	SCI. STOR.
1062	PROJ. STOR.	2053	FACULTY WORKROOM
1063A	CUSTODIAL OFFICE	2053A	PHONE
2039	BIOLOGY CLAB	2053C	FACULTY DINING
2041	BIOLOGY CLAB		

FF&E Phase 3 – Installation April 2019:

1004A	STAGE
1004B	COSTUME STORAGE
1004C	CONTROL ROOM
1067	RECEIVING
1067A	CUSTODIAL
1073	MUSIC TECH LAB
1074	IN- HOUSE SUSPENSION
1074A	ACADEMIC STORAGE
1079	BAND/ CHORAL REHEARSAL
1079A	PROPS
1081	PRACTICE
2061	VIDEO PRODUCTION LAB

FF&E Phase 4 – Installation Aug 2019:

22	PE STORAGE	1026	OT/P.T. OFFICE
24	PE STOR	1029	P.E. STOR.
25	ICE / LAUNDRY	1030	WORLD LANGUAGE CLASSROOM
26	ATHLETIC STORAGE	1031	BREAK OUT ROOM
28	FITNESS ROOM	1032	SCHOOL STORE
29	TRAINER	1034	WORLD LANGUAGE CLASSROOM
35	COACH'S OFFICE	1035	LEARNING LAB
37	PE OFFICE	1036	WORLD LANGUAGE CLASSROOM
38	PE OFFICE	1038	WORLD LANGUAGE CLASSROOM
44	COACH'S OFFICE	2014	BUSINESS SEMINAR ROOM
1024	OT/PT STOR.	2015	BUSINESS LAB
1025	DIGITAL DESIGN	2017	MATH CLASSROOM

**CONSTRUCTION DOCUMENTS
PHASE 3 OF 3
ISSUED FOR RE-BIDDING - MAY 14, 2018**

2018	SPEECH. PATH	2025	MATH CLASSROOM
2021	MATH CLASSROOM	2027	BREAKOUT ROOM
2022	MATH CLASSROOM	2028	MATH CLASSROOM
2023	MATH CLASSROOM	2031	ACADEMIC STORAGE

FF&E Phase 5 – Installation Nov 2019:

1042B	SHARED P.E. AND ATHL. STOR.
1103	SOCIAL WORKER
1104	CONFERENCE ROOM
1105	SRO OFFICE
1106	CAREER CENTER
1107	LIBRARY LEARNING COMMONS
1107C	STUDY ROOM
1107D	STUDY ROOM
1107E	WORK ROOM
1108	COUNS. RECEPT.
1108B	WORK RM
1108C	COUNS. OFFICE
1108D	SP ED DEPT CHAIR
1108E	CONF ROOM
1108H	COUNSELOR
1108I	SCHOOL PSYCH
1108J	COUNSELOR
1108K	COUNSELOR
1109	NURSE
1109B	FILES
1109C	STOR
1109F	EXAM
1109G	COT
1109H	COT
1109I	COT
1111	ADMIN/RECEPT.
1111A	WAIT
1111D	CONFERENCE ROOM
1111E	DEAN OF STUDENTS
1111F	PRINCIPAL
1111G	ASST PRINCIPAL
1111H	FAC. STOR
1111J	ADMIN ASSIST

- 16.11 **It is required that all FF&E is to be purchased at ONE TIME with one set of quotes/Purchase Orders and any need for storage of purchased items must be taken into consideration and any associated cost is to be included in bid proposal. Vendors will need to plan accordingly for ordering, storing, delivering and installing FF&E per noted schedule and MUST take whatever precautions necessary to guarantee that all furniture will be as bid and will match exactly as bid regardless of what phase it is delivered in.**
- 16.12 Furniture & equipment delivered and stored temporarily until distribution and/or permanent installation by the vendor and/or installer will be the sole responsibility of the said vendor/installer. The Owner, Construction Manager, Architect/Designer, Installation Coordination Manager, Town of Woodbury, Nonnewaug High School and its employees will not be responsible for FF&E and Technology equipment damaged, lost or stolen.
- 16.13 **FF&E items not included in the bid documents are being procured separately, however will follow the same delivery and installation schedule.**
- 16.14 All installations must be conducted during normal weekday business hours: 7:00am to 3:30pm, unless otherwise approved with Installation Coordination Manager.
- 16.15 All premium costs required by the Supplier to perform the work that is required during the non-school hours and/or to comply with the completion dates on the construction schedule are to be included in the Supplier's base bid. Additional Supplier costs related to the use of overtime or additional personnel necessary to complete the work within the stated time completion will not be considered after the award of Contract.

ARTICLE 17: CLEANING, MAINTENANCE AND ACCEPTANCE

- 17.1 All wrapping, scrap and debris resulting from delivery, packaging and this work shall be removed from the premises by this Supplier/Installer AT THE END OF EACH WORK DAY. Use of the Construction Manager or Owner's dumpsters is not permitted and accumulation of any kind of trash beyond one work day will not be tolerated.
- 17.2 The successful bidder shall carefully and thoroughly clean, to Installation Coordination Manager's approval, the installed items provided and their entire installation work area.
- 17.3 The successful bidder shall be responsible for furnishing the services of a competent representative to demonstrate and instruct the Owner's representative of the proper operating and maintenance procedures.
- 17.4 Provide, three bound copies of an operation and maintenance manuals to the Installation Coordination Manager, that includes the following in order by group and item number: emergency instructions, spare part list, copies of all warranties and bonds, wiring diagrams, and shop drawings & product data on each item.
- 17.5 Final review for written acceptance of the delivery will commence subsequent to written request by the successful bidder to the Installation Coordination Manager stating bidder's completion of its work in compliance with the drawings and specifications.

ARTICLE 18: CORRECTIONS AND GUARANTEES

REGION 14 - NONNEWAUG HIGH SCHOOL
5 MINORTOWN ROAD
WOODBURY, CONNECTICUT
STATE PROJECT No. 214-0093 RN & 214-0096 BE/A/CV
PHASE 3 OF 3 – FF&E

S/L/A/M – 15232.00
ADVERTISEMENT NOTICE TO BIDDERS
INSTRUCTIONS TO BIDDERS - FURNITURE
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- 18.1 All work and equipment and any items found not in conformance with the contract documents shall be repaired or replaced promptly without additional charge.
- 18.2 Defective or rejected equipment shall be temporarily repaired by the successful bidder to permit use until suitable replacement is replaced.
- 18.3 All products shall be guaranteed, for the manufacturer's standard period or a minimum period of one (1) year, which ever is greater, from date of written acceptance by Installation Coordination Manager.
- 18.4 Guarantee(s) shall be submitted in writing with the Bid response and shall cover both material and installation.
- 18.5 Each Trade Vendor agrees to remedy all punch list items within 30 days of issuance of said list. If this Vendor is unable to remedy any item due to occupancy, then this Vendor agrees to perform the work during non-occupancy hours, including, but not limited to 2nd shift, 3rd shift, weekends and holidays. If the punch list work renders the item unusable in any way, the Vendor will provide temporary furnishing, of the same quality, as place holder until punch list items are remedies, and will absorb all costs associated with ordering, shipping, delivering, and installing temporary furnishings. If the punch list work remains incomplete at the end of said 30-day period the Installation Coordination Manager will have those items remedied at the expense of this Vendor.
- 18.6 If for any reason items cannot be delivered as required by schedule, or if any missing parts/pieces that will renders the item unusable in any way, the Vendor will immediately provide temporary furnishing, of the same quality and quantity, as place holder until punch list items are remedies, and will absorb all costs associated with ordering, shipping, delivering, and installing temporary furnishings.

ARTICLE 19. SALES TAX

- 19.1 The goods and services to be provided under any contract or purchase order awarded pursuant to this Invitation to Bid is exempt from the sales taxes of the State of Connecticut. The Town of Woodbury will provide a tax exemption certificate upon request.

ARTICLE 20. INSURANCE

- 20.1 The Vendor shall not commence Work until all insurance required in the Regional School District 14 contract has been obtained by the Vendor and such insurance has been reviewed and approved in writing by Regional School District 14 authorized representative. The Vendor shall not allow any subVendor to commence Work until all insurance required of any subVendor in Region 14 School's contract has been obtained and reviewed and approved in writing by Regional School District 14 authorized representative. Insurance shall be provided by insurers satisfactory to Regional School District 14 authorized representative and authorized to do business in the State of Connecticut, and with an "A-" Best's Rating or better and at least a Class V3 or better financial size category as shown in the most current A.M. Best Company ratings.
- 20.2 At no additional cost to Regional School District 14 beyond the Bidder's Total Bid Price, the Vendor shall purchase and maintain the insurance coverage noted below which shall protect NONNEWAUG HIGH SCHOOL and the Regional School District 14 from claims which may arise out of or result from the Vendor's obligation under Regional School District 14 contract, whether such obligations are the

Vendor's or subVendor or person or entity directly or indirectly employed by said Vendor or subVendor, or by any person or entity for whose acts said Vendor or subVendor may be liable.

- 20.3 The Vendor's General, Automobile and Excess Liability Insurance policies shall be endorsed to add Regional School District 14 as an additional insured. The insurance afforded Regional School District 14 as an additional insured shall be primary insurance and the coverage and limits provided under the Vendor's policies shall not be reduced or prorated by the existence of any other insurance applicable to any loss Regional School District 14 as an additional insured may have suffered. Each insurance policy shall state that the insurance company shall agree to investigate and defend the insured against all claims for damages, even if groundless. If any insurance required herein is to be issued or renewed on a claims made form (as opposed to an occurrence form), the retroactive date for coverage shall be no later than the Vendor's date of execution of the contract and shall provide that in the event of cancellation or non-renewal of coverage, the discovery period (or extended reporting period) for insurance claims, so-called "Tail Coverage", shall be available for at least 60 months following the termination date of the contract.
- 20.4 The following policies with stated limits shall be maintained, in full force and effect, at all times during which the services are to be performed by the Vendor:

LIMITS/TYPES MAY CHANGE DEPENDING ON SCOPE AND SIZE OF PROJECT

Refer to Section 00 02119 Supplementary Information and Instructions, Item 15 for liability coverage requirements and additional requirements regarding insurance.

- 20.5 Failure to Maintain Insurance: In the event the Vendor fails to maintain the minimum required coverage as set forth herein, the City may at its option purchase same, and offset the Vendor's invoices for the cost of said insurance.
- 20.6 Cancellation: THE REGIONAL SCHOOL DISTRICT 14 AUTHORIZED REPRESENTATIVE SHALL RECEIVE WRITTEN NOTICE OF CANCELLATION FROM THE INSURER AT LEAST 30 CALENDAR DAYS PRIOR TO THE DATE OF ACTUAL CANCELLATION, REGARDLESS OF THE REASON FOR SUCH CANCELLATION.
- 20.7 VENDOR'S costs for all VENDOR insurance required by the contract shall be included in its Total Bid Price and shall include only the VENDOR'S direct and actual costs for such insurance, without any mark-ups by either the VENDOR or SUBVENDORS of any tier.

ARTICLE 21. CODE COMPLIANCE REQUIREMENTS

- 21.1 In order to meet the needs of persons with disabilities, when applicable all fixtures, furnishings and equipment shall comply with;
- a. The current Connecticut State Building Code including 2003 ICC/ANSI A117.1,
 - b. Section 504 Rehabilitation Act 1973 including 2010 ADA Standards for Accessible Design and Section 504 Regulations,
 - c. Americans with Disabilities Act Title II including 2010 ADA Standards for Accessible Design and ADA Regulations.

- 21.2 Accessible knee clearances shall comply with 2010 ADA Standards for Accessible Design, Section 306.
- 21.3 The “items” shall include, but are not limited to fixtures, furnishings, equipment, workstations (including built-ins), shop equipment, etc.
- 21.4 Compliance with the current Connecticut Fire Safety Code and current O.S.H.A. – Title 29/Labor is also required when applicable.

END OF DOCUMENT 00 2118

DOCUMENT 00 2120 – SUPPLEMENTAL INSTRUCTIONS TO BIDDERS/VENDORS - FURNITURE

1. Purpose: The Vendor will efficiently provide its services at the Regional School District 14/ Nonnewaug High School in Woodbury, CT. Authorized representatives of Regional School District 14/ Nonnewaug High School, remain responsible for insuring that the facilities are in conformance with state law and shall monitor the Vendor through periodic monitoring and reports. Regional School District 14/ Nonnewaug High School, and those authorized to represent them, retain control of quality, and general nature of its facilities. Authorized representatives of Regional School District 14/ Nonnewaug High School, shall be assured by the Vendor that all federal, state and local regulations are being met in performing work under this contract.

2. Contract: A contract in the form of a purchase order will be executed between Regional School District 14, and the Vendor. The contract shall include the Vendor's bid proposal response and unit prices.

3. Vendor Eligibility: The Vendor must submit appropriate evidence demonstrating the ability and the resources to provide the specified services. Submittal of this information must include a list of school districts in Connecticut that the Vendor has performed work at.

4. Vendor Responsibility: It is the responsibility of the Vendor to examine all provisions and visit each and every location where work is to be performed to become fully acquainted with the site, problems, conditions, and other factors that pertain to the operation. No claim for relief due to mistakes or omissions will be entertained and each Vendor will be held to his proposal. Regional School District 14/ Nonnewaug High School, and those authorized to represent them, reserve the right to waive errors in proposals, to accept other than the low bidder, and to reject any or all proposals at its discretion.

5. Facilities and Equipment: The Vendor will be responsible to take proper care of all property, furniture, fixtures, furnishings, equipment, and facilities of Nonnewaug High School, as applicable, and shall leave them in the condition in which found.

6. Fiscal Arrangements: The Vendor shall keep and maintain accounting and billing records for the duration of the contract. Within fifteen (15) working days after the end of the contract, Vendor will provide the Installation Coordination Manager and/or Regional School District 14, with detailed invoices for all of its costs.

7. Personnel: All personnel required to perform under the contract shall be the employees of the Vendor. Salaries and fringe benefits for such employees will be determined and provided solely by the Vendor unless otherwise stated in the bid specifications. The Vendor will make available, staff which, in the opinion of Regional School District 14/ Nonnewaug High School, and those authorized to represent them, and the Vendor, is adequate for efficient management and to provide supervision.

8. Social Security Taxes: The Vendor and each SubVendor shall pay the taxes measured by the wages of all their employees as required by the Federal Social Security Act and all amendments thereto, and accept the exclusive liability for said taxes. The Vendor and each SubVendor shall also indemnify and hold the Owners harmless on account of any tax measured by the wages aforesaid of employees of the Vendor and each SubVendor, assessed against of the owner under authority of said law.

9. Unemployment Insurance: The Vendor and each SubVendor shall pay unemployment insurance measured by the wages of his employees as required by law and accept the exclusive liability for said contributions. The Vendor shall also indemnify and hold harmless the Owner on account of any contribution measured by the wages of aforesaid employees of the Vendor and each SubVendor, assessed against the owner under authority of law.

10. Occupational Safety and Health Act: The Vendor and each SubVendor shall comply with the requirements of the Occupational Safety and Health Act of 1970 and the Construction Safety Act of 1969, including all standards and regulations which have been promulgated by the Governmental Authorities which administer such Acts and said requirements, standards and regulations are incorporated herein reference.

The Vendor and each subVendor shall comply with said regulations, requirements and standards are require and be directly responsible for compliance therewith on the part of his agents, employees, and material men and shall directly receive and be responsible for all citations, assessments, fines or penalties which may be incurred by reason of their agents, employees, or material men failing to so comply.

The Vendor and each SubVendor shall indemnify the Owner and save them harmless from any and all losses, costs and expenses, including fines and reasonable attorney's fees incurred by the owner by reason of the real or alleged violation of such laws, ordinances, regulations and directives, Federal, State, and Local which are currently in effect or which become effective in the future, by the Vendor, or material suppliers.

11. Discounts: Buying and purchasing procedures will be according to state statutes and Regional School District 14's policies. The Vendor will make every effort to take advantage of all trade discounts and rebates which shall be credited to the cost of operations. The Vendor will practice all feasible economies in the operation of Nonnewaug High School's facilities. No employee, official, manager, or representative of the Vendor shall accept gratuities or "kick-backs" of any sort. In the event of a violation, the personnel shall be immediately dismissed by the Vendor.

12. Records, Certifications, Etc.: The Vendor shall keep full and accurate accounts and records in connection with the services covered in this contract. All such records shall be retained by the Vendor for a period of (6) years and shall be subject to audit by Regional School District 14/ Nonnewaug High School, and those authorized to represent them, at any time during regular working hours and any reasonable place. The records shall be kept in paper and electronic format. Both formats shall be accessible by authorized representative of the Regional School District 14/ Nonnewaug High School. Breach or violation of the contract will be subject to available remedies prescribed by law. The Vendor will be totally and completely responsible for seeing that the operation is in complete conformity with all rules and regulations of the Connecticut Department of Education, The Town Of Woodbury, all other applicable Federal, State, and Local laws, codes or regulations. All Assessments to Regional School District 14/ Nonnewaug High School, for noncompliance will be paid by the Vendor.

13. General: It will be strictly understood that the Vendor and its employees shall at no time bring on the premises any alcoholic beverages for sale, gifts, or use in any manner whatsoever. No tobacco or drugs in any form are to be used by the Vendor or any of its employees on the premises.

14. Award: Award of contract will be to the Vendor that submits a proposal that is determined to be responsive to the invitation and most advantageous to Regional School District 14/ Nonnewaug High School, and those authorized to represent them, . Such determination will be based upon, but not limited to, the following criteria:

- A. The demonstrated ability of the Vendor to successfully provide services in a school facilities program of similar size.
- B. The depth, extent, scope, and availability of support personnel, including the amount of personnel representation, visitation, and coverage by principals of the Vendor.
- C. The proposed personnel scheduled for the Vendor and the proposed cost.

- D. The Vendor's demonstration of having a complete understanding of the district's facilities and its service requirements, as described in this proposal and all addenda.

It is the responsibility of the Vendor to submit with their proposal, information regarding the above criteria.

15. Insurance: All Vendors and vendors are required to provide proof of the required insurance coverage before entering the premises or commencing any work at any Regional School District 14 facility. Vendors must obtain, at their own expense, all of the insurance required here and acceptable evidence of such insurance must be properly furnished to, and approved by, Regional School District 14/ Nonnewaug High School, and those authorized to represent them.

Current insurance certificates must be furnished to Regional School District 14/ Nonnewaug High School, and those authorized to represent them, at all times. The Vendor /vendor must supply Regional School District 14/ Nonnewaug High School, and those authorized to represent them, replacement certificates *prior to the expiration or replacement* of referenced policies.

Evidence of compliance with these requirements is met through the following documents:

- A. Receipt of ACCORD form 25, "Certificate of Liability Insurance".

Commercial General Liability	<p>\$1,000,000 per occurrence \$2,000,000 aggregate bodily injury/property damage. (\$2m aggregate is not required for FF&E vendors and installers)</p> <p>The Aggregate limit must apply per job/project. All coverage provided to Regional School District 14/ Nonnewaug High School, and those authorized to represent them, under this section must be primary.</p> <p>The CGL policy must include coverage for: liability from premises and operations. liability from products or completed operations. liability from actions of independent Vendors. liability assumed by contract.</p> <p>Products/completed operations must be carried for 2 years after completion of job/acceptance by owner.</p>
Automobile Liability	<p>\$1,000,000 per accident for bodily injury/property damage All autos</p>
Workers' Compensation	Statutory
Employers Liability	\$500,000 each accident
Umbrella Liability	\$1,000,000
Professional Liability	<p>\$1,000,000 per occurrence/ \$1,000,000 aggregate. For environmental consultants and Vendors, please include pollution and environmental liability, with \$1,000,000 per occurrence/ \$1,000,000 aggregate. Professional liability not required for FF&E vendors & installers.</p>

B. Regarding Umbrella Liability (UL), please state in the Description of Operations / Locations / Vehicles section what the UL covers (e.g. GL, AL, and/or Workers Comp).

C. Regarding Worker's Compensation, the box should be filled in with an "N". If this cannot be done, please provide a written explanation as to why.

D. Regarding Description of Operations/Locations/Vehicles, please include the following:

"The following are Additional Insured on a primary and non-contributory basis, including ongoing and completed operations. Regional School District 14/ Nonnewaug High School, and those authorized to represent them, (and any other applicable entity), its owners, shareholders, partners, members, representatives and agents.

E. Project Location: STATE PROJECT No. 214-0093 RN & 214-0096 BE/A/CV, Regional School District 14/ Nonnewaug High School, 5 Minortown Rd, Woodbury Connecticut.

F. In addition, all subVendors are subject to the same requirements. It is the responsibility of the Vendor / vendor to obtain these same documents, including renewals, from their subVendors.

G. Certificates should be sent to the Attention of Email documents are acceptable.

15. Indemnity: The Vendor assumes the entire responsibility and liability in and for any and all damages and/or injuries of any kind or nature whatsoever to all persons, whether employees or otherwise, and to property arising out of or resulting from the services provided as herein set forth and provided for in this contract, and for any and all damages and/or injuries of any kind which shall occur in connection therewith and said Vendor agrees to indemnify, defend and save harmless Regional School District 14/ Nonnewaug High School, and those authorized to represent them, its agents, servants, and employees for and against any and all losses, expenses, including legal fees and disbursements, damages and/or injuries growing out of or resulting from or occurring in connection with the execution of the work herein provided for including, by way of example and not by way of limitation, any losses, expenses including legal fees and disbursements, damages or injuries occurring in connection with or resulting from the use by the Vendor, its agents or employees, of any equipment, stock, appliance, implements, works, tools, or machinery, or any other property owned, rented, borrowed by or assigned to the aforesaid Regional School District 14/ Nonnewaug High School, and those authorized to represent them, arising under any law whatever, which may be in effect in the locality in which the work is situated or otherwise.

16. SubVendors: Regional School District 14/ Nonnewaug High School, and those authorized to represent them, will recognize only the successful Vendor for the proper execution of the entire work under the contract.

17. Miscellaneous:

A. The selection of the Vendor to serve the needs of Regional School District 14/ Nonnewaug High School, and those authorized to represent them, is an important and complex task. It is recognized that there are probably many persons and/or entities that can provide the services and which would adequately meet these needs. Regional School District 14/ Nonnewaug High School, and those authorized to represent them, will exercise both objective and subjective rationale in the selection process. The request for proposals is intended to provide interested parties with uniform information concerning the requirements for submitting proposals. In responding to this request for proposals, proposal requirements and content format indicated herein must be adhered to. Failure to respond to all of the information requested may

result in the disqualification of the proposal. The Vendor is free to suggest alternative program variations that would achieve Regional School District 14/ Nonnewaug High School's objectives as stated above.

- B. The submission of a proposal will be construed to mean that the respondent is fully informed as to the extent and character of Regional School District 14/ Nonnewaug High School's requirements, and the respondent represents that it is willing and able to furnish the services requested in a satisfactory manner in complete compliance with the specifications.
- C. Once submitted, all proposals become the property of Regional School District 14/ Nonnewaug High School, and those authorized to represent them, which reserves the right to reject any and all proposals. Proposals must be firm and may not be withdrawn for 90 days, or until Regional School District 14/ Nonnewaug High School, and those authorized to represent them, award the contract, whichever comes first.
- D. Regional School District 14/ Nonnewaug High School, and those authorized to represent them, shall not be liable for any costs incurred by respondents in preparing or submitting proposals.
- E. Regional School District 14/ Nonnewaug High School, and those authorized to represent them, reserve the right to accept any item or group of items proposed in any proposal, unless the respondent qualifies its offer by specific limitation. Regional School District 14/ Nonnewaug High School, and those authorized to represent them, reserve the right to select a respondent who is not the lowest priced respondent as it deems in its best interest.
- F. Regional School District 14/ Nonnewaug High School, and those authorized to represent them, reserve the right to reject any proposal, in whole or in part, and to waive technical defects, qualifications, irregularities, and omissions, if, in its sole judgment, the best interests of Regional School District 14/ Nonnewaug High School, will be served. Each proposal received within the required time frame will be evaluated individually by authorized representatives of the Regional School District 14/ Nonnewaug High School. Each evaluation will come of necessity, consistent subjective judgments concerning each proposal. Regional School District 14/ Nonnewaug High School, and those authorized to represent them, reserve the right to negotiate with any respondent regarding changes to the original proposal which may be deemed to be in the best interests of Regional School District 14/ Nonnewaug High School.
- G. In the event that such successful respondent fails to execute a contract within thirty (30) days after notification of award by Regional School District 14/ Nonnewaug High School, Regional School District 14/ Nonnewaug High School, and those authorized to represent them, may cancel its action and reconsider other proposals or solicit new proposals.
- H. Regional School District 14/ Nonnewaug High School, and those authorized to represent them, shall consider the successful Vendor to be the sole point of contact with regard to contractual matters including payment to performance of services by the Vendor, its agents and employees.
- I. If it becomes necessary to revise and part of this Request for Proposal or otherwise provide additional information, an addendum will be issued by authorized representatives of the Regional School District 14/ Nonnewaug High School, and furnished to all prospective respondents who have received copies of this original Request for Proposal.
- J. The Vendor and each SubVendor shall comply with all laws and regulations governing the payment of prevailing wage rates pursuant to section 31-53, as amended of the Connecticut General Statutes and established by the Labor Commissioner for the Connecticut Department of Labor. The Vendor shall

submit the owner a "Vendors Wage Certificate Form" to be submitted to the Connecticut Department of Labor. Upon completion of the project the Vendor shall submit to the owner certificates of wage and benefit payments for all their employees that preformed work on the aforesaid project. Refer to Section entitled "Wage Rate Requirements" for additional information and a schedule of prevailing wage rate determinations for classifications of laborers, mechanics or workers who are performing work on the specified project.

18. Pre-Installation Meeting:

Upon successful execution of contract, a pre-construction meeting may be held on site within 48 hours by the Owner's representative.

19. Ordering, Shipping, Delivery and Installation Instructions:

- A. The vendor is responsible for establishing communication with the Installation Coordination Manager; Christine Hopkins of Mathieu Hopkins Interior Design LLC, 2121 Durham Rd, Madison CT, 06443, PH 203-605-6960, chopkinsdesign@aol.com, immediately following the placement of all furniture/equipment orders.
- B. The vendor is responsible for knowing and communicating all shipping information to with the Installation Coordination Manager; Christine Hopkins of Mathieu Hopkins Interior Design LLC, 2121 Durham Rd, Madison CT, 06443, PH 203-605-6960, chopkinsdesign@aol.com, **a minimum of three (3) weeks in advance of actual shipment.**
- C. All deliveries require a minimum of forty-eight hours ADVANCE notification to the Installation Coordination Manager; Christine Hopkins of Mathieu Hopkins Interior Design LLC, 2121 Durham Rd, Madison CT, 06443, PH 203-605-6960, chopkinsdesign@aol.com. All deliveries are to be made between 7:30 a.m. and 3:30 p.m., Monday through Friday, in accordance with the CM's construction schedule. School holidays are not acceptable delivery dates, unless authorized prior to the day by the Installation Coordination Manager. The Client expectation is that all deliveries and installations will be complete by per the provided phasing schedule, including punch list work. All deliveries include offloading the truck with proper equipment and inside delivery and placement. Delivery vehicles will not be permitted to jump curbs or drive on sidewalks/grassed/landscaped areas. Proper lift gates and/or forklifts will be supplied by the vendor.
- D. The vendor and/or installers must report to the Installation Coordination Manager as soon as they arrive on site, prior to unloading or installing any furniture or equipment. **The Vendor must have a local representative assigned to be responsible for meeting the delivery truck, initial verification of inventory, coordinating with the Installation Coordination Manager all aspects of the delivery and installation process, as well as directing installers with necessary instruction for completing installation in accordance with direction given by the Installation Coordination Manager.** Installers arriving onsite without a Vendor Representative will not be allowed to unload, deliver or install any items until the Vendor Representative is onsite. If no Vendor Representative is available, or does not arrive as scheduled the delivery may be denied.
- E. Building Protection will already be in place for flooring and entrances. Payment for repairs resulting from damage caused by the Furniture/Equipment Vendor and/or installation crew due to failure to utilize these protected areas will be the full responsibility of the Furniture/Equipment Vendor.
- F. All furniture/equipment and areas of delivery/assembly shall be left in first class clean condition, ready for school use.

- G. All garbage, packing materials, crating and any other materials used for delivery are to be removed from the site **on a daily basis** by the deliver/installer by their own means. No dumpsters will be provided.
- H. Invoicing: Purchase Order Numbers are to appear on all bills of lading, packing slips and invoices. All invoices are to directly correspond to the Regional School District 14 Purchase Order, or they will be returned for re-issue. All original invoices are to be sent to: **Wayne McAllister, Director of finance and operations, Regional School District 14, 67 Washington Ave, Woodbury CT 06798, ph# 203.263.4330.**
- I. Vendor is to direct any questions, concerns or problems regarding FF&E to Installation Coordination Manager; Christine Hopkins of Mathieu Hopkins Interior Design LLC, 2121 Durham Rd, Madison CT, 06443, PH 203-605-6960, chopkinsdesign@aol.com, **and under no circumstances are they to contact the school or the Regional School District 14.**
- J. These instructions are in addition to the Terms and Conditions previously provided to you in the FF&E Package, and do not negate any provisions provided therein.

END OF DOCUMENT 00 211

**NONNEWAUG HIGH SCHOOL
WOODBURY, CONNECTICUT**

OFFICIAL PROPOSAL FORM
Fixtures, Furnishings and Equipment

To be delivered by a representative of the Bidder to **Wayne McAllister, Director of Finance and Operations, Regional School District 14, 67 Washington Ave, Woodbury CT 06798**, ph# 203.263.4330
1:00pm on Friday, May 18th 2018, at which time all proposals will be publicly opened and read aloud.

The undersigned hereby proposes to furnish and install **Fixtures, Furnishings and Equipment** as defined in the “**General Specifications for Furniture and Equipment, State Project # 214-0093 RN & 214-0096 BE/A/CV, Phase 3 of 3**” attached hereto. The acceptance of this proposal by Town of East Hampton, in writing, shall constitute the basis for a written contract (purchase order) between the two (2) parties for Furniture, Fixtures and Equipment. The contract shall be awarded based on the contractor’s qualifications and their demonstrated ability to perform the specified services.

Furniture, Fixtures and Equipment
RE-BID
for
Nonnewaug High School
Woodbury, CT

Name of Bidder _____ Date _____

Name of Company _____ Telephone _____

Email: _____

Address _____ Fax _____

Signature of Bidder’s Authorized Agent _____

Printed Name of Bidder’s Authorized Agent _____

Pursuant to and in compliance with your Invitation to Bid relating thereto, the Undersigned,

_____,
(Company Name)

having visited the site, familiarized himself with the conditions present and carefully examined the Contract Documents together with all Addenda issued and received prior to closing time for receipt of Bids; hereby offers and agrees as follows:

To provide all materials, all labor and all else whatsoever necessary to install and properly finish all work in connection with **Furniture, Fixture and Equipment for the East Hampton High School** to the satisfaction of the Program Manager and Owner for the Lump Sum as follows:

CATEGORY	DESCRIPTION	LUMP SUM PRICE (WRITTEN AND NUMBERS)
A thru W	Furniture, Fixtures and Equipment	See Attached Category Summary Sheets
X	Technology Equipment	See Attached Category Summary Sheet

COMBINATION BIDS

If bidding more than one complete category and the combination of categories may be **discounted** further than individual categories, include discounted combined total on the “Combination Bid Form” at the end of this section.

UNIT PRICES

The undersigned further proposes and agrees that should the amount of work required be increased or decreased, as directed by the Architect/Program Manager, the Unit Prices **noted on the Itemized Category Summary Sheets** will be the total price in place for computing the cost. All Itemized Category Summary Sheet Unit Prices shall include all cost of work to the representative contractor, including all charges for materials, labor, plant, equipment, overhead, profit, additional insurance, taxes freight/shipping, delivery, installation and all charges of whatever kind.

Please Note:

Furniture and Technology installation will be performed in at least 4 phases over the course of approximately 16 months. Proposed furniture delivery schedule shall coincide with construction phase schedule. Vendors will be provided with color coded floor plans showing schedule and list of furniture items included. Current intended schedule is as listed below, however may be revised as needed to accommodate changes to the construction schedule. Vendors will be informed of any changes to the schedule as early as possible to ensure proper coordination of delivery and install of furniture needed per phase.

- A. **Phases 2A 1st Floor and 2nd, August 2018;** (10) Classrooms, (1) Business Lab, (2) Break Out Rooms, (1) Conference Rooms, (1) Work Room, (1) Art Room
- B. **2B Lower Level, August 2018;** (1) Culinary Classroom, (1) Culinary Storage, (1) Storage Room, (1) Cafeteria, (1) Health Classroom
- C. **Phase 3B Lower Level, August 2018;** (2) Chemistry CLabs, (3) Bio CLabs, (1) Freshman Science, (1) Physics Lab, (1) Engineering Room, (1) Science Storage, (1) Video Production
- D. **Phase S-18 1st Floor and Lower Level, December 2018;** (1) Faculty Room, (1) Faculty Dining, (1) I.S.S.,
- E. **Phase 3C 1st Floor and 2nd Floor, April 2019;** (1) Band/Choral Room, (1) Music Lab, (1) Props Room, (1) Stage, (1) Costume Storage, (1) Control Room

- F. **Phases 4A 1st Floor and 2nd Floor, August 2019;** (9) Classrooms, (1) Learning Lab, (2) Break Out Rooms, (1) Business Lab, (1) Seminar Room, (1) Office, (1) OTPT Office, (1) Store, (1) Digital Design Lab
- G. **Phase 4B and 4C Lower Level, August 2019;** (4) PE Offices (1) Fitness Room (3) Storage Rooms
- H. **Phase 4D 1st Floor, August 2019;** (1) Gym Storage Room
- I. **Phase S-19 1st Floor and Lower Level, August 2019;** (1) Library Learning Center (1) Career Center, (2) Study Rooms, (2) Offices, (1) Conference Rooms (1) Shared Art Space, (1) Kiln Room, (1) 2D Storage, (1) 3D Storage
- J. **Phase 5A 1st Floor and 2nd Floor, November 2019;** (1) Administration Suite, (1) Faculty Workroom, (1) Faculty Dining, (1) Classroom, (1) Storage

It is required that all FF&E is to be purchased at ONE TIME with one set of quotes/Purchase Orders and any need for storage of purchased items must be taken into consideration and any associated cost is to be included in bid proposal. Vendors will need to plan accordingly for ordering, storing, delivering and installing FF&E per noted schedule and MUST take whatever precautions necessary to guarantee that all furniture will be as bid and will match exactly as bid regardless of what phase it is delivered in.

Furniture & equipment delivered and stored temporarily until distribution and/or permanent installation by the vendor and/or installer will be the sole responsibility of the said vendor/installer. The Owner, Construction Manager, Architect/Designer, Installation Coordination Manager, Town of Woodbury, Nonnewaug High School and its employees will not be responsible for FF&E and Technology equipment damaged, lost or stolen.

CHANGE ORDERS

Unit Prices: For extra work performed by a Contractor, Bid Unit Prices will be used for any adjustments to the contract amount.

Non-Unit Prices: For work performed by a Contractor the cost to the Owner may include an Allowance for overhead and profit not to exceed fifteen (15) percent on the contractors own labor and equipment and ten (10) percent on materials, supplies, rental equipment and subcontractor work.

If the net value of a change results in a credit from the contractor, the credit shall be the net cost without overhead or profit.

ADDENDA

Acknowledgment is hereby made of the following addenda supplements to the Drawings and Specifications:

Addendum No. _____ Dated _____	Addendum No. _____ Dated _____
Addendum No. _____ Dated _____	Addendum No. _____ Dated _____
Addendum No. _____ Dated _____	Addendum No. _____ Dated _____

NON-COLLUSIVE BIDDING CERTIFICATION

By submission of this bid each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of his knowledge and belief:

1. The prices in this bid have been arrived at independently without collusion, consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor;
2. Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to the opening, directly or indirectly, to any other bidder or to any competitor; and
3. No attempt has been made or will be made by the bidder to induce any other person, partnership or corporation to submit or not to submit a bid for the purpose of restricting competition. The foregoing statement subscribed by the bidder and affirmed by such bidder as true under the penalties of perjury and is made pursuant to the applicable section of the General Laws of the State of Connecticut as most recently amended.

VENDOR QUALIFICATIONS

1. The undersigned company has been in business under its present name for ____ years.
2. The undersigned company has had ____ years experience in work similar to that described in the bid documents for this project.
3. List below projects the undersigned company currently has under contract for furniture procurement and installation as of this date:

Contract Sum	Class of Work	% Complete	Name & Address of Owner

4. List below a minimum of three (3) projects for furniture procurement and installation the undersigned company has performed in the past five (5) years, which are representative of this project and would qualify you for this work:

Contract Sum	Class of Work	% Complete	Name & Address of Owner

5. **If applicable complete the follow; if not applicable state N/A:**

- a. Has the undersigned company ever failed to complete awarded work. (If the answer is yes, please provide location, date and reason); _____
- b. Has any officer or partner of the undersigned company, while performing in the capacity of an officer, partner or individual owner of another organization, ever failed to complete an installation contract? (If yes, please state below the following information: name of individual(s), name(s) of organization and reason(s); _____

6. List the number of all litigation or arbitration proceedings, including out-of-court settlements initiated by or against you within the past three (3) years, including all pending cases. _____

7. Has your company within the past 5 years been the subject of a claim file formally or informally by an Owner, Program Manager, or Architect/Designer for failure to meet a deadline, a milestone, a schedule or the completion of a project? Circle the appropriate response YES NO

If yes, state the project, location, Owner, subcontractor (if applicable) and by whom the claim was filed _____

8. Has your company within the past 5 years paid liquidated damages or a penalty for failing to meet a deadline, a milestone, a schedule or the completion of a project? Circle the appropriate response YES NO

If yes, state the project, location, Owner, subcontractor (if applicable) and by whom the claim was filed _____

9. Has your within the past 5 years a formal or informal claim to an Owner, Program Manager or Architect/Designer for acceleration, delay, and/or other types of recovery costs. Circle the appropriate response YES NO

If yes, state the project, location, and to whom the claim was filed and the dollar amount. _____

OTHER REQUIREMENTS

It is understood that the Owner, Owner's Representative, Architect/Designer, or Installation Coordination Manager reserves the right to accept or reject any and all bids that they deem to be in the best interest of the project.

Upon notification of acceptance of this proposal, the undersigned agrees to accept a purchase order in the form as stated within these contract documents for the amount stated.

Prices quoted shall be guaranteed for ninety (90) calendar days after date of proposal. If written notice of award is received within ninety (90) calendar days after the opening of bids, the undersigned agrees to furnish to the Owner within ten (10) days after receipt of said notice of award, Insurance Certificates required herein.

The undersigned hereby certifies that they are able to furnish labor that can work in harmony with all other elements of labor employed or to be employed on the work.

By submission of this proposal, the undersigned acknowledges that they have visited the site, informed themselves of the existing conditions, and have included in the proposal a sum to cover the costs of all items in the contracts.

By submission of this proposal, the undersigned acknowledges that they have read the job narrative and schedule requirements and agrees to provide sufficient staff and organization and to select subcontractors and suppliers to comply with the requirements for submittals, delivery dates, work periods and completion dates as specified.

ENCLOSURES:

Included with this bid proposal are:

1. Category Summary Sheets for the categories you are bidding on (do not include Categories you are not bidding on. Do not include Categories that are partially bid or incomplete.)
2. Combination Bid Form, if applicable
3. Cut Sheets for any substituted items that are not a pre-approved alternate.

Respectfully submitted,

By: _____

Title: _____

Business Name: _____

Address: _____

Telephone Number/Fax Number: _____

Email: _____

Contract will be mailed out to the address listed above

PAYMENT REMITANCE ADDRESS:

Street Address

City, State & Zip code

COMBINATION BIDS

If bidding more than one complete category and if the combination of categories will be discounted further than individual categories, include discounted combined total below:

Combined Project / Category	Combined Bid Total

END OF SECTION



NONNEWAUG HIGH SCHOOL
CT State Project No. 214-0093 RN
CT State Project No. 214-0096 BE/A/CV
Category Summary Sheet

Name of Bidder: _____

Contractors may bid on one category or more than one category (combined bid) but **partial bids in a category will be rejected**
SEE ITEM DATA SHEETS FOR COMPLETE ITEM INFO, INCLUDING MODEL NUMBERS, SIZES AND FINISH SELECTIONS.

N - Art Equipment

Item Code	Total Quantity	Specified Manufacturer	Item Description	Acceptable Substitute Per Item Data Sheets	Bid Unit Price	Bid Total Price
N01	3	Safco	ART FLAT FILE			
N02	10	Safco	ART FLAT FILE - RECONFIGURABLE			
N02a	1	Safco	ART FLAT FILE - TALL			
N03	2	Sax Art	ART WARES CART			
N04	2	Amaco	ART UTILITY CART			
N05	1	Peter Pugger	PUGMILL			
N06	2	Takach Press	PUGMILL STAND			

Bid Total Price for Category

Bid price for warehousing necessary items, as required per Section 00 2118, Article 16.11

For the delivery & installation of Base Bid Furniture in accordance with the Contract Documents, including all supervision, labor, services & equipment necessary for the completion of the work for the following Lump Sum:

Dollars

If bidding more than one complete category and the combination of categories will be discounted further than the individual categories, include discounted combined total in the "Form of Proposal".



NONNEWAUG HIGH SCHOOL
CT State Project No. 214-0093 RN
CT State Project No. 214-0096 BE/A/CV
Category Summary Sheet

Name of Bidder: _____

Contractors may bid on one category or more than one category (combined bid) but partial bids in a category will be rejected
SEE ITEM DATA SHEETS FOR COMPLETE ITEM INFO, INCLUDING MODEL NUMBERS, SIZES AND FINISH SELECTIONS.

TC - Exterior Furnishings

Item Code	Total Quantity	Specified Manufacturer	Item Description	Acceptable Substitute Per Item Data Sheets	Bid Unit Price	Bid Total Price
TC01	4	Terra Bound	EXTERIOR PICNIC TABLE ADA			
TC01a	10	Terra Bound	EXTERIOR PICNIC TABLE			

Bid Total Price for Category

Bid price for warehousing necessary items, as required per Section 00 2118, Article 16.11

For the delivery & installation of Base Bid Furniture in accordance with the Contact Documents, including all supervision, labor, services & equipment necessary for the completion of the work for the following Lump Sum:

_____ Dollars

If bidding more than one complete category and the combination of categories will be discounted further than the individual categories, include discounted combined total in the "Form of Proposal".

DRAFT AIA® Document A151™ – 2007

Standard Form of Agreement between Owner and Vendor for Furniture, Furnishings and Equipment where the Basis of Payment is a Stipulated Sum

AGREEMENT made as of the « » day of « » in the year « »
(In words, indicate day, month and year.)

BETWEEN the Owner:
(Name, legal status, address and other information)

« »
« »
« »
« »

and the Vendor:
(Name, legal status, address and other information)

« »
« »
« »
« »

for the following Project:
(Name, location and detailed description)

«Masters»
« »
«templates»

The Architect:
(Name, legal status, address and other information)

« »
« »
« »
« »

The Owner and Vendor agree as follows.

ADDITIONS AND DELETIONS:

The author of this document has added information needed for its completion. The author may also have revised the text of the original AIA standard form. An *Additions and Deletions Report* that notes added information as well as revisions to the standard form text is available from the author and should be reviewed.

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

AIA Document A251-2007, General Conditions of the Contract for Furniture, Furnishings and Equipment, is adopted in this document by reference. Do not use with other general conditions unless this document is modified.

ELECTRONIC COPYING of any portion of this AIA® Document to another electronic file is prohibited and constitutes a violation of copyright laws as set forth in the footer of this document.

TABLE OF ARTICLES

1	THE CONTRACT DOCUMENTS
2	DATE OF COMMENCEMENT AND COMPLETION
3	CONTRACT SUM
4	PAYMENTS
5	ENUMERATION OF CONTRACT DOCUMENTS
6	MISCELLANEOUS PROVISIONS

ARTICLE 1 THE CONTRACT DOCUMENTS

§ 1.1 The Vendor shall fully execute the Work described in the Contract Documents.

§ 1.2 The Contract Documents consist of this Agreement, conditions of the Contract (General, Supplementary and other Conditions), Drawings, Specifications, Addenda issued prior to execution of this Agreement, other documents listed in this Agreement and Modifications issued after execution of this Agreement; these form the Contract and are as fully a part of the Contract as if attached to this Agreement or repeated herein. The Contract represents the entire and integrated agreement between the parties hereto and supersedes prior and subsequent negotiations, representations or agreements, either written or oral, unless the procedure for a change in terms is followed as described in Section 1.3. An enumeration of the Contract Documents, other than Modifications, appears in Article 5.

§ 1.3 A change in terms to this Agreement shall become valid only by means of a Modification signed by both the Owner and Vendor.

ARTICLE 2 DATE OF COMMENCEMENT AND COMPLETION

§ 2.1 The date of commencement of the Work shall be the date of this Agreement, unless a different date is stated below or provision is made for the date to be fixed in a notice to proceed issued by the Owner.

(Insert the date of commencement if it differs from the date of this Agreement or, if applicable, state that the date will be fixed in a notice to proceed.)

« »

§ 2.2 The Vendor shall complete the Work not later than the following date: « »

(Insert a calendar date. Unless stated elsewhere in the Contract Documents, insert any requirements for earlier completion of certain portions of the Work.)

Portion of Work

Substantial Completion date

ARTICLE 3 CONTRACT SUM

The Owner shall pay the Vendor the Contract Sum in current funds, including all applicable taxes, for the Vendor's performance of the Contract. The Contract Sum shall be « » (\$ « »), subject to additions and deductions as provided in the Contract Documents.

ARTICLE 4 PAYMENTS

§ 4.1 PAYMENT TERMS

The Owner shall make payments to the Vendor in conformance with the following payment terms:

(Insert payment terms, including net days from approval of application for payment and criteria for deposits, discounts, progress payments, special orders, changes, cancellations and restocking, and final payment.)

« »

§ 4.2 PROGRESS PAYMENTS

§ 4.2.1 Based upon applications for payment submitted to the Owner by the Vendor, the Owner shall make progress payments on account of the Contract Sum to the Vendor as provided below and elsewhere in the Contract Documents.

§ 4.2.2 Each application for payment shall be based on the payment terms as described in Section 4.1.1 and shall be prepared in such form and supported by such data to substantiate its accuracy as the Owner may require.

ARTICLE 5 ENUMERATION OF CONTRACT DOCUMENTS

§ 5.1 The Contract Documents, except for Modifications issued after execution of this Agreement, include this Agreement and the following other documents listed in Sections 5.2 through 5.6.

§ 5.2 The General Conditions are AIA Document A251™–2007, *General Conditions of the Contract for Furniture, Furnishings and Equipment*.

§ 5.3 The Supplementary Conditions, other Conditions of the Contract and Specifications are dated « » , and are as follows:
(Either list the Specifications here or refer to an exhibit attached to this Agreement. If a project manual is not used, indicate here.)

« »

Section	Title	Pages
---------	-------	-------

§ 5.4 The Drawings are enumerated as follows:
(Either list the Drawings here or refer to an exhibit attached to this Agreement.)

« »

Number	Title	Date
--------	-------	------

§ 5.5 Addenda, if any, are enumerated as follows:
(Either list the Addenda here or refer to an exhibit attached to this Agreement.)

« »

Number	Date	Pages
--------	------	-------

§ 5.6 Other Contract Documents are as follows:
(List only those portions of furniture, furnishings and equipment quotations or orders that are to be included in the Contract Documents.)

« »

ARTICLE 6 MISCELLANEOUS PROVISIONS

§ 6.1 The Vendor shall make no payment to persons employed by the Owner or consultants for the Owner, with regard to this Agreement, without disclosure and written approval of the Owner.

§ 6.2 The terms and provisions contained in the documents enumerated in Sections 5.2 through 5.5 shall take precedence over conflicting terms and provisions contained in documents enumerated in Section 5.6.

§ 6.3 The Vendor shall purchase and maintain insurance as set forth under Article 13 of A251–2007.
(List any required limits for insurance.)

Type of insurance

Limit of liability (\$0.00)

This Agreement entered into as of the day and year first written above.

OWNER (Signature)

« »« »

(Printed name and title)

VENDOR (Signature)

« »« »

(Printed name and title)

DRAFT AIA® Document A251™ – 2007

General Conditions of the Contract for Furniture, Furnishings and Equipment

for the following PROJECT:

(Name, location, and brief description)

« Masters »
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« templates »

THE OWNER:

(Name, legal status, address and other information)

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THE ARCHITECT:

(Name, legal status, address and other information)

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ADDITIONS AND DELETIONS:

The author of this document has added information needed for its completion. The author may also have revised the text of the original AIA standard form. An Additions and Deletions Report that notes added information as well as revisions to the standard form text is available from the author and should be reviewed.

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

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ARTICLE 1 GENERAL PROVISIONS

§ 1.1 BASIC DEFINITIONS

§ 1.1.1 The Contract Documents. The Contract Documents are enumerated in the Agreement between the Owner and Vendor (hereinafter the Agreement), and consist of the Agreement, Conditions of the Contract (General, Supplementary and other Conditions), Drawings, Specifications, Addenda issued prior to execution of the Contract, other documents listed in the Agreement, and Modifications issued after execution of the Contract. Unless specifically enumerated in the Agreement, the Contract Documents do not include other documents such as the request for quotation or the Vendor's quotation.

§ 1.1.2 Modification. A Modification is (1) a written amendment to the Contract signed by both parties or (2) a written order for a minor change in the Work issued by the Architect.

§ 1.1.3 The Contract. The Contract Documents form the Contract for Furniture, Furnishings and Equipment. The Contract represents the entire and integrated agreement between the parties hereto and supersedes prior negotiations, representations or agreements, either written or oral. The Contract may be amended or modified only by a Modification. The Contract Documents shall not be construed to create a contractual relationship of any kind (1) between the Architect and the Vendor; (2) between the Owner and a sub-vendor; (3) between the Owner and the Architect or the Architect's consultants; or (4) between any persons or entities other than the Owner and the Vendor. The Architect shall, however, be entitled to performance and enforcement of obligations under the Contract intended to facilitate performance of the Architect's duties.

§ 1.1.4 The Work. The term "Work" means the fabrication, shipping, warehousing, delivery, installation and all other labor, materials and activities required of the Vendor. The Work may constitute the whole or a part of the Project with regard to the furniture, furnishings and equipment required by the Contract Documents.

§ 1.1.5 The Project. The Project is the total construction and installation of which the Work performed under the Contract may be the whole or a part. Other vendors and contractors under separate agreements with the Owner may concurrently perform construction or other activities for the Project.

§ 1.1.6 The Drawings. The Drawings are the graphic and pictorial portions of the Contract Documents showing the design, location and dimensions of the Work, generally including plans, elevations, sections, details, schedules and diagrams.

§ 1.1.7 The Specifications. The Specifications are that portion of the Contract Documents consisting of the written requirements for furniture, furnishings, equipment, systems, quality and workmanship standards for the Work.

§ 1.1.8 Instruments of Service. Instruments of Service are representations, in any medium of expression now known or later developed, of the tangible and intangible creative work performed by the Architect and the Architect's consultants under their respective professional services agreements. Instruments of Service may include, without limitation, studies, surveys, models, sketches, drawings, specifications, and other similar materials.

§ 1.2 CORRELATION AND INTENT OF THE CONTRACT DOCUMENTS

§ 1.2.1 The intent of the Contract Documents is to include all items necessary for the proper execution and completion of the Work by the Vendor. The Contract Documents are complementary, and what is required by one shall be as binding as if required by all; performance by the Vendor shall be required only to the extent consistent with the Contract Documents and reasonably inferable from them as being necessary to produce the indicated results.

§ 1.2.2 Unless otherwise stated in the Contract Documents, words that have well-known technical or furniture, furnishings and equipment industry meanings are used in the Contract Documents in accordance with such recognized meanings.

§ 1.2.3 Terms capitalized in these General Conditions include those which are (1) specifically defined, (2) the titles of numbered articles and identified references to Sections in the document or (3) the titles of other documents published by the American Institute of Architects.

§ 1.3 OWNERSHIP AND USE OF DRAWINGS, SPECIFICATIONS AND OTHER INSTRUMENTS OF SERVICE

§ 1.3.1 The Architect and the Architect's consultants shall be deemed the authors and owners of their respective Instruments of Service, including the Drawings and Specifications, and will retain all common law, statutory and other reserved rights, including copyrights. The Vendor, sub-vendors and suppliers shall not own or claim a copyright in the Instruments of Service. Submittal or distribution to meet official regulatory requirements or for other purposes in connection with this Project is not to be construed as publication in derogation of the Architect's or Architect's consultants' reserved rights.

§ 1.3.2 The Vendor, sub-vendors and suppliers are authorized to use and reproduce the Instruments of Service provided to them solely and exclusively for execution of the Work. All copies made under this authorization shall bear the copyright notice, if any, shown on the Instruments of Service. The Vendor, sub-vendors and suppliers may not use the Instruments of Service on other projects or for additions to this Project outside the scope of the Work without the specific written consent of the Owner, Architect and the Architect's consultants.

§ 1.4 TRANSMISSION OF DATA IN DIGITAL FORM

If the parties intend to transmit Instruments of Service or any other information or documentation in digital form, they shall endeavor to establish necessary protocols governing such transmissions, unless otherwise already provided in the Agreement or the Contract Documents.

ARTICLE 2 OWNER

§ 2.1 GENERAL

The Owner is the person or entity identified as such in the Agreement and is referred to throughout the Contract Documents as if singular in number. The Owner shall designate in writing a representative who shall have express authority to bind the Owner with respect to all matters requiring the Owner's approval or authorization. Except as otherwise provided in Section 9.2.1, the Architect does not have such authority. The term "Owner" means the Owner or the Owner's authorized representative.

§ 2.2 INFORMATION AND SERVICES REQUIRED OF THE OWNER

§ 2.2.1 Unless otherwise provided in the Contract Documents, the Owner shall provide

- .1 areas of the Project premises that the Vendor may utilize in the performance of the Work;
- .2 access to the premises for the Vendor at reasonable times;
- .3 suitable space for receipt, inspection, acceptance and staging of materials, furniture, furnishings and equipment;
- .4 temporary utilities and facilities on the premises and vertical transportation necessary for progress and execution of the Work; and
- .5 security normal for the Project premises.

§ 2.2.2 The Owner shall furnish information or services required of the Owner by the Contract Documents with reasonable promptness. The Owner shall furnish any other information or services under the Owner's control and relevant to the Vendor's performance of the Work with reasonable promptness after receiving the Vendor's written request for such information or services.

ARTICLE 3 VENDOR

§ 3.1 GENERAL

§ 3.1.1 The Vendor is the person or entity identified as such in the Agreement and is referred to throughout the Contract Documents as if singular in number. The term "Vendor" means the Vendor or the Vendor's authorized representative.

§ 3.1.2 The Vendor shall perform the Work in accordance with the Contract Documents.

§ 3.1.3 The Vendor shall not be relieved of obligations to perform the Work in accordance with the Contract Documents either by activities or duties of the Architect in the Architect's administration of the Contract or by tests, inspections or approvals required or performed by persons or entities other than the Vendor.

§ 3.2 REVIEW OF CONTRACT DOCUMENTS AND INSPECTION OF PROJECT PREMISES BY VENDOR

§ 3.2.1 Execution of the Contract by the Vendor is a representation that the Vendor has visited the Project premises or, if the Project premises have not yet been constructed, has reviewed the documents pertaining thereto; has become familiar with local conditions under which the Work is to be performed and information relative to access to and use of the Project premises, as provided by the Owner under Section 2.2; and has correlated personal observations with requirements of the Contract Documents.

§ 3.2.2 Because the Contract Documents are complementary, the Vendor shall, before starting each portion of the Work, (1) carefully study and compare the various Drawings and other Contract Documents relative to that portion of the Work, as well as the information furnished by the Owner pursuant to Section 2.2.1; (2) take field measurements of any existing conditions related to that portion of the Work; and (3) observe any conditions of the access route or on the Project premises affecting the Work. These obligations are for the purpose of facilitating delivery and installation by the Vendor and are not for the purpose of discovering errors, omissions or inconsistencies in the Contract Documents; however, the Vendor shall report promptly to the Architect any errors, inconsistencies or omissions discovered or made known to the Vendor as a request for information in such form as the Architect may require. It is recognized that the Vendor's review of the Contract Documents is made in the Vendor's capacity as a Vendor and not as a licensed design professional, unless otherwise specifically provided in the Contract Documents.

§ 3.2.3 The Vendor is not required to ascertain that the Contract Documents are in accordance with applicable laws, statutes, ordinances, codes, rules and regulations, or lawful orders of public authorities, but the Vendor shall report promptly to the Architect any nonconformity discovered by or made known to the Vendor as a request for information in such form as the Architect may require.

§ 3.2.4 In addition to the Vendor's representations under Section 3.2.1, the Vendor shall, prior to shipment, delivery and installation, visit and inspect the Project premises in order to confirm the conditions under which the Work is to be performed; verify the stage of completion of the premises and the Project; determine availability of facilities for access, delivery, transportation and staging area; determine the physical and environmental restrictions imposed by the Owner and the condition of the premises and separate vendors; and correlate these observations with the requirements of the Contract Documents. The Vendor shall promptly report to the Owner conditions observed during such inspection or thereafter that would impede the Vendor's performance of the Work.

§ 3.2.5 If the Vendor believes that additional cost or time is involved because of clarifications or instructions the Architect issues in response to the Vendor's notices or requests for information pursuant to Sections 3.2.2, 3.2.3 and 3.2.4, the Vendor shall make Claims as provided in Article 15. If the Vendor fails to perform the obligations of Sections 3.2.2, 3.2.3, or 3.2.4, the Vendor shall pay such costs and damages to the Owner as would have been avoided if the Vendor had performed such obligations.

§ 3.3 SUPERVISION OF THE WORK

§ 3.3.1 The Vendor shall supervise and direct the Work, using the Vendor's best skill and attention. The Vendor shall be solely responsible for and have control over the means, methods, techniques, sequences and procedures of fabrication, shipment, delivery and installation, and for coordinating all portions of the Work under the Contract, unless the Contract Documents give other specific instructions concerning these matters.

§ 3.3.2 The Vendor shall be responsible to the Owner for acts and omissions of the Vendor's employees, sub-vendors and their agents and employees, and other persons or entities performing or providing portions of the Work to, for or on behalf of, the Vendor or any of its sub-vendors.

§ 3.3.3 The Vendor shall be responsible for inspection of portions of Work already performed to determine that such portions are in proper condition for subsequent Work.

§ 3.4 LABOR AND MATERIALS

§ 3.4.1 Unless otherwise provided in the Contract Documents, the Vendor shall provide and pay for labor, materials, furniture, furnishings and equipment, tools, installation equipment and machinery, delivery, and other facilities and services necessary for proper execution and completion of the Work, whether temporary or permanent and whether or not incorporated or to be incorporated into the Work.

§ 3.4.2 The Vendor shall not make substitutions until after evaluation by the Architect and approval by the Owner.

§ 3.4.3 The Vendor shall enforce strict discipline and good order among the Vendor's employees and other persons carrying out the Work. The Vendor shall not permit employment of unfit persons or persons not properly skilled in tasks assigned to them.

§ 3.5 TAXES

The Vendor shall pay all required sales, consumer, use and similar taxes for the Work provided by the Vendor.

§ 3.6 PERMITS, FEES NOTICES, AND COMPLIANCE WITH LAWS

§ 3.6.1 Unless otherwise provided in the Contract Documents, the Vendor shall secure and pay for permits, fees, licenses and inspections by government agencies necessary for proper execution and completion of the Work that are customarily secured after execution of the Contract and legally required as of that date.

§ 3.6.2 The Vendor shall comply with and give notices required by applicable laws, statutes, ordinances, codes, rules and regulations, and lawful orders of public authorities applicable to performance of the Work.

§ 3.6.3 If the Vendor performs Work knowing it to be contrary to applicable laws, statutes, ordinances, codes, rules and regulations, or lawful orders of public authorities, the Vendor shall assume appropriate responsibility for such Work and shall bear the costs attributable to correction.

§ 3.7 SUPERINTENDENT

The Vendor shall employ a competent superintendent and necessary assistants who shall be in attendance at the Project premises during performance of the Work. The superintendent shall represent the Vendor, and communications given to the superintendent shall be as binding as if given to the Vendor.

§ 3.8 VENDOR'S SCHEDULES

§ 3.8.1 The Vendor, promptly after being awarded the Contract, shall prepare and submit for the Owner's and Architect's information a Vendor's progress schedule for the Work. The schedule shall not exceed time limits established in the Contract Documents, shall be revised at appropriate intervals as required by the conditions of the Work and the Project, shall be related to the Project and related Work to the extent required by the Contract Documents, and shall provide for expeditious and practicable execution of the Work.

§ 3.8.2 The Vendor's progress schedule shall indicate dates for commencement and completion of phases of the Work, within the Contract Time, including dates for order placement, fabrication, shipping, delivery and installation. The schedule shall indicate other critical dates, such as deadlines for approval of submittals of colors, finishes, fabrics and other materials. The Vendor shall obtain and submit for the Owner's and the Architect's information written confirmation from sub-vendors of dates of fabrication and delivery.

§ 3.8.3 The Vendor shall prepare a submittal schedule, promptly after being awarded the Contract and thereafter as necessary to maintain a current submittal schedule, and shall submit the schedule(s) for the Architect's approval. The Architect's approval shall not be unreasonably delayed or withheld. The submittal schedule shall 1) be coordinated with the Vendor's progress schedule, and 2) allow the Architect reasonable time to review submittals. If the Vendor fails to submit a submittal schedule, the Vendor shall not be entitled to any increase in Contract Sum or extension of contract completion time based on the time required for review of submittals.

§ 3.8.4 The Vendor shall perform the Work in accordance with the most recent schedules submitted to the Owner and Architect.

§ 3.8.5 The Vendor shall cooperate with the Owner and Architect in coordinating the Vendor's progress schedule with those of separate Vendors and with the requirements of the Owner and Architect. The Vendor shall cooperate in determining mutually acceptable dates and times for delivery, installation and inspection of the Work, and use of services and facilities provided to the Vendor, all to be confirmed in writing within a reasonable time in advance of such dates and times.

§ 3.9 DOCUMENTS FOR THE OWNER'S RECORDS

The Vendor shall maintain for the Owner one copy of the Drawings, Specifications, Addenda and other Modifications, in good order and marked currently to indicate field changes and selections made during performance of the Work, and one copy of approved Shop Drawings, Product Data and similar required submittals. These shall be available to the Architect and shall be delivered to the Owner upon completion of the Work as a record of the Work installed.

§ 3.10 SHOP DRAWINGS, PRODUCT DATA AND SAMPLES

§ 3.10.1 Shop Drawings are drawings, diagrams, schedules and other data specially prepared for the Work by the Vendor or a sub-vendor to illustrate some portion of the Work.

§ 3.10.2 Product Data are manufacturer's illustrations, standard schedules, performance charts, instructions, brochures, diagrams and other information furnished by the Vendor to illustrate materials or equipment for some portion of the Work.

§ 3.10.3 Shop Drawings, Product Data and similar submittals are not Contract Documents. Their purpose is to demonstrate the way by which the Vendor proposes to conform to the information given and the design concept expressed in the Contract Documents. Informational submittals upon which the Architect is not expected to take responsive action may be so identified in the Contract Documents. The Architect may return without action submittals that are not required by the Contract Documents.

§ 3.10.4 The Vendor shall review for compliance with the Contract Documents, and approve and submit to the Architect, Shop Drawings, Product Data and similar submittals required by the Contract Documents in accordance with the submittal schedule approved by the Architect or, in the absence of an approved submitted schedule, with reasonable promptness and in such sequence as to cause no delay in the Work or in the activities of the Owner or of separate vendors.

§ 3.10.5 By submitting Shop Drawings, Product Data and similar submittals, the Vendor represents to the Owner and Architect that the Vendor has (1) reviewed and approved them, and (2) determined and verified materials, field measurements and field installation criteria related thereto, or will do so, and (3) checked and coordinated the information contained within such submittals with the requirements of the Work and of the Contract Documents.

§ 3.10.6 The Vendor shall perform no portion of the Work for which the Contract Documents require submittal and review of Shop Drawings, Product Data or similar submittals until the respective submittal has been approved by the Architect.

§ 3.10.7 The Work shall be in accordance with approved submittals, except that the Vendor shall not be relieved of responsibility for deviations from requirements of the Contract Documents by the Architect's approval of Shop Drawings, Product Data or similar submittals unless the Vendor has specifically informed the Architect in writing of such deviation at the time of submittal and (1) the Architect has given written approval to the specific deviation as a minor change in the Work or (2) a Modification to the Contract has been approved authorizing the deviation. The Vendor shall not be relieved of responsibility for errors or omissions in Shop Drawings, Product Data or similar submittals by the Architect's approval.

§ 3.10.8 The Vendor shall direct specific attention, in writing or on resubmitted Shop Drawings, Product Data or similar submittals, to revisions other than those requested by the Architect on previous submittals. In the absence of such written notice, the Architect's approval of a resubmission shall not apply to such revisions.

§ 3.10.9 Samples, once approved, constitute an express warranty that the goods will conform to the sample.

§ 3.10.10 When professional certification of performance criteria for furniture, furnishings and equipment is required by the Contract Documents, the Architect shall be entitled to rely upon the accuracy and completeness of such certifications.

§ 3.11 CLEANING UP

§ 3.11.1 The Vendor shall keep the premises and surrounding area free from accumulation of waste materials and other debris created by operations under the Contract. At completion of the Work, the Vendor shall remove waste

materials and other debris created by the Vendor's activities, the Vendor's tools, construction equipment, machinery and surplus materials from and about the Project.

§ 3.11.2 If the Vendor fails to clean up as provided in the Contract Documents, the Owner may do so, and the Owner shall be entitled to reimbursement from the Vendor for the cost thereof.

§ 3.12 INDEMNIFICATION

§ 3.12.1 To the fullest extent permitted by law, the Vendor shall indemnify and hold harmless the Owner, Architect, Architect's consultants, and agents and employees of any of them from and against claims, damages, losses and expenses, including but not limited to attorneys' fees, arising out of or resulting from performance of the Work, provided that such claim, damage, loss or expense is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property (other than the Work itself), but only to the extent caused by the negligent acts or omissions of the Vendor, a sub-vendor, anyone directly or indirectly employed by them or anyone for whose acts they may be liable, regardless of whether or not such claim, damage, loss or expense is caused in part by a party indemnified hereunder. Such obligation shall not be construed to negate, abridge or reduce other rights or obligations of indemnity which would otherwise exist as to a party or person described in this Section 3.12.

§ 3.12.2 In claims against any person or entity indemnified under this Section 3.12 by an employee of the Vendor, a sub-vendor, anyone directly or indirectly employed by them or anyone for whose acts they may be liable, the indemnification obligation under Section 3.12.1 shall not be limited by a limitation on amount or type of damages, compensation or benefits payable by or for the Vendor or a sub-vendor under workers' compensation acts, disability benefit acts or other employee benefit acts.

ARTICLE 4 TITLE AND RISK OF LOSS

§ 4.1 Title to all furniture, furnishings and equipment shall be transferred to the Owner upon acceptance by the Owner pursuant to Section 6.2 or upon payment in full to the Vendor, whichever occurs first.

§ 4.2 The risk of loss, with respect to all furniture, furnishings and equipment provided by the Vendor, shall remain on the Vendor until acceptance by the Owner pursuant to Section 6.2 of the furniture, furnishings and equipment, or designated portion thereof.

§ 4.3 The Owner shall be under no obligation to insure furniture, furnishings or equipment that does not conform to the Contract Documents or that the Owner has rejected. Under such circumstances, the risk of loss shall remain with the Vendor.

ARTICLE 5 DELIVERY AND INSTALLATION

§ 5.1 The Vendor shall make delivery of all furniture, furnishings and equipment in accordance with the Vendor's progress schedule or at a time agreed upon by the Owner and Architect.

§ 5.2 The Vendor shall become fully informed of the conditions relating to delivery, installation and labor under which the Vendor's Work will be performed. The Vendor shall employ the labor, and means and methods of carrying out the Vendor's Work as the conditions require.

§ 5.3 Delivery and installation of all furniture, furnishings and equipment shall be made to the location of the Project, as specified in the Contract Documents. Installation of furniture, furnishings and equipment shall include testing as required by the Contract Documents.

§ 5.4 The Vendor shall consult with the Owner to identify a route to be used within the Project premises from the point of initial delivery at the Project premises to the place of final placement or installation. After its selection, the route shall be made available to the Vendor for delivery of furniture, furnishings and equipment as provided in Section 5.1 and Section 5.2.

§ 5.5 The Vendor shall, within a reasonable time prior to delivery, provide the Owner with schedules for access and arrange for the use of elevators and unloading facilities.

§ 5.6 When the Vendor considers installation of all or a designated portion of the furniture, furnishings or equipment required by the Contract Documents to be complete, the Vendor shall advise the Owner and Architect in writing.

ARTICLE 6 ACCEPTANCE

§ 6.1 Prior to the tender of delivery by the Vendor, the Owner may conduct a preliminary inspection of the furniture, furnishings and equipment upon delivery for the purpose of verifying the delivery of such furniture, furnishings or equipment, including quantities. Such preliminary inspections shall not constitute acceptance of, taking charge over or control of such furniture, furnishings or equipment. Any defects, damage, deficiencies or nonconformity discovered by the Owner shall be reported to the Vendor.

§ 6.2 Upon completion of installation pursuant to Section 5.6, the Owner, with the assistance of the Architect, shall conduct an acceptance inspection. If the Owner determines that the furniture, furnishings and equipment comply with the requirements of the Contract Documents, the Owner shall notify the Vendor that the furniture, furnishings and equipment have been accepted. If the Owner determines that all or any portion of the furniture, furnishings or equipment do not conform to the requirements of the Contract Documents, the Owner shall reject such nonconforming portion by notifying the Vendor in writing of such rejection.

§ 6.3 If the Owner rejects all or any portion of the delivery, the Owner shall notify the Vendor within a reasonable time, which shall not be more than 30 days after the date of the inspection performed pursuant to Section 6.2. The notice shall include the specific basis for the Owner's rejection.

§ 6.4 If the Owner rejects all or any portion of the delivery, the Owner shall hold the rejected portion for a reasonable time to permit the Vendor to remove it from the Project premises.

§ 6.5 Upon rejection by the Owner, the Vendor shall have 30 days to provide acceptable evidence of arrangements to remedy the basis for rejection. If the Vendor remedies the basis for rejection, the Vendor shall notify the Owner in writing. The Owner shall have an additional period of time to conduct an acceptance inspection of the previously rejected furniture, furnishings or equipment. If the Owner agrees to accept the furniture, furnishings or equipment, the Owner shall so notify the Vendor in writing. If the Owner rejects the tender of such furniture, furnishings or equipment, the Owner shall notify the Vendor within a reasonable time, which shall not be more than 30 days. Such notice shall include the specific basis for rejection. Upon rejection, the Vendor shall remove the rejected furniture, furnishings or equipment from the Project premises.

§ 6.6 If furniture, furnishings or equipment that have been previously accepted are found not to comply with the requirements of the Contract Documents, the Owner shall be entitled to revoke acceptance so long as the Vendor does not suffer actual prejudice by virtue of the Owner's prior acceptance of such furniture, furnishings or equipment. Such revocation of acceptance shall be made by giving prompt notice to the Vendor. In such event, the Vendor shall proceed in accordance with Section 6.5.

§ 6.7 The provisions of this Article 6 do not preclude recovery of damages as provided by law.

ARTICLE 7 WARRANTIES

§ 7.1 The Vendor expressly warrants to the Owner and Architect that the Work complies with the requirements of the Contract Documents. The Vendor further warrants that the Owner shall receive the benefit of standard manufacturer's warranties and guarantees applicable to the Work.

§ 7.2 The Vendor provides to the Owner and Architect all warranties relating to the furniture, furnishings and equipment implied by law, including but not limited to the warranty of merchantability.

§ 7.3 The Vendor acknowledges that no exclusion of or limitation on warranties contained in any proposal, product literature or other submittal shall affect the warranties provided pursuant to Sections 7.1 and 7.2.

ARTICLE 8 PAYMENT

§ 8.1 Before the first application for payment, the Vendor shall submit to the Owner a quotation schedule showing the values allocated to each quotation for portions of the Work. The Vendor's quotation schedule shall be accompanied by a certified statement from the Vendor prepared in such form and supported by such data to substantiate its accuracy as the Owner may require. This schedule, when approved by the Owner, shall be submitted with each application for payment and shall be used as a basis for reviewing the Vendor's applications for payment.

§ 8.2 When payment is due pursuant to the payment terms of the Agreement, the Vendor shall submit to the Owner an itemized application for payment. Such application shall be notarized, if required by the Contract Documents, and supported by such data substantiating the Vendor's right to payment as the Owner may require, such as copies of bills of lading or requisitions from sub-vendors and equipment suppliers.

ARTICLE 9 ARCHITECT

§ 9.1 GENERAL

The Owner shall retain an architect lawfully licensed to practice architecture or an entity lawfully practicing architecture in the jurisdiction where the Project is located. That person or entity is identified as the Architect in the Agreement and is referred to throughout the Contract Documents as if singular in number.

§ 9.2 ADMINISTRATION OF THE CONTRACT

§ 9.2.1 The Architect will provide administration of the Contract as described in the Contract Documents and will be an Owner's representative during performance of the Work until final payment is due. The Architect will have authority to act on behalf of the Owner only to the extent provided in the Contract Documents, unless otherwise modified in writing in accordance with other provisions of the Contract.

§ 9.2.2 The Architect will assist the Owner in coordinating schedules for fabrication, delivery and installation of the Work, but will not be responsible for failure of the Vendor or a sub-vendor to meet schedules for completion or to perform their respective duties and responsibilities in conformance with such schedules.

§ 9.2.3 The Architect will visit the Project premises at intervals appropriate to the stage of the Vendor's operations, or as otherwise agreed with the Owner, to become generally familiar with the progress and quality of the portion of the Work completed; and to determine in general if the Work observed is being performed in a manner indicating that the Work, when fully completed, will be in accordance with the Contract Documents. However, the Architect will not be required to make exhaustive or continuous inspections at the Project premises to check the quality or quantity of the Work. The Architect will not have control over, charge of, or responsibility for, the means, methods, techniques, and sequences or procedures of fabrication, shipment, delivery or installation, or for the safety precautions and programs in connection with the Work, since these are solely the Vendor's rights and responsibilities under the Contract Documents, except as provided in Section 3.3.1.

§ 9.2.4 On the basis of the site visits, the Architect will keep the Owner reasonably informed about the progress and quality of the portion of the Work completed, and report to the Owner (1) known deviations from the Contract Documents and from the most recent construction schedule submitted by the Contractor, and (2) defects and deficiencies observed in the Work. The Architect will not be responsible for the Vendor's failure to perform the Work in accordance with the requirements of the Contract Documents. The Architect shall not have control over, charge of, or responsibility for acts or omissions of the Vendor, sub-vendors, their agents or employees, or any other persons or entities performing portions of the Work.

§ 9.2.5 The Architect has authority to order minor changes in the Work not involving an adjustment in the Contract Sum or an extension of the completion time, and not inconsistent with the intent of the Contract Documents. Such changes shall be effected by written order and shall be binding on the Owner and Vendor. The Vendor shall carry out such written orders promptly.

§ 9.2.6 Unless otherwise provided, the Architect's authority shall not extend to the receipt, inspection or acceptance on behalf of the Owner of furniture, furnishings and equipment at the time of their delivery to the Project premises and subsequent installation. The Architect is not authorized to reject nonconforming Work, stop the Work or terminate the Contract.

§ 9.2.7 The Architect may recommend to the Owner rejection of Work that does not conform to the Contract Documents. A recommendation by the Architect made in good faith shall not give rise to a duty or responsibility of the Architect to the Owner, Vendor, sub-vendors, their agents or employees, or other persons or entities performing portions of the Work.

ARTICLE 10 RELATED ACTIVITIES OF OWNER OR OF SEPARATE VENDORS

§ 10.1 OWNER'S RIGHT TO PERFORM RELATED ACTIVITIES AND TO AWARD SEPARATE CONTRACTS

§ 10.1.1 The Owner reserves the right to perform activities related to the Project with the Owner's own forces, and to award separate contracts in connection with other portions of the Project or other activities at the Project premises. If the Vendor claims that such action by the Owner involves delay or additional cost, the Vendor shall make such Claim as provided in Article 15.

§ 10.1.2 When separate contracts are awarded for different portions of the Project or other activities at the Project premises, the term "Vendor" in the Contract Documents in each case shall mean the vendor who executes each separate Owner-Vendor Agreement.

§ 10.1.3 The Owner shall provide for coordination of the activities of the Owner's own forces and of each separate vendor with the Work of the Vendor, who shall cooperate with them. The Vendor shall participate with other separate vendors and the Owner in reviewing their progress schedules. The Vendor shall make any revisions to the progress schedule deemed necessary after a joint review and mutual agreement. The progress schedules shall then constitute the schedules to be used by the Vendor, separate vendors and the Owner until subsequently revised.

§ 10.1.4 Unless otherwise provided in the Contract Documents, when the Owner performs activities related to the Project with the Owner's own forces, the Owner shall be deemed to be subject to the same obligations and to have the same rights that apply to the Vendor under the Contract, including, without excluding others, those stated in this Article 10, and in Article 3, Article 12 and Article 13 herein.

§ 10.2 MUTUAL RESPONSIBILITY

§ 10.2.1 The Vendor shall afford the Owner and separate vendors reasonable opportunity for introduction and storage of their materials and equipment and performance of their activities, and shall connect and coordinate the Vendor's activities with theirs as required by the Contract Documents.

§ 10.2.2 If part of the Vendor's Work depends for proper execution or results upon activities by the Owner or a separate vendor, the Vendor shall, prior to proceeding with that portion of the Work, promptly report to the Architect apparent discrepancies or defects resulting from their activities that would impede the Vendor in achieving proper execution and results. If the Vendor fails to report discrepancies or defects reasonably discoverable, it shall be responsible for deficiencies or defects in its Work due to such deficiencies or defects.

§ 10.2.3 The Vendor shall reimburse the Owner for costs the Owner incurs that are payable to a separate vendor because of the Vendor's delays, improperly timed activities or other damage to the Work of a separate vendor. The Owner shall be responsible to the Vendor for costs the Vendor incurs because of the delays, improperly timed activities or damage to the Work caused by a separate vendor.

§ 10.2.4 The Vendor shall promptly remedy damage it wrongfully causes to property of the Owner or separate vendors as provided in Section 12.2.4.

§ 10.3 OWNER'S RIGHT TO CLEAN UP

If a dispute arises among the Vendor, separate vendors and the Owner as to the responsibility under their respective contracts for maintaining the premises and surrounding area free from waste materials and rubbish, the Owner may clean up and, with the Architect's assistance, allocate the cost among those responsible.

ARTICLE 11 TIME

§ 11.1 DEFINITION OF DAY

The term "day" as used in the Contract Documents shall mean calendar day unless otherwise specifically defined.

§ 11.2 PROGRESS AND COMPLETION

§ 11.2.1 Time limits stated in the Contract Documents are of the essence of the Contract. By executing the Agreement, the Vendor confirms that the completion date stated in the Contract Documents provides a reasonable period for performing the Work.

§ 11.2.2 The Vendor shall not knowingly, except by agreement or instruction of the Owner in writing, prematurely commence operations on the Project premises prior to the effective date of insurance required by Article 13 to be

furnished by the Vendor and the Owner. The date of commencement of the Work shall not be changed by the effective date of such insurance.

§ 11.2.3 The Vendor shall proceed expeditiously with adequate forces and shall achieve completion by the mutually agreed upon completion date.

§ 11.3 DELAYS AND EXTENSIONS OF TIME

§ 11.3.1 If the Vendor is delayed at any time in the commencement or progress of the Work by an act or neglect of the Owner or Architect; or by changes ordered in the Work; or by labor disputes, fire, unusual delay in deliveries, unavoidable casualties or other causes beyond the Vendor's control; or by delay authorized by the Owner pending mediation and arbitration; or by other causes which the Architect determines may justify delay, the completion date shall be extended by mutual agreement between the Owner and the Vendor.

§ 11.3.2 CONFORMANCE TO AGREED-UPON SCHEDULES

§ 11.3.2.1 The Owner shall cooperate and coordinate its activities with the agreed-upon critical dates identified in the Vendor's progress schedule provided under Section 3.8.2.

§ 11.3.2.2 The Owner shall be responsible for costs the Vendor incurs, such as demurrage, warehousing, and storage or delivery charges, that are due to the Owner's failure to conform to the mutually agreed-upon progress schedule for the Work; to the Owner's failure, without justification, to accept delivery or final installation of furniture, furnishings and equipment; or to any other delays for which the Owner is responsible.

§ 11.3.3 Claims relating to time shall be made in accordance with applicable provisions of Article 15.

§ 11.3.4 This Section 11.3 does not preclude recovery of damages for delay by either party under other provisions of the Contract Documents.

ARTICLE 12 PROTECTION OF PERSONS AND PROPERTY

§ 12.1 SAFETY PRECAUTIONS AND PROGRAMS

The Vendor shall be solely responsible for initiating, maintaining and supervising all safety precautions and programs in connection with the performance of the Contract.

§ 12.2 SAFETY OF PERSONS AND PROTECTION OF PROPERTY

§ 12.2.1 The Vendor shall take reasonable precautions for safety of, and shall provide reasonable protection to prevent damage, injury or loss to

- .1 employees on the Work and other persons who may be affected thereby;
- .2 the Work and materials, furniture, furnishings and equipment to be incorporated therein, whether in storage on or off the Project premises, under care, custody or control of the Vendor or sub-vendors; and
- .3 other property at the Project premises or adjacent thereto, including property of the Owner, separate vendors or other persons, whether or not completed or installed.

§ 12.2.2 The Vendor shall comply with and give notices required by applicable laws, statutes, ordinances, codes, rules and regulations, and lawful orders of public authorities bearing on safety of persons or property or their protection from damage, injury or loss.

§ 12.2.3 When use or storage of flammable, volatile or other hazardous materials or equipment or unusual methods are necessary for execution of the Work, the Vendor shall exercise utmost care and carry on such activities under supervision of properly qualified personnel.

§ 12.2.4 The Vendor shall promptly remedy damage and loss to property, other than damage to the Work, caused in whole or in part by the Vendor or anyone directly or indirectly employed by the Vendor, except damage or loss attributable to acts or omissions of the Owner or Architect or anyone directly or indirectly employed by either of them, or by anyone for whose acts either of them may be liable, and not attributable to the fault or negligence of the Vendor.

ARTICLE 13 INSURANCE

§ 13.1 VENDOR'S LIABILITY INSURANCE

§ 13.1.1 The Vendor shall purchase from and maintain in a company or companies lawfully authorized to do business in the jurisdiction in which the Project is located such insurance as will protect the Vendor from claims set forth below which may arise out of or result from the Vendor's operations and completed operations under the Contract and for which the Vendor may be legally liable, whether such operations be by the Vendor, by a sub-vendor, by anyone directly or indirectly employed by any of them, or by anyone for whose acts any of them may be liable:

- .1 Claims under workers' compensation, disability benefit and other similar employee benefit acts which are applicable to the Work to be performed;
- .2 Claims for damages because of bodily injury, occupational sickness or disease, or death of the Vendor's employees;
- .3 Claims for damages because of bodily injury, sickness or disease, or death of any person other than the Vendor's employees;
- .4 Claims for damages insured by usual personal injury liability coverage;
- .5 Claims for damages, other than to the Work itself, because of injury to, or destruction of, tangible property, including loss of use resulting therefrom;
- .6 Claims for damages because of bodily injury, death of a person or property damage arising out of ownership, maintenance or use of a motor vehicle;
- .7 Claims for bodily injury or property damage arising out of completed operations;
- .8 Claims involving contractual liability insurance applicable to the Vendor's obligations under Section 3.12.1; and
- .9 Claims for products liability and completed-operations insurance.

§ 13.1.2 The insurance required by Section 13.1.1 shall be written for not less than the limits of liability specified in the Contract Documents or required by law, whichever coverage is greater. Coverages, whether written on an occurrence or claims-made basis, shall be maintained without interruption from the date of commencement of the Work until the date of final payment and termination of any coverage required to be maintained after final payment, and with respect to the Contractor's completed operations coverage, until the expiration of the period specified in the Contract Documents.

§ 13.1.3 Certificates of insurance acceptable to the Owner shall be filed with the Owner prior to commencement of the Work and thereafter upon renewal or replacement of each required policy of insurance. These certificates and the insurance policies required by Section 13.1.1 shall contain a provision that coverages afforded under the policies will not be canceled or allowed to expire until at least 30 days' prior written notice has been given to the Owner. An additional certificate evidencing continuation of liability coverage including coverage for completed operations shall be submitted with the final application for payment and thereafter upon renewal or replacement of such coverage until the expiration of the time required by Section 13.1.2. The Vendor shall provide information concerning reduction of coverage on account of revised limits or claims paid under the general aggregate, or both, with reasonable promptness.

ARTICLE 14 MISCELLANEOUS PROVISIONS

§ 14.1 GOVERNING LAW

This Agreement shall be considered to be for sale of goods and shall be governed by the Uniform Commercial Code (UCC) as adopted in the place where the Project is located. The Contract shall be governed by the law of the place where the Project is located, except, that if the parties have selected arbitration as the method of binding dispute resolution, the Federal Arbitration Act shall govern Section 9.6.

§ 14.2 SUCCESSORS AND ASSIGNS

The Owner and Vendor respectively bind themselves, their partners, successors, assigns and legal representatives to covenants, agreements and obligations contained in the Contract Documents. Neither party to the Contract shall assign the Contract as a whole without written consent of the other. If either party attempts to make such an assignment without such consent, that party shall nevertheless remain legally responsible for all obligations under the Contract.

ARTICLE 15 CLAIMS AND DISPUTES

§ 15.1 Definition. A Claim is a demand or assertion by one of the parties seeking, as a matter of right, payment of money or other relief with respect to the terms of the Contract. The term “Claim” also includes other disputes and matters in question between the Owner and Vendor arising out of or relating to the Contract. The responsibility to substantiate Claims shall rest with the party making the Claim.

§ 15.1.1 Notice of Claims. Claims by either party must be initiated by written notice to the other party within 21 days after occurrence of the event giving rise to such Claim or within 21 days after the claimant first recognizes the condition giving rise to the Claim, whichever is later.

§ 15.1.2 Continuing Contract Performance. Pending final resolution of a Claim, the Vendor shall proceed diligently with performance of the Contract, and the Owner shall continue to make payments in accordance with the Contract Documents.

§ 15.1.3 Claims for Consequential Damages. The Vendor and Owner waive Claims against each other for consequential damages arising out of or relating to this Contract. This mutual waiver includes

- .1 damages incurred by the Owner for rental expenses, losses of use, income, profit, financing, business and reputation, and for loss of management or employee productivity or of the services of such persons; and
- .2 damages incurred by the Vendor for principal office expenses, including the compensation of personnel stationed there; for losses of financing, business and reputation; and for loss of profit, except anticipated profit arising directly from the Work. Nothing contained in this Section 15.1.3 shall be deemed to preclude an award of liquidated damages, when applicable, in accordance with the requirements of the Contract Documents.

§ 15.2 RESOLUTION OF CLAIMS AND DISPUTES

Claims, including those alleging an error or omission by the Architect, shall be referred initially to the Architect. An initial recommendation in writing by the Architect, followed by negotiation of the parties, shall be required as a condition precedent to mediation, arbitration or litigation of all Claims between the Vendor and Owner arising prior to the date final payment is due, unless 30 days have passed after the Claim has been referred to the Architect with no recommendation having been made by the Architect.

§ 15.3 MEDIATION

§ 15.3.1 Any Claim arising out of or related to the Contract, except Claims relating to aesthetic effect and except those waived as provided for in Section 15.1.3, shall, after recommendation by the Architect or 30 days after submission of the Claim to the Architect, be subject to mediation as a condition precedent to arbitration or the institution of legal or equitable proceedings by either party.

§ 15.3.2 The parties shall endeavor to resolve their Claims by mediation, which, unless the parties mutually agree otherwise, shall be administered by the American Arbitration Association in accordance with its Construction Mediation Procedures in effect on the date of the Agreement. A request for mediation shall be made in writing, delivered to the other party to the Contract, and filed with the person or entity administering the mediation. The request may be made concurrently with the filing of a demand for arbitration, which shall be stayed pending mediation for a period of 60 days from the date of filing, unless stayed for a longer period by agreement of the parties or court order. If an arbitration is stayed pursuant to this Section, the parties may nonetheless proceed to the selection of the arbitrator(s) and agree upon a schedule for later proceedings.

§ 15.3.3 The parties shall share the mediator's fee and any filing fees equally. The mediation shall be held in the place where the Project is located, unless another location is mutually agreed upon. Agreements reached in mediation shall be enforceable as settlement agreements in any court having jurisdiction thereof.

§ 15.4 ARBITRATION

§ 15.4.1 Any Claim subject to, but not resolved by, mediation pursuant to Section 15.3 shall be subject to arbitration which, unless the parties mutually agree otherwise, shall be administered by the American Arbitration Association in accordance with its Construction Industry Arbitration Rules in effect on the date of the Agreement. A demand for arbitration shall be made in writing, delivered to the other party to the Contract, and filed with the person or entity

administering the arbitration. The party filing a notice of demand for arbitration must assert in the demand all Claims then known to that party on which arbitration is permitted to be demanded.

§ 15.4.1.1 A demand for arbitration shall be made no earlier than concurrently with the filing of a request for mediation, but in no event shall it be made after the date when the institution of legal or equitable proceedings based on such Claim would be barred by the applicable statute of limitations. For statute of limitations purposes, receipt of a written demand for arbitration by the person or entity administering the arbitration shall constitute the institution of legal or equitable proceedings based on the Claim.

§ 15.4.2 The award rendered by the arbitrator or arbitrators shall be final, and judgment may be entered upon it in accordance with applicable law in any court having jurisdiction thereof.

§ 15.4.3 The foregoing agreement to arbitrate and other agreements to arbitrate with an additional person or entity duly consented to by parties to the Agreement shall be specifically enforceable under applicable law in any court having jurisdiction thereof.

§ 15.4.4 CONSOLIDATION OR JOINDER

§ 15.4.4.1 Either party, at its sole discretion, may consolidate an arbitration conducted under this Agreement with any other arbitration to which it is a party provided that (1) the arbitration agreement governing the other arbitration permits consolidation; (2) the arbitrations to be consolidated substantially involve common questions of law or fact; and (3) the arbitrations employ materially similar procedural rules and methods for selecting arbitrator(s).

§ 15.4.4.2 Either party, at its sole discretion, may include by joinder persons or entities substantially involved in a common question of law or fact whose presence is required if complete relief is to be accorded in arbitration, provided that the party sought to be joined consents in writing to such joinder. Consent to arbitration involving an additional person or entity shall not constitute consent to arbitration of a Claim not described in the written consent.

§ 15.4.4.3 The Owner and Vendor grant to any person or entity made a party to an arbitration conducted under this Section 15.4, whether by joinder or consolidation, the same rights of joinder and consolidation as the Owner and Vendor under this Agreement.

SECTION 00 7343 - WAGE RATE REQUIREMENTS

PART 1 - GENERAL

1.1 FUNDING AND EMPLOYMENT CONDITIONS

- A. Due to funding sources for this Project, the Contract requires compliance with certain Federal State, and/or local requirements for wages paid by the Contractor, and conditions of employment.

1.2 REGULATIONS - STATE OF CONNECTICUT

- A. Wages paid to a mechanic, laborer or workman employed for the Work of this Project shall be at a rate equal to the rate customary or prevailing for the same work in the same trade or occupation. These customary or prevailing rates for wages have been determined by the State of Connecticut, and specifically identified for this Project.
- B. The Connecticut State Department of Labor has determined that this Project is subject to the prevailing wage requirements stipulated by Connecticut General Statute Section 31-53. The Contractor shall submit weekly, to the Owner, a payroll certification and a certified statement of compliance, in accordance with Public Act 93-392.
- C. Prior to receiving Final Payment, the Contractor shall certify to the Owner, that the wage paid to each mechanic, laborer, and workman for this Project was equal to or greater than the applicable prevailing rate.
- D. In addition to local ordinances, on which the above requirements are established, the Contractor shall comply with the applicable provisions of the Labor Laws enacted by the State of Connecticut, administered by the State Department of Labor.
- E. The following excerpt from Public Act 240, Section 1, is included for reference:

"The wages paid on an hourly basis to any mechanic, laborer, or workman employed upon the work herein contracted to be done and the amount of payment or contribution paid or payable on behalf of each such employee to any employee welfare fund, as defined in Section 31-78 of the General Statutes, shall be at a rate equal to the rate customary or prevailing for the same work in the same trade or occupation in the town in which such public works projects is being constructed. Any contractor who is not obligated by agreement to make payment or contribution on behalf of such employees to any such employee welfare fund shall pay to each employee as part of his wages the amount of payment or contribution for classification on each pay day."

- F. In the event that there is no prevailing wage rate set for the specific occupation or trade of a mechanic, laborer, or workman who is employed for the Work of this Project, the Contractor shall notify the Commissioner of the Connecticut State Department of Labor for a determination of the applicable wage rate.

- G. The prevailing wage rates set by the State for this Project shall be the minimum paid to mechanics, laborers, and workmen employed by the Contractor for these occupations on this Project. The Owner will not consider claims by the Contractor for additional compensation because of payment of wages in excess of these rates.
- H. The Contractor shall post copies of the State's schedule of rates at conspicuous points at the Project site, showing the prevailing minimum wages rates and the authorized deductions to be made from each wage category.
- I. The documents listed below have been issued by the Connecticut State Department of Labor, and they designate prevailing wage rates and required compliance forms pursuant to the Connecticut General Statutes. Documents listed are attached to the end of this Section. Original documents of the compliance statements and payroll certification form may be obtained from the State of Connecticut, Department of Labor, Regulation of Wages Division, 200 Folly Brook Boulevard, Wethersfield, Connecticut 06109-1114.
1. CT Department of Labor– Minimum Rates and Classifications for Building Construction (14 pages)
 2. Section 31-55: Prevailing Wage Law Poster (1 page)
 3. Section 31-53b. Construction Safety and Health Course (2 pages)
 4. Informational Bulletin – The 10-Hour OSHA Construction Safety and Health Course (2 pages)
 5. Notice to all Mason Contractors (1 page)
 6. CT General Statute 31-55a, RE: Annual adjustments to wage rates by contractors doing state work (1 page)
 7. Contracting Agency Certification Form (2 pages)
 8. Contractor Wage Certification Form (1 page)
 9. Payroll Certification Form (3 pages)
 10. Payroll Certification Form – Completed Sample (2 pages)
 11. Information Bulletin – Occupational Classifications (4 pages)
 12. CT Department of Labor Wage and Workplace Standards Division – FOOTNOTES (2 pages)

PART 2 - PRODUCTS [Not Used]

PART 3 - EXECUTION [Not Used]

END OF DOCUMENT 00 7343

Project: Nonnewaug High School Renovations

**Minimum Rates and Classifications
for Building Construction**

ID# : B 24674

**Connecticut Department of Labor
Wage and Workplace Standards Division**

By virtue of the authority vested in the Labor Commissioner under provisions of Section 31-53 of the General Statutes of Connecticut, as amended, the following are declared to be the prevailing rates and welfare payments and will apply only where the contract is advertised for bid within 20 days of the date on which the rates are established. Any contractor or subcontractor not obligated by agreement to pay to the welfare and pension fund shall pay this amount to each employee as part of his/her hourly wages.

Project Number:

Project Town: Woodbury

State#: 214-0093

FAP#:

Project: Nonnewaug High School Renovations

CLASSIFICATION	Hourly Rate	Benefits
1a) Asbestos Worker/Insulator (Includes application of insulating materials, protective coverings, coatings, & finishes to all types of mechanical systems; application of firestopping material for wall openings & penetrations in walls, floors, ceilings	38.25	27.96
1b) Asbestos/Toxic Waste Removal Laborers: Asbestos removal and encapsulation (except its removal from mechanical systems which are not to be scrapped), toxic waste removers, blasters.**See Laborers Group 7**		
1c) Asbestos Worker/Heat and Frost Insulator	39.00	28.76

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2) Boilermaker	38.34	26.01
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3a) Bricklayer, Cement Mason, Concrete Finisher (including caulking), Stone Masons	33.48	32.06 + a
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3b) Tile Setter	34.90	25.87
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3c) Terrazzo Mechanics and Marble Setters	31.69	22.35
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3d) Tile, Marble & Terrazzo Finishers	26.70	21.75
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3e) Plasterer	33.48	32.06
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-----LABORERS-----

4) Group 1: Laborers (common or general), acetylene burners, carpenter tenders, concrete specialists, wrecking laborers, fire watchers.	29.25	19.50
4a) Group 2: Mortar mixers, plaster tender, power buggy operators, powdermen, fireproofers/mixer/nozzlemans (Person running mixer and spraying fireproof only).	29.50	19.50
4b) Group 3: Jackhammer operators/pavement breaker, mason tender (brick), mason tender (cement/concrete), forklift operators and forklift operators (masonry).	29.75	19.50
4c) **Group 4: Pipelayers (Installation of water, storm drainage or sewage lines outside of the building line with P6, P7 license) (the pipelayer rate shall apply only to one or two employees of the total crew whose primary task is to actually perform the mating of pipe sections) P6 and P7 rate is \$26.80.	29.75	19.50
4d) Group 5: Air track operator, sand blaster and hydraulic drills.	29.75	19.50

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4e) Group 6: Blasters, nuclear and toxic waste removal.	31.00	19.50
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4f) Group 7: Asbestos/lead removal and encapsulation (except it's removal from mechanical systems which are not to be scrapped).	30.25	19.50
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4g) Group 8: Bottom men on open air caisson, cylindrical work and boring crew.	28.38	19.50
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4h) Group 9: Top men on open air caisson, cylindrical work and boring crew.	27.86	19.50
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4i) Group 10: Traffic Control Signalman	16.00	19.50
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5) Carpenter, Acoustical Ceiling Installation, Soft Floor/Carpet Laying, Metal Stud Installation, Form Work and Scaffold Building, Drywall Hanging, Modular-Furniture Systems Installers, Lathers, Piledrivers, Resilient Floor Layers.	32.60	25.34
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5a) Millwrights	33.14	25.74
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6) Electrical Worker (including low voltage wiring) (Trade License required: E1,2 L-5,6 C-5,6 T-1,2 L-1,2 V-1,2,7,8,9)	38.27	25.00 + 3% of gross wage
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7a) Elevator Mechanic (Trade License required: R-1,2,5,6)	51.71	32.645+a+b
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-----LINE CONSTRUCTION-----

Groundman	26.50	6.5% + 9.00
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Linemen/Cable Splicer	48.19	6.5% + 22.00
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8) Glazier (Trade License required: FG-1,2)	36.28	20.45 + a
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9) Ironworker, Ornamental, Reinforcing, Structural, and Precast Concrete Erection	35.47	33.39 + a
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----OPERATORS----

Group 1: Crane handling or erecting structural steel or stone, hoisting engineer 2 drums or over, front end loader (7 cubic yards or over), work boat 26 ft. and over and Tunnel Boring Machines. (Trade License Required)	39.30	24.05 + a
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Group 2: Cranes (100 ton rate capacity and over); Excavator over 2 cubic yards; Piledriver (\$3.00 premium when operator controls hammer); Bauer Drill/Caisson. (Trade License Required)	38.98	24.05 + a
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Group 3: Excavator; Backhoe/Excavator under 2 cubic yards; Cranes (under 100 ton rated capacity), Grader/Blade; Master Mechanic; Hoisting Engineer (all types of equipment where a drum and cable are used to hoist or drag material regardless of motive power of operation), Rubber Tire Excavator (Drott-1085 or similar); Grader Operator; Bulldozer Fine Grade. (slopes, shaping, laser or GPS, etc.). (Trade License Required)	38.24	24.05 + a
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Group 4: Trenching Machines; Lighter Derrick; Concrete Finishing Machine; CMI Machine or Similar; Koehring Loader (Skooper).	37.85	24.05 + a
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Group 5: Specialty Railroad Equipment; Asphalt Paver; Asphalt Reclaiming Machine; Line Grinder; Concrete Pumps; Drills with Self Contained Power Units; Boring Machine; Post Hole Digger; Auger; Pounder; Well Digger; Milling Machine (over 24" Mandrell)	37.26	24.05 + a
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Group 5 continued: Side Boom; Combination Hoe and Loader; Directional Driller; Pile Testing Machine.	37.26	24.05 + a
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Group 6: Front End Loader (3 up to 7 cubic yards); Bulldozer (rough grade dozer).	36.95	24.05 + a
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Group 7: Asphalt roller, concrete saws and cutters (ride on types), vermeer concrete cutter, Stump Grinder; Scraper; Snooper; Skidder; Milling Machine (24" and under Mandrell).	36.61	24.05 + a
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Group 8: Mechanic, grease truck operator, hydroblaster; barrier mover; power stone spreader; welding; work boat under 26 ft.; transfer machine.	36.21	24.05 + a
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Group 9: Front end loader (under 3 cubic yards), skid steer loader regardless of attachments, (Bobcat or Similar): forklift, power chipper; landscape equipment (including Hydroseeder).	35.78	24.05 + a
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Group 10: Vibratory hammer; ice machine; diesel and air, hammer, etc.	33.74	24.05 + a
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Group 11: Conveyor, earth roller, power pavement breaker (whiphammer), robot demolition equipment.	33.74	24.05 + a
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Group 12: Wellpoint operator.	33.68	24.05 + a
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Group 13: Compressor battery operator.	33.10	24.05 + a
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Group 14: Elevator operator; tow motor operator (solid tire no rough terrain).	31.96	24.05 + a
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Group 15: Generator Operator; Compressor Operator; Pump Operator; Welding Machine Operator; Heater Operator.	31.55	24.05 + a
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Group 16: Maintenance Engineer/Oiler.	30.90	24.05 + a
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Group 17: Portable asphalt plant operator; portable crusher plant operator; portable concrete plant operator.	35.21	24.05 + a
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Group 18: Power safety boat; vacuum truck; zim mixer; sweeper; (Minimum for any job requiring a CDL license).	32.79	24.05 + a
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-----PAINTERS (Including Drywall Finishing)-----

10a) Brush and Roller	32.72	20.45
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10b) Taping Only/Drywall Finishing	33.47	20.45
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10c) Paperhanger and Red Label	33.22	20.45
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10e) Blast and Spray	35.72	20.45
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11) Plumber (excluding HVAC pipe installation) (Trade License required: P-1,2,6,7,8,9 J-1,2,3,4 SP-1,2)	41.62	30.36
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12) Well Digger, Pile Testing Machine	33.01	19.40 + a
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Roofer: Cole Tar Pitch	41.00	16.50 + a
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Rofer: Slate, Tile, Composition, Shingles, Singly Ply and Damp/Waterproofing	39.50	16.50 + a
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15) Sheetmetal Worker (Trade License required for HVAC and Ductwork: SM-1,SM-2,SM-3,SM-4,SM-5,SM-6)	42.66	41.24
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16) Pipefitter (Including HVAC work) (Trade License required: S-1,2,3,4,5,6,7,8 B-1,2,3,4 D-1,2,3,4, G-1, G-2, G-8 & G-9)	41.62	30.36
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-----TRUCK DRIVERS-----

17a) 2 Axle	29.13	22.32 + a
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17b) 3 Axle, 2 Axle Ready Mix	29.23	22.32 + a
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17c) 3 Axle Ready Mix	29.28	22.32 + a
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17d) 4 Axle, Heavy Duty Trailer up to 40 tons	29.33	22.32 + a
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17e) 4 Axle Ready Mix	29.38	22.32 + a
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17f) Heavy Duty Trailer (40 Tons and Over)	29.58	22.32 + a
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17g) Specialized Earth Moving Equipment (Other Than Conventional Type on-the-Road Trucks and Semi-Trailers, Including Euclids)	29.38	22.32 + a
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18) Sprinkler Fitter (Trade License required: F-1,2,3,4)	43.92	15.84 + a
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19) Theatrical Stage Journeyman	25.76	7.34
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Welders: Rate for craft to which welding is incidental.

**Note: Hazardous waste removal work receives additional \$1.25 per hour for truck drivers.*

***Note: Hazardous waste premium \$3.00 per hour over classified rate*

ALL Cranes: When crane operator is operating equipment that requires a fully licensed crane operator to operate he receives an extra \$4.00 premium in addition to the hourly wage rate and benefit contributions:

1) Crane handling or erecting structural steel or stone; hoisting engineer (2 drums or over)

2) Cranes (100 ton rate capacity and over) Bauer Drill/Caisson

3) Cranes (under 100 ton rated capacity)

Crane with 150 ft. boom (including jib) - \$1.50 extra

Crane with 200 ft. boom (including jib) - \$2.50 extra

Crane with 250 ft. boom (including jib) - \$5.00 extra

Crane with 300 ft. boom (including jib) - \$7.00 extra

Crane with 400 ft. boom (including jib) - \$10.00 extra

All classifications that indicate a percentage of the fringe benefits must be calculated at the percentage rate times the "base hourly rate".

Apprentices duly registered under the Commissioner of Labor's regulations on "Work Training Standards for Apprenticeship and Training Programs" Section 31-51-d-1 to 12, are allowed to be paid the appropriate percentage of the prevailing journeymen hourly base and the full fringe benefit rate, providing the work site ratio shall not be less than one full-time journeyman instructing and supervising the work of each apprentice in a specific trade.

The Prevailing wage rates applicable to this project are subject to annual adjustments each July 1st for the duration of the project.

Each contractor shall pay the annual adjusted prevailing wage rate that is in effect each July 1st, as posted by the Department of Labor.

It is the contractor's responsibility to obtain the annual adjusted prevailing wage rate increases directly from the Department of Labor's website.

The annual adjustments will be posted on the Department of Labor's Web page: www.ct.gov/dol. For those without internet access, please contact the division listed below.

The Department of Labor will continue to issue the initial prevailing wage rate schedule to the Contracting Agency for the project.

All subsequent annual adjustments will be posted on our Web Site for contractor access.

Contracting Agencies are under no obligation pursuant to State labor law to pay any increase due to the annual adjustment provision.

As of: Tuesday, April 10, 2018

Project: Nonnewaug High School Renovations

Effective October 1, 2005 - Public Act 05-50: any person performing the work of any mechanic, laborer, or worker shall be paid prevailing wage

All Person who perform work ON SITE must be paid prevailing wage for the appropriate mechanic, laborer, or worker classification.

All certified payrolls must list the hours worked and wages paid to All Persons who perform work ON SITE regardless of their ownership i.e.: (Owners, Corporate Officers, LLC Members, Independent Contractors, et. al)

Reporting and payment of wages is required regardless of any contractual relationship alleged to exist between the contractor and such person.

~~Unlisted classifications needed for work not included within the scope of the classifications listed may be added after award only as provided in the labor standards contract clause (29 CFR 5.5 (a) (1) (ii)).

Please direct any questions which you may have pertaining to classification of work and payment of prevailing wages to the Wage and Workplace Standards Division, telephone (860)263-6790.

As of: Tuesday, April 10, 2018

SECTION 01 1009 – SUMMARY – Furniture and Technology Equipment

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 01 Specification Sections, apply to this Section.

1.2 SUMMARY

- A. This Section includes the following:
 - 1. Project information.
 - 2. Work covered by the Contract Documents.
 - 3. Work under separate contracts.
 - 4. Access to site.
 - 5. Work restrictions.
 - 6. Worker Conduct and Appearance – Work Rules.
 - 7. Specification formats and drawing conventions.
 - 8. Connecticut High Performance Building Standards Submittal Requirements
 - 9. Miscellaneous Provisions

1.3 PROJECT INFORMATION

- A. Project Identification: Nonnewaug High School, STATE PROJECT No. 214-0093 RN & 214-0096 BE/A/CV
 - 1. Project Location: 5 Minortown Rd, Woodbury, Connecticut 06798.
- B. Owner: Regional School District 14, 67 Washington Ave, Woodbury, CT 06798.
- C. Owner's Representative: Colliers International, 135 New Rd, Madison, CT 06443
 - 1. Owner's Representative Project Manager: Scott Pellman, PH # (860)395-0055 x177, scott.pellman@colliers.com
- D. Architect: Amy Samuelson, The S/L/A/M Collaborative, 80 Glastonbury Boulevard, Glastonbury, Connecticut 06033-4415, PH# 860-657-8077 asamuelson@slamcoll.com
- E. Interior Designer: Amanda Hastings, The S/L/A/M Collaborative, 80 Glastonbury Boulevard, Glastonbury, Connecticut 06033-4415, PH # 860-638-4247, ahastings@slamcoll.com
- F. Installation Coordination Manager: Christine Hopkins of Mathieu Hopkins Interior Design LLC, 2121 Durham Rd, Madison CT, 06443, PH 203-605-6960, chopkinsdesign@aol.com

- G. Architect's Consultants: The Architect has retained design professionals who have prepared designated portions of the Contract Documents. Refer to the Document entitled "Project Directory" for a list of consultants by design discipline and contact information.
- H. Construction Manager: O&G Industries. The construction manager is the constructor of the building and site under all phases of the project.

- 1. Construction Manager's Representative: Nelson Reis

1.4 WORK COVERED BY CONTRACT DOCUMENTS

- A. Project Overview: Nonnewaug High School is a high school serving 840 students in grades 9-12. It is located in an existing facility located at 5 Minorotwn Rd, Woodbury CT.
- B. Provide furniture, fixtures, furnishings and equipment in support of the high school renovation as indicated in the Contract Documents to include but not be limited to: furniture for offices, classrooms, science classroom/labs, specialty classrooms, cafeteria, media center, gymnasium and technology equipment for same.

1.5 PHASED CONSTRUCTION

- A. The Furniture and Technology Installation shall be conducted in multiple phases. Before commencing Work, coordinate with the Construction Manager's construction schedule showing the sequence, commencement and completion dates for all phases of the Work.

1.6 WORK BY OWNER

- A. General: Cooperate fully with the owner, owner's construction manager and separate contractors so work on other contracts may be carried out smoothly, without interfering with or delaying Work under this Contract. Coordinate the work of this Contract with work performed under separate contracts.
- B. Concurrent Work: Owner will perform the following construction operations at Project site. Those operations will be conducted simultaneously with work under this Contract.

- 1. Phase 2 of 3 work consists of the following:
 - a. Construction of new site improvements including bus drop and pickup lanes, parent drop-off, service requirements, parking for faculty and staff, limited students and visitors, and landscaping as indicated in the Phase 1 of 2 documents.
 - b. Construction of all site utilities including site drainage, domestic and fire suppression water systems, sanitary sewer connections, and below-grade electrical and tele/data duct banks.
 - c. Construction of three additions to the building and renovation of entire existing facility, totaling approximately 122,000 gross square feet.
 - 2. Phase 3 of 3 work consists of the following:
 - a. Installation of furniture and equipment at the end of each construction phase as designated by the CM or Owner's representative.

- b. Installation of technology equipment during each construction phase as designated by the CM or Owner's representative.

1.7 DELIVERY AND INSTALLATION SCHEDULE

- A. Delivery and installation in accordance with Schedule Constraints as indicated in Division 00 2118 Document entitled "Instructions to Bidders - Furniture".

1.8 USE OF PREMISES

- A. General: Vendors shall have limited use of premises for construction operations as indicated on Drawings by the Contract limits.
- B. Use of Site: Limit use of premises to areas within the Contract limits indicated. Do not disturb portions of Project site beyond areas in which the Work is indicated.
 - 1. Owner Occupancy: Allow for Owner occupancy of Project site and use by the public.
 - 2. Driveways and Entrances: Keep driveways loading areas, and entrances serving premises clear and available to Owner, Owner's employees, and emergency vehicles at all times. Do not use these areas for parking or storage of materials.
 - a. Schedule deliveries to minimize use of driveways and entrances.
 - b. Schedule deliveries to minimize space and time requirements for storage of materials and equipment on-site.
- C. Contractor Use of Premises:
 - 1. Smoking, consumption of alcohol and drug use are prohibited on the site.
 - 2. Repair damage caused by delivery and installation operations to all portion of the site.

1.9 OWNER OCCUPANCY

- A. Partial Owner Occupancy: The Owner reserves the right to occupy and to place and install equipment in completed areas of the building prior to Substantial Completion, provided such occupancy does not interfere with completion of the Work. Such placing of equipment and partial occupancy shall not constitute acceptance of the total Work.

1.10 WORK RESTRICTIONS

- A. Work Restrictions, General: Comply with restrictions on construction operations.
 - 1. Comply with limitations on use of public streets and with other requirements of authorities having jurisdiction.

1.11 WORKER CONDUCT AND APPEARANCE - WORK RULES:

- A. The conduct and appearance of each worker at the jobsite is of paramount importance. The Owner reserves the right to require any worker to be reassigned to work outside the Owner's property.
- B. Privacy: Conduct all work of the Contract with the maximum effort to maintain the privacy of the Owner's operations and staff.
- C. General Conduct and Demeanor: All construction workers shall treat all other construction workers, Owner's staff and the public professionally with respect and courtesy.
- D. Physical Appearance: Require each worker to dress appropriately in a clean, professional, non-offensive manner.
- E. Radios and Television: The use of entertainment devices including personal devices with headphones or earphones is strictly prohibited at all times. Control the volume of communication radios and loudspeakers to avoid creating a nuisance.
- F. Smoking: Smoking is strictly prohibited inside any building, inside the work area, and anywhere on Project Site's property, except in designated smoking-permitted areas.
- G. Drinking Alcohol and Illegal Drugs: Workers present at the jobsite under the influence of alcohol or illegal drugs shall be subject to disciplinary action and/or involvement by local authorities when necessary.
- H. Language: The use of foul/offensive language is strictly prohibited.
- I. Loud Conduct: Screaming, yelling and unnecessary loud conduct is strictly prohibited.
- J. Physical Actions: Running, horseplay, fighting and other unprofessional conduct is strictly prohibited. Fighting is a major infraction of the work rules.
- K. Stealing: Stealing of any materials, objects, furnishings, equipment, fixtures, supplies, clothing, or other items is prohibited and a major infraction.
- L. Sexual Harassment: All forms of physical and verbal sexual harassment including, without limitation: touching; whistling; sexually explicit stories, jokes, drawings, photos, and representations; exhibitionism; and all other sexually oriented offensive behavior is strictly prohibited.
- M. Warnings and Dismissal: For minor infractions of the rules, the Owner may issue a warning. Only one warning will be allowed per worker, and the second infraction shall result in immediate dismissal of the worker from the Owner's property. For major infractions such as invasion of privacy, the worker shall be dismissed immediately without warning and possibly subject to criminal prosecution.
- N. Notification of Workers: Clearly notify and educate each worker about these Work Rules and the requirements for worker conduct and appearance.

1.12 SPECIFICATION FORMATS AND DRAWING CONVENTIONS

- A. Specification Format: The Specifications are organized into Divisions and Sections using the 50-division format and CSI/CSC's "Master Format" numbering system.

1. Section Identification: The Specifications use Section numbers and titles to help cross-referencing in the Contract Documents. Sections in the Project Manual are in numeric sequence; however, the sequence is incomplete because all available Section numbers are not used. Consult the table of contents at the beginning of the Project Manual to determine numbers and names of Sections in the Contract Documents.
- B. Division 01 General Requirements: Requirements of Sections in Division 01 apply to the Work of all Sections in the Specifications.
- C. Specification Content: The Specifications use certain conventions for the style of language and the intended meaning of certain terms, words, and phrases when used in particular situations. These conventions are as follows:
 1. Abbreviated Language: Language used in the Specifications and other Contract Documents is abbreviated. Words and meanings shall be interpreted as appropriate. Words implied, but not stated, shall be inferred as the sense requires. Singular words shall be interpreted as plural, and plural words shall be interpreted as singular where applicable as the context of the Contract Documents indicates.
 2. Imperative mood and streamlined language are generally used in the Specifications. Requirements expressed in the imperative mood are to be performed by Contractor. Occasionally, the indicative or subjunctive mood may be used in the Section Text for clarity to describe responsibilities that must be fulfilled indirectly by Contractor or by others when so noted.
 - a. The words "shall," "shall be," or "shall comply with," depending on the context, are implied where a colon (:) is used within a sentence or phrase.
 3. Specification requirements shall be performed by Contractor unless specifically stated otherwise.
- D. Drawing Coordination: Requirements for materials and products identified on the Drawings are described in detail in the Specifications. One or more of the following are used on the Drawings to identify materials and products:
 1. Terminology: Materials and products are identified by the typical generic terms used in the individual Specifications Sections.
 2. Abbreviations: Materials and products are identified by abbreviations scheduled on Drawings.
 3. Keynoting: Materials and products are identified by reference keynotes referencing Specification Section numbers found in this Project Manual.

1.13 CONNECTICUT HIGH PERFORMANCE BUILDING STANDARDS REQUIREMENTS

- A. General: This Article includes requirements for compliance with Connecticut High Performance Standards for Schools as required by Connecticut General Statute 16a-38k, which are based on certain U.S. Green Building Council's (USGBC) LEED prerequisites and credits needed for the Project to obtain LEED Silver certification based on USGBC's "LEED 2009 for Schools New Construction and Major Renovations."
1. It has been determined that the Project shall not be submitted to obtain LEED certification.

However, the requirements as specified in this Article and other Divisions 01 through 33

Sections shall be followed to assure compliance with Connecticut High Performance Standards for Schools.

2. Other LEED prerequisites and credits needed to obtain compliance with Connecticut High Performance Standards for Schools are dependent on product selections and may not be specifically identified as LEED requirements. Compliance with requirements needed to obtain LEED prerequisites and credits may be used as one criterion to evaluate substitution requests and comparable product requests.
3. Additional LEED prerequisites and credits needed to obtain compliance with Connecticut High Performance Standards for Schools are dependent on the Architect's design and other aspects of the Project that are not part of the Work of the Contract.

B. ACTION SUBMITTALS

1. General: Submit additional LEED submittal requirements required by other Specification Sections.
2. LEED submittals are in addition to other submittals. If submitted item is identical to that submitted to comply with other requirements, submit duplicate copies as a separate submittal to verify compliance with indicated LEED requirements.
 - a. Refer to the LEED Submittal Cover Form attached to the end of this Section for electronic submittal form to be provided for LEED Submittals. Access to the electronic LEED Submittal Cover Form will be provided to the Contractor by the Architect upon award of the Contract.
3. LEED Documentation Submittals:
 - a. Credit IEQ 4.5: Product data for classroom furniture including all student and teacher desks, tables and seats confirming the products are GREENGUARD™ Children & Schools CertifiedSM.
 - 1) Submit for Categories: A; AC; B; BA; BB; C; DA; DB; E; EA; EB; F; H; M; O; T; TA and TB
 - b. Alternate to GREENGUARD™ Certification: For manufacturer's products not GREENGUARD™ Children & Schools CertifiedSM, provide documentation that products comply with one of the following test procedures.
 - 1) Calculated indoor air concentrations that are less than or equal to those in Table 1 below for furniture systems and seating determined by a procedure based on the U.S. Environmental Protection Agency's Environmental Technology Verification (ETV) Large Chamber Test Protocol for Measuring Emissions of VOC's and Aldehydes (September 1999) testing protocol conducted in an independent air quality testing laboratory.
 - 2) Calculated indoor air concentrations that are less than or equal to those established in Table 1 below for furniture systems and seating determined by a procedure based on BIFMA M7.1-2005 and X7.1-2005 testing protocol conducted in an independent third party air quality testing laboratory.
 - 3) Table 1:

Chemical Contaminant	Emission Limits Systems Furniture	Emission Limits Seating
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TVOC	0.5 mg/m3	0.25 mg/m3
Formaldehyde	50 parts per billion	25 parts per billion
Total Aldehydes	100 parts per billion	50 parts per billion
4 – Phenylcyclohexene (4-PCH)	0.0065 mg/m3	0.00325 mg/m3

1.14 CLEANING

- A. Establish a system for daily collection and disposal of waste materials from construction areas and elsewhere on the Project site. Enforce requirements strictly.
- B. Remove and legally dispose of all rubbish, debris, and damaged material. Do not allow trash and combustible materials to accumulate in the Building or on the site. Do not hold collected materials at the site.
 - 1. Do not bury or burn waste materials on the site.
 - 2. Do not wash waste materials into sewers or waterways.
- C. There will be no dumpster available, so vendor must remove all cardboard and debris from property.

1.15 MATERIAL AND EQUIPMENT

- A. Deliver, store and handle products in accordance with the manufacturer's recommendations, using means and methods that will prevent damage, deterioration and loss, including theft.
- B. Schedule delivery to minimize storage at the site and to prevent overcrowding of construction spaces.
- C. Deliver products to the site in the manufacturer's original sealed container or other packaging system, complete with labels and instructions for handling, storing, unpacking, protecting and installing.
- D. Store heavy materials away from the Project structure in a manner that will not endanger the supporting construction.
- E. Product Specification/Substitution Requirements: All proprietary names or products used for items listed in the specifications, are shown for purposes of description only and are not intended, nor should they be interpreted, to be an endorsement of any particular proprietary item. The words “or equal” are understood to follow all names of proprietary products, trade names, catalog numbers and detailed descriptions and shall be interpreted to mean any material, article, assembly or system, which in the opinion of the Owner is at least equal in quality, durability, appearance, strength and design to the equipment specified and will perform at least equally the functions imposed by the general design. The words “or equal” shall not be construed to permit substantial departure from the requirements of the specifications.

Each bidder shall clearly identify each individual time he proposes to furnish products in which a deviation occurs, in any respect, from that which is specified, by submitting with his bid a complete itemized list identifying each and every item wherein a deviation is proposed. The bidder shall, upon request and without cost to the owner furnish documents, independent laboratory tests, and similar

authenticated proof material to substantiate that the item proposed in his bid is "equal to" or "exceeding" that which is specified. Bids offering deviations shall be submitted in strict conformance to the requirements and procedures described herein, and failure to comply shall be just cause for rejection of the bid or the enforcement of supplying the item or items of equipment exactly as specified, without exception or recourse.

1.16 DELIVERY AND INSTALLATION REQUIREMENTS

- A. Inspect each product upon delivery and again immediately before installation. Do not install damaged or defective products, materials, or equipment.
- B. Tags: All items listed on the Schedule shall be tagged to indicate the title of the space into which they shall be installed.
- C. Installation: Equipment shall be removed from shipping containers and cartons, and shall be installed in the room or space for which it is tagged.
 - 1. Labels and other visible forms of vendor or manufacturer identification and information shall be removed.
 - 2. Items shall be assembled and set in place as directed by the Architect.
- D. Place the work in correct position and, unless specifically called for otherwise. Assemble and install parts of the work level, plumb, and square.
 - 1. Items shall be adjusted, lubricated, cleaned and otherwise prepared with all accessories and loose pieces installed as required for proper working order, and as otherwise necessary for a complete installation.
- E. During handling and installation of products at the Project site, clean and protect the work in progress, as well as the adjoining work, as part of a continuing maintenance program.
- F. Clean each element at the time of installation. Apply protective coverings on installed work, where required to protect from damage or deterioration, up to Substantial Completion and acceptance of the Work.
- G. Adjust and lubricate operable components of equipment installed.

1.17 REFERENCE STANDARDS

- A. Basic Contract definitions are included in the General Conditions of the Contract.
- B. Terms such as "directed", "requested", "authorized", "selected", "approved", "required", and "permitted" mean "directed by the Architect", and similar phrases. However, no implied meaning shall be interpreted to extend the Architect's responsibility into the Contractor's area of construction supervision.
- C. The term "approved", where used in conjunction with the Architect's action on the Contractor's submittals, applications, and requests, is limited to the duties and responsibilities of the Architect as

stated in General and Supplementary Conditions. Such approval shall not release the Contractor from responsibility to fulfill Contract requirements unless otherwise provided in the Contract Documents.

- D. The term "Regulations" includes laws, ordinances, statutes, and lawful orders issued by authorities having jurisdiction, as well as rules, conventions, and agreements within the construction industry that control performance of the Work, whether lawfully imposed by authorities having jurisdiction or not.
- E. The term "furnish" is used to mean "supply and deliver to the Project Site, ready for unloading, unpacking, assembly, installation, and similar operations."
- F. The term "install" is used to describe operations at project site including the actual "unloading, unpacking, assembly, erection, placing, anchoring, applying, working to dimension, finishing, curing, protecting, cleaning, and similar operations."
- G. The term "provide" means "to furnish and install, complete and ready for the intended use."
- H. The terms "Bidder" and "Vendor" shall be considered synonymous with "Contractor".
- I. Installer:
 - 1. An "Installer" is the Contractor or an entity engaged by the Contractor, either as an employee, subcontractor, or sub-subcontractor, for performance of a particular construction activity, including installation, erection, application, and similar operations.
 - 2. Installers are required to have verifiable experience in the operations they are engaged to perform.
 - 3. The term "experienced", when used with the term "Installer" means having a minimum of 5 previous projects similar in size and scope to this Project, being familiar with the precautions required, and having complied with requirements of the authority having jurisdiction.
- J. Project Site: Space available to the Contractor for delivery and installation operations, either exclusively or in conjunction with others performing other construction activities as part of the Project.
- K. Industry Organizations: Where abbreviations and acronyms are used in Specifications or other Contract Documents, they shall mean the recognized name of the entities indicated in Gale Research's "Encyclopedia of Associations" or in Columbia Books' "National Trade & Professional Associations of the U.S."

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION 01 1009

LEED™/CHPBS SUBMITTAL COVER FORM

Material or Product:	
Material Cost (less Labor and Equipment):	
Contractor/Installer:	Manufacturer:
Address:	Manufacturer Address:
Contact:	

Signed by: _____ Date: _____

Company: _____

Instructions to Contractor/Installer: Please complete the following information in all appropriate categories. Use one documentation sheet for each product or material (e.g. tile and grout each get their own sheet). Attach any other additional information to this sheet (e.g. cut sheets, letters from manufacturers, etc.)

LEED SS Credit 7.1 – Heat Island Effect, Non-Roof

Do non-roof impervious surfaces contain light-colored/high-albedo materials?

Components	Reflectance:

LEED SS Credit 7.2 – Heat Island Effect, Roof

Is the material/product EnergyStar compliant with high emissivity?

Product Name:	Yes/No	Reflectance:

LEED MR Credit 3 – Resource Reuse

Has the material/product been salvaged, refurbished or reused?

Origin of material:

LEED MR Credit 4 – Recycled Content

Does the material/product contain post-consumer and/or post-industrial content?

Percentage of post-consumer (PC) content?	
Percentage of post-industrial (PI) content?	

If only part of the assembly contains recycled content, fill in the detail chart below:

Assembly Components:	Weight:	% PC	% PI

LEED MR Credit 5.1 – Regional Materials, Manufactured Materials/Products

Was the material/product manufactured or fabricated regionally?

Location of manufacturer/fabricator:	
Miles to manufacturer/fabricator:	

LEED MR Credit 5.2 – Regional Materials, Harvested Materials/Products

Does the material/product contain regionally extracted, harvested or recovered raw materials?

Raw Materials:	Miles

LEED MR Credit 6 – Rapidly Renewable Materials

Does the material/product contain rapidly renewable materials?

Raw Materials:	% of Material \$

LEED MR Credit 7 – FSC Certified Wood Materials

Does the material/product contain FSC certified wood?

Component:	Chain-of-Custody Certificate #	% of Material \$

LEED EQ Credit 4.1 – Low-Emitting Materials, Adhesives and Sealants

Does the material/product comply with VOC limits of SCAQMD or BAAQM rules?

Product Name:	VOC Content

LEED EQ Credit 4.2 – Low-Emitting Materials, Paints and Coatings

Does the material/product comply with VOC and chemical component limits of Green Seal standard?

Product Name:	VOC Content	Chemical Content

LEED EQ Credit 4.3 – Low-Emitting Materials, Carpet

Does the material/product meet the Carpet and Rug Institute's Green Label IAQ Test Program?

Product Name:	Yes/No

LEED EQ Credit 4.4 – Low-Emitting Materials, Composite Wood and Agrifiber

Does the material/product contain added urea-formaldehyde resins?

Product Name:	Yes/No

SECTION 01 2610 - CONTRACT MODIFICATION PROCEDURES

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 01 Specification Sections, apply to this Section.

1.2 SUMMARY

- A. This Section specifies administrative and procedural requirements for handling and processing Contract modifications.

1.3 MINOR CHANGES IN THE WORK

- A. Architect will issue supplemental instructions authorizing Minor Changes in the Work, not involving adjustment to the Contract Price or the Contract Time, on form included at end of Part 3.

1.4 PROPOSAL REQUESTS

- A. Owner-Initiated Proposal Requests: Architect will issue a detailed description of proposed changes in the Work that may require adjustment to the Contract Price or the Contract Time. If necessary, the description will include supplemental or revised Drawings and Specifications.
 - 1. Proposal Requests issued by Architect are for information only. Do not consider them instructions either to stop work in progress or to execute the proposed change.
 - 2. Within 7 business days after receipt of Proposal Request, submit a quotation estimating cost adjustments to the Contract Price and the Contract Time necessary to execute the change.
 - a. Include a list of quantities of products required or eliminated and unit costs, with total amount of purchases and credits to be made. If requested, furnish survey data to substantiate quantities.
 - b. Indicate applicable taxes, delivery charges, equipment rental, and amounts of trade discounts.
 - c. Include costs of labor and supervision directly attributable to the change.
 - d. Include an updated schedule that indicates the effect of the change, including, but not limited to, changes in activity duration, start and finish times, and activity relationship. Use available total float before requesting an extension of the Contract Time.
- B. Contractor-Initiated Proposals: If latent or unforeseen conditions require modifications to the Contract, Contractor may propose changes by submitting a request for a change to Architect.
 - 1. Include a statement outlining reasons for the change and the effect of the change on the Work. Provide a complete description of the proposed change. Indicate the effect of the proposed change on the Contract Price and the Contract Time.

2. Include a list of quantities of products required or eliminated and unit costs, with total amount of purchases and credits to be made. If requested, furnish survey data to substantiate quantities.
3. Indicate applicable taxes, delivery charges, equipment rental, and amounts of trade discounts.
4. Include costs of labor and supervision directly attributable to the change.
5. Include an updated Contractor's Construction Schedule that indicates the effect of the change, including, but not limited to, changes in activity duration, start and finish times, and activity relationship. Use available total float before requesting an extension of the Contract Time.
6. Comply with requirements in Division 01 Section "Substitution Procedures" if the proposed change requires substitution of one product or system for product or system specified.

C. Proposal Request Form: Use form included at the end of Part 3.

1.5 CHANGE ORDER PROCEDURES

- A. On Owner's approval of a Proposal Request, Architect will issue a Change Order for signatures of Owner and Contractor on AIA Document G701. Vendor is limited to 10% maximum profit on such change orders.

1.6 CONSTRUCTION CHANGE DIRECTIVE

- A. Construction Change Directive: Architect may issue a Construction Change Directive on form included at end of Part 3. Construction Change Directive instructs Contractor to proceed with a change in the Work, for subsequent inclusion in a Change Order.

1. Construction Change Directive contains a complete description of change in the Work. It also designates method to be followed to determine change in the Contract Price or the Contract Time.

- B. Documentation: Maintain detailed records on a time and material basis of work required by the Construction Change Directive.

1. After completion of change, submit an itemized account and supporting data necessary to substantiate cost and time adjustments to the Contract.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION 01 2610

T h e S / L / A / M C o l l a b o r a t i v e

Supplemental Instructions No. 1

Architecture
Planning
Interior Architecture
Structural Engineering
Landscape Architecture
Construction Services

To:

Date:

Project:

Project No:

The Work shall be carried out in accordance with the following supplemental instructions issued in accordance with the Contract Documents without change in Contract Sum or Contract Time. Prior to proceeding in accordance with these instructions, indicate your acceptance of these instructions for minor change to the Work as consistent with the Contract Documents and return a copy to the Architect.

Item	Description
------	-------------

Issued:

Accepted:

By:

By:

Distribution:

Atlanta, GA

Boston, MA

Somerset Square
80 Glastonbury Boulevard
Glastonbury
Connecticut 06033-4415
Phone 860 657.8077
Fax 860 657.3141

mail@slamcoll.com
www.slamcoll.com

T h e S / L / A / M C o l l a b o r a t i v e

Proposal Request No. 1

Architecture
Planning
Interior Architecture
Structural Engineering
Landscape Architecture
Construction Services

To:

Date:

Project:

Project No.:

Distribution:

Please submit an itemized quotation for changes in the Contract Sum and/or Time incidental to proposed modifications to the Contract Documents described herein.

This is not a change order nor a directive to proceed with the following work.

Item:

Description of Revisions:

Atlanta, GA

Boston, MA

Somerset Square
80 Glastonbury Boulevard
Glastonbury
Connecticut 06033-4415
Phone 860 657.8077
Fax 860 657.3141

mail@slamcoll.com
www.slamcoll.com

End of Proposal Request

The S / L / A / M Collaborative

Construction Change Directive No.

*Architecture
Planning
Interior Architecture
Structural Engineering
Landscape Architecture
Construction Services*

To:

Date:

Project No.:

Contract For:

Contract Date:

Project:

Distribution:

You are hereby directed to make the following change(s) in this Contract:

Proposed Adjustments

1. The Proposed basis of adjustment to the Contract Sum or Guaranteed Maximum Price is:
☐ Lump Sum increase / decrease of \$
☐ Unit Price of \$ per
☐ as provided in Subparagraph 7.3.6 of AIA document A201, 2007 edition.
☐ as follows:
2. The Contract Time is proposed to be adjusted / remain unchanged. The proposed adjustment, if any, is an increase / a decrease of days.

When signed by the Owner and Architect and received by the Contractor, the document becomes effective IMMEDIATELY as a Construction Change Directive (CCD), and the Contractor shall proceed with the change described above.

Signature by the Contractor indicates the Contractor's agreement with the proposed adjustments in the Contract Sum and Construction Contract Time set forth in this Change Directive.

Atlanta, GA

Boston, MA

Architect

Owner

Contractor

By

By

By

Date

Date

Date

*Somerset Square
80 Glastonbury Boulevard
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SECTION 01 2905 - PAYMENT PROCEDURES

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 01 Specification Sections, apply to this Section.

1.2 SUMMARY

- A. This Section specifies administrative and procedural requirements necessary to prepare and process Applications for Payment.
- B. Related Sections include the following:
 - 1. Division 01 Section "Contract Modification Procedures" for administrative procedures for handling changes to the Contract.

1.3 DEFINITIONS

- A. Schedule of Values: A statement furnished by Contractor allocating portions of the Contract Sum to various portions of the Work and used as the basis for reviewing Contractor's Applications for Payment.

1.4 SCHEDULE OF VALUES

- A. Coordination: Coordinate preparation of the Schedule of Values with preparation of Contractor's Construction Schedule.
 - 1. Correlate line items in the Schedule of Values with other required administrative forms and schedules, including the following:
 - a. Application for Payment forms with Continuation Sheets.
 - b. Submittals Schedule.
 - c. Items required to be indicated as separate activities in Contractor's construction schedule.
 - 2. Submit the Schedule of Values to Architect at earliest possible date but no later than seven days before the date scheduled for submittal of initial Applications for Payment.
 - 3. Sub-schedules for Phased Work: Where the Work is separated into phases requiring separately phased payments, provide sub-schedules showing values correlated with each phase of payment.
 - 4. Sub-schedules for Separate Elements of Work: Where the Contractor's construction schedule defines separate elements of the Work, provide sub-schedules showing values correlated with each element.
- B. Format and Content: Use the Project Manual table of contents as a guide to establish line items for the Schedule of Values. Provide at least one line item for each Specification Section.

1. Identification: Include the following Project identification on the Schedule of Values:
 - a. Project name and location.
 - b. Name of Architect.
 - c. Architect's project number.
 - d. Contractor's name and address.
 - e. Date of submittal.
2. Arrange schedule of values consistent with format of AIA Document G703.
3. Arrange the Schedule of Values in tabular form with separate columns to indicate the following for each item listed:
 - a. Related Specification Section or Division.
 - b. Description of the Work.
 - c. Name of subcontractor.
 - d. Name of manufacturer or fabricator.
 - e. Name of supplier.
 - f. Change Orders (numbers) that affect value.
 - g. Dollar value of the following, as a percentage of the Contract Sum to nearest one-hundredth percent, adjusted to total 100 percent.
 - 1) Labor.
 - 2) Materials.
 - 3) Equipment.
4. Provide a breakdown of the Contract Sum in enough detail to facilitate continued evaluation of Applications for Payment and progress reports. Coordinate with the Project Manual table of contents.
 - a. Provide several line items for principal subcontract amounts, where appropriate. Include separate line items under required principal subcontracts for LEED documentation and other project closeout requirements, including operation and maintenance manuals, punch list activities and demonstration and training, in the amount of 5 percent of the Contract Sum.
5. Round amounts to nearest whole dollar; total shall equal the Contract Sum.
6. Provide a separate line item in the Schedule of Values for each part of the Work where Applications for Payment may include materials or equipment purchased or fabricated and stored, but not yet installed.
 - a. Differentiate between items stored on-site and items stored off-site. If required, include evidence of insurance or bonded warehousing.
7. Provide separate line items in the Schedule of Values for initial cost of materials, for each subsequent stage of completion, and for total installed value of that part of the Work.
8. Each item in the Schedule of Values and Applications for Payment shall be complete. Include total cost and proportionate share of general overhead and profit for each item.

- a. Temporary facilities and other major cost items that are not direct cost of actual work-in-place may be shown either as separate line items in the Schedule of Values or distributed as general overhead expense, at Contractor's option.
9. Schedule Updating: Update and resubmit the Schedule of Values before the next Applications for Payment when Change Orders or Construction Change Directives result in a change in the Contract Sum.

1.5 APPLICATIONS FOR PAYMENT

- A. Each Application for Payment shall be consistent with previous applications and payments as certified by Architect and paid for by Owner.
 1. Initial Application for Payment, Application for Payment at time of Substantial Completion, and final Application for Payment involve additional requirements.
- B. Payment Application Times: The date for each progress payment is indicated in the Agreement between Owner and Contractor. The period of construction Work covered by each Application for Payment is the period indicated in the Agreement.
- C. Application for Payment Forms: Use AIA Document G702 and AIA Document G703 Continuation Sheets as form for Applications for Payment.
- D. Application Preparation: Complete every entry on form. Notarize and execute by a person authorized to sign legal documents on behalf of Contractor. Architect will return incomplete applications without action.
 1. Entries shall match data on the Schedule of Values and Contractor's Construction Schedule. Use updated schedules if revisions were made.
 2. Include amounts for work completed following previous Application for Payment, whether or not payment has been received. Include only amounts for work completed at time of Application for Payment.
 3. Include amounts of Change Orders and Construction Change Directives issued before last day of construction period covered by application.
 4. Indicate separate amounts for work being carried out under Owner-requested project acceleration.
- E. Stored Materials: Include in Application for Payment amounts applied for materials or equipment purchased or fabricated and stored, but not yet installed. Differentiate between items stored on-site and items stored off-site.
 1. Provide certificate of insurance, evidence of transfer of title to Owner, and consent of surety to payment, for stored materials.
 2. Provide supporting documentation that verifies amount requested, such as paid invoices. Match amount requested with amounts indicated on documentation; do not include overhead and profit on stored materials.
 3. Provide summary documentation for stored materials indicating the following:
 - a. Materials previously stored and included in previous Applications for Payment.
 - b. Work completed for this Application utilizing previously stored materials.

- c. Additional materials stored with this Application.
 - d. Total materials remaining stored, including materials with this Application.
- F. Transmittal: Submit 3 signed and notarized original copies of each Application for Payment to Architect by a method ensuring receipt within 24 hours. One copy shall include waivers of lien and similar attachments if required.
 - 1. Transmit each copy with a transmittal form listing attachments and recording appropriate information about application.
- G. Waivers of Mechanic's Lien: With each Application for Payment, submit waivers of mechanic's liens from subcontractors, sub-subcontractors, and suppliers for construction period covered by the previous application.
 - 1. Submit partial waivers on each item for amount requested in previous application, after deduction for retainage, on each item.
 - 2. When an application shows completion of an item, submit final or full waivers.
 - 3. Owner reserves the right to designate which entities involved in the Work must submit waivers.
 - 4. Submit final Application for Payment with or preceded by final waivers from every entity involved with performance of the Work covered by the application who is lawfully entitled to a lien.
 - 5. Waiver Forms: Submit waivers of lien on forms, executed in a manner acceptable to Owner.
- H. Initial Application for Payment: Administrative actions and submittals that must precede or coincide with submittal of first Application for Payment include the following:
 - 1. List of subcontractors.
 - 2. List of principal suppliers and fabricators.
 - 3. Schedule of Values.
 - 4. LEED submittal for project materials cost data.
 - 5. Contractor's Construction Schedule (preliminary if not final).
 - 6. Products list (preliminary if not final).
 - 7. LEED action plans.
 - 8. Schedule of unit prices.
 - 9. Submittals Schedule (preliminary if not final).
 - 10. List of Contractor's staff assignments.
 - 11. List of Contractor's principal consultants.
 - 12. Copies of building permits.
 - 13. Copies of authorizations and licenses from authorities having jurisdiction for performance of the Work.
 - 14. Initial progress report.
 - 15. Report of preconstruction conference.
 - 16. Certificates of insurance and insurance policies.
 - 17. Performance and payment bonds.
 - 18. Data needed to acquire Owner's insurance.
 - 19. Initial settlement survey and damage report, if required.
- I. Application for Payment at Substantial Completion: After issuing the Certificate of Substantial Completion, submit an Application for Payment showing 100 percent completion for portion of the Work claimed as substantially complete.

1. Include documentation supporting claim that the Work is substantially complete and a statement showing an accounting of changes to the Contract Sum.
 2. This application shall reflect Certificates of Partial Substantial Completion issued previously for Owner occupancy of designated portions of the Work.
- J. Final Payment Application: Submit final Application for Payment with releases and supporting documentation not previously submitted and accepted, including, but not limited, to the following:
1. Evidence of completion of Project closeout requirements.
 2. Insurance certificates for products and completed operations where required and proof that taxes, fees, and similar obligations were paid.
 3. Updated final statement, accounting for final changes to the Contract Sum.
 4. AIA Document G706, "Contractor's Affidavit of Payment of Debts and Claims."
 5. AIA Document G706A, "Contractor's Affidavit of Release of Liens."
 6. AIA Document G707, "Consent of Surety to Final Payment."
 7. Evidence that claims have been settled.
 8. Final meter readings for utilities, a measured record of stored fuel, and similar data as of date of Substantial Completion or when Owner took possession of and assumed responsibility for corresponding elements of the Work.
 9. Final liquidated damages settlement statement, if applicable.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION 01 2905

SECTION 01 3310 — SUBMITTAL PROCEDURES

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 01 Specification Sections, apply to this Section.

1.2 SUMMARY

- A. This Section includes administrative and procedural requirements for submittals required for performance of the Work, including the following:
 - 1. Contractor's construction schedule.
 - 2. Shop Drawings.
 - 3. Product Data.
 - 4. Samples.
- B. Administrative Submittals: Refer to other Division 01 Sections and other Contract Documents for requirements for administrative submittals. Such submittals include, but are not limited to, the following:
 - 1. Permits.
 - 2. Applications for Payment.
 - 3. Performance and payment bonds.
 - 4. Insurance certificates.
 - 5. List of subcontractors.
- C. Related Sections: The following Sections contain requirements that relate to this Section:
 - 1. Division 01 Section "Payment Procedures" specifies requirements for submittal of the Schedule of Values.
 - 2. Division 01 Section "Closeout Procedures" for submitting warranties.
 - 3. Division 01 Section "Operation and Maintenance Data" for submitting operation and maintenance manuals.
 - 4. Divisions 02 through 33 Sections for specific requirements for submittals in those Sections.

1.3 DEFINITIONS

- A. Action Submittals: Written and graphic information that requires Architect's responsive action. Action submittals are those submittals indicated in individual Specification Sections as "action submittals."
- B. Informational Submittals: Written information that does not require Architect's responsive action. Submittals may be rejected for not complying with requirements. Informational submittals are those submittals indicated in individual Specification Sections as "informational submittals."

- C. Portable Document Format (PDF): An open standard file format licensed by Adobe Systems used for representing documents in a device-independent and display resolution-independent fixed-layout document format.
- D. Field samples are full-size physical examples erected on-site to illustrate finishes, coatings, or finish materials. Field samples are used to establish the standard by which the Work will be judged.
- E. Mockups are full-size assemblies for review of construction, coordination, testing, or operation; they are not Samples.

1.4 SUBMITTAL ADMINISTRATIVE REQUIREMENTS

- A. Coordination: Coordinate preparation and processing of submittals with performance of construction activities. Transmit each submittal sufficiently in advance of performance of related construction activities to avoid delay.
 - 1. Coordinate each submittal with fabrication, purchasing, testing, delivery, other submittals, and related activities that requires sequential activity.
 - 2. Submit all submittal items required for each Specification Section concurrently unless partial submittals for portions of the Work are indicated on approved submittal schedule.
 - 3. Submit action submittals and informational submittals required by the same Specification Section as separate packages under separate transmittals.
 - 4. Coordinate transmittal of different types of submittals for related elements of the Work so processing will not be delayed by the need to review submittals concurrently for coordination.
 - a. Architect reserves the right to withhold action on a submittal requiring coordination with other submittals until related submittals are received.
 - 5. Processing: To avoid the need to delay installation as a result of the time required to process submittals, allow sufficient time for submittal review, including time for resubmittals. Time for review shall commence on Architect's receipt of submittal. No extension of the Contract Time will be authorized because of failure to transmit submittals enough in advance of the Work to permit processing, including resubmittals.
 - a. Initial Review: Allow a reasonable amount of time, but not less than 10 business days, for initial review. Allow additional time if the Architect must delay processing to permit coordination with subsequent submittals. Architect will advise Contractor when a submittal being processed must be delayed for coordination.
 - b. Intermediate Review: If an intermediate submittal is necessary, process the same as the initial submittal.
 - c. Resubmittal Review: Allow 10 business days for reprocessing each resubmittal.
 - 6. Sequential Review: Where sequential review of submittals by Architect's consultants, Owner, or other parties is indicated, allow 21 business days for initial review of each submittal.
 - 7. Concurrent Consultant Review: Where the Contract Documents indicate that submittals may be transmitted simultaneously to Architect and Architect's consultants, allow 15 business days for review of each submittal. Submittal will be returned to Architect before being returned to Contractor.
 - 8. Consultants: Refer to Document entitled: "Project Directory" for list of consultants.

- B. Submittals Schedule: Provide a list of submittals and time requirements for scheduled performance of related construction activities.
- C. Electronic Submittals: Unless otherwise approved by the Architect, provide electronic submittals. Identify and incorporate information in each electronic submittal file as follows:
1. Assemble complete submittal package into a single indexed file incorporating submittal requirements of a single Specification Section and transmittal form with links enabling navigation to each item.
 - a. Electronic Submittal Format: PDF electronic file
 2. Name file with submittal number or other unique identifier, including revision identifier.
 - a. File name shall use project identifier and Specification Section number followed by a decimal point and then a sequential number (e.g., LNHS-061000.01). Resubmittals shall include an alphabetic suffix after another decimal point (e.g., LNHS-061000.01.A).
 3. Provide means for insertion to permanently record Contractor's review and approval markings and action taken by Architect.
 4. Transmittal Form for Electronic Submittals: Use software-generated form from electronic project management software or electronic form acceptable to Owner and Architect, containing the following information:
 - a. Project name.
 - b. Date.
 - c. Destination (To:)
 - d. Source (From:)
 - e. Name and address of Architect.
 - f. Name of Contractor.
 - g. Name of firm or entity that prepared submittal.
 - h. Names of subcontractor, manufacturer, and supplier.
 - i. Category and type of submittal.
 - j. Submittal purpose and description.
 - k. Specification Section number and title.
 - l. Specification paragraph number or drawing designation and generic name for each of multiple items.
 - m. Drawing number and detail references, as appropriate.
 - n. Location(s) where product is to be installed, as appropriate.
 - o. Related physical samples submitted directly.
 - p. Indication of full or partial submittal.
 - q. Transmittal number, numbered consecutively.
 - r. Submittal and transmittal distribution record.
 - s. Other necessary identification.
 - t. Remarks.
 5. Transmittal Form for Electronic LEED Submittals: In addition to transmittal form for electronic submittals as specified above, provide an electronic submittal form for LEED Submittals as specified in Division 01 Section "Summary - Furniture"; Article entitled "Connecticut High Performance Building Standard Requirements".

6. Metadata: Include the following information as keywords in the electronic submittal file metadata:
 - a. Project name and address.
 - b. Contractor.
 - c. Number and title of appropriate Specification Section.
 - d. Manufacturer name.
 - e. Product name.
 - f. Note deviations from the requirements of the Contract Documents
7. Submittal Cover Sheet: Accompany each paper submittal with a completed Submittal Coversheet. Include the Project name and address, Contractor, and supplier/fabricator's names. Identify material or product, note deviations from the requirements of the Contract Documents, and complete other information as indicated.
 - a. Place the Submittal Cover Sheet immediately after the Transmittal Form.
 - b. Leave blank the space indicated for Review Stamps.
 - c. A copy of the Submittal Cover Sheet is included at the end of this Section.
- D. Options: Identify options requiring selection by Architect.
- E. Deviations and Additional Information: On an attached separate sheet, prepared on Contractor's letterhead, record relevant information, requests for data, revisions other than those requested by Architect on previous submittals, and deviations from requirements in the Contract Documents, including minor variations and limitations. Include same identification information as related submittal.
- F. Resubmittals: Make resubmittals in same form and number of copies as initial submittal.
 1. Note date and content of previous submittal.
 2. Note date and content of revision in label or title block and clearly indicate extent of revision.
 3. Resubmit submittals until they are marked "Approved" or "Approved as Corrected".
- G. Distribution: Furnish copies of final submittals to manufacturers, subcontractors, suppliers, fabricators, installers, authorities having jurisdiction, and others as necessary for performance of construction activities. Show distribution on transmittal forms.
- H. Use for Construction: Use only final submittals with mark indicating "Approved" or "Approved as Corrected" taken by Architect.
- I. Additional Copies: Unless additional copies are required for final submittal, and unless Architect observes noncompliance with provisions in the Contract Documents, initial submittal may serve as final submittal.
 1. Submit one copy of submittal to concurrent reviewer in addition to specified number of copies to Architect.
 2. Submit one copy of each initial submittal and final approved submittal to Owner's Representative.
 - a. Maintain copy of final approved submittal at Contractor's field office for Owner's use; submit to Owner as part of Project Record Documents.

3. Additional copies submitted for maintenance manuals will be marked with action taken and will be returned.
- J. Per the General Conditions, it is the Contractor's responsibility to "review, approve and submit to the Architect Shop Drawings, Product Data, Samples and similar submittals..." It is also the Contractor's responsibility to point out "deviations from requirements of the Contract Documents...at the time of submittal". **SUBMITTALS WITHOUT EVIDENCE OF THE CONTRACTOR'S REVIEW AND AN EXECUTED CERTIFICATION STAMP WILL NOT BE ACCEPTABLE AND WILL BE RETURNED WITHOUT ACTION.**
- K. Contractor's review shall show all deviations from the Contract Documents or state "No Deviations Made". On a resubmittal, the Contractor shall highlight any changes made other than those requested by the Architect's earlier review."

PART 2 - PRODUCTS

2.1 SUBMITTAL PROCEDURES

- A. General Electronic Submittal Procedure Requirements: Prepare and submit submittals required by individual Specification Sections and as indicated in Document 00 2118. Types of submittals are indicated in individual Specification Sections.
 1. Send electronic submittals as PDF electronic files directly to Architect/Designer.
 - a. Architect will return annotated file. Annotate and retain one copy of file as an electronic Project record document file.
 - b. Architect may request physical samples for selection/review/approval of colors, patterns, textures, feel, look, sit, durability, quality and overall appearance of any item being submitted. If requested Vendor must provide physical samples directly to Architect/Designer within 10 business days of request.
 2. Submit electronic submittals via email as PDF electronic files.
 - a. Architect will return annotated file. Annotate and retain one copy of file as an electronic Project record document file.
 3. Architect may request physical samples for selection/review/approval of colors, patterns, textures, feel, look, sit, durability, quality and overall appearance of any item being submitted. If requested Vendor must provide physical samples directly to Architect/Designer within 10 business days of request. This may include, but is not limited to, paint color chips, plastics, textiles, metal, pulls/hardware, accessories, technology components and if necessary full size samples of furniture (chairs, desks, tables, lounge chairs, etc.).
 4. Certificates and Certifications Submittals: Provide a statement that includes signature of entity responsible for preparing certification. Certificates and certifications shall be signed by an officer or other individual authorized to sign documents on behalf of that entity.

- a. Provide a digital signature with digital certificate on electronically submitted certificates and certifications where indicated.
- B. Product Data: Collect information into a single submittal for each element of furniture and type of product or equipment.
1. If information must be specially prepared for submittal because standard published data are not suitable for use, submit as Shop Drawings, not as Product Data.
 2. Mark each copy of each submittal to show which products and options are applicable.
 3. Include the following information, as applicable:
 - a. Manufacturer's catalog cuts.
 - b. Manufacturer's product specifications.
 - c. Standard and custom color charts.
 - d. Statement of compliance with specified referenced standards.
 - e. Testing by recognized testing agency.
 - f. Application of testing agency labels and seals.
 - g. Notation of coordination requirements.
 - h. Availability and delivery time information.
 4. For equipment, include the following in addition to the above, as applicable:
 - a. Wiring diagrams showing factory-installed wiring.
 - b. Printed performance curves.
 - c. Operational range diagrams.
 - d. Clearances required to other construction, if not indicated on accompanying Shop Drawings.
 - e. Other pertinent information
 5. Submit Product Data before or concurrent with Samples.
 6. Do not submit Product Data until compliance with requirements of the Contract Documents has been confirmed.
 7. Submit Product Data in the following format:
 - a. PDF electronic file.
 8. Distribution: Furnish copies of final submittal to installers, subcontractors, suppliers, manufacturers, fabricators, and others required for performance of construction activities. Show distribution on transmittal forms.
 - a. Do not proceed with installation until a copy of Product Data is in the Installer's possession.
 - b. Do not permit use of unmarked copies of Product Data in connection with construction.
- C. Shop Drawings: Prepare Project-specific information, drawn accurately to scale. Do not base Shop Drawings on reproductions of the Contract Documents or standard printed data.
1. Submit newly prepared information drawn accurately to scale. Highlight, encircle, or otherwise indicate deviations from the Contract Documents. Do not reproduce Contract Documents or copy

- standard information as the basis of Shop Drawings. Standard information prepared without specific reference to the Project is not a Shop Drawing.
2. Shop Drawings include fabrication and installation Drawings, setting diagrams, schedules, patterns, templates and similar Drawings. Fully illustrate requirements in the Contract Documents. Include the following information, as applicable:
 - a. Schedules.
 - b. Dimensions.
 - c. Quantities.
 - d. Identification of products and materials included by sheet and detail number.
 - e. Compliance with specified standards.
 - f. Notation of coordination requirements.
 - g. Notation of dimensions established by field measurement.
 - h. Relationship and attachment to adjoining construction clearly indicated.
 - i. Seal and signature of professional engineer if specified.
 3. Sheet Size: Except for templates, patterns and similar full-size Drawings, submit Shop Drawings on sheets at least 8-1/2 by 11 inches (215 by 280 mm) but no larger than 30 by 42 inches (890 by 1220 mm).
 4. Submit Shop Drawings in the following format:
 - a. PDF electronic file.
 5. Do not use Shop Drawings without an appropriate final stamp indicating action taken.
- D. Samples: Submit Samples for review of kind, color, pattern, and texture for a check of these characteristics with other elements and for a comparison of these characteristics between submittal and actual component as delivered and installed.
1. Submit full-size, fully fabricated Samples cured and finished as specified and physically identical with the material or product proposed. Samples include partial sections of manufactured or fabricated components, cuts or containers of materials, color range sets, and swatches showing color, texture, and pattern.
 2. Transmit Samples that contain multiple, related components such as accessories together in one submittal package.
 3. Mount or display Samples in the manner to facilitate review of qualities indicated. Prepare Samples to match the Architect's sample, where indicated. Identification: Attach label on unexposed side of Samples that includes the following:
 - a. Generic description of Sample.
 - b. Product name and name of manufacturer.
 - c. Sample source.
 - d. Number and title of applicable Specification Section.
 - e. Specification paragraph number and generic name of each item.
 - f. Compliance with recognized standards.
 - g. Availability and delivery time.
 4. Provide corresponding electronic submittal of Sample transmittal, digital image file illustrating Sample characteristics, and identification information for record.

5. Disposition: Maintain sets of approved Samples at Project site, available for quality-control comparisons throughout the course of construction activity. Sample sets may be used to determine final acceptance of construction associated with each set.
 - a. Samples that may be incorporated into the Work are indicated in individual Specification Sections. Such Samples must be in an undamaged condition at time of use.
 - b. Samples not incorporated into the Work, or otherwise designated as Owner's property, are the property of Contractor.
6. Samples for Initial Selection: Submit manufacturer's color charts consisting of units or sections of units showing the full range of colors, textures, and patterns available.
 - a. Number of Samples: Submit two full set(s) of available choices where color, pattern, texture, or similar characteristics are required to be selected from manufacturer's product line. Architect will return one submittal with options selected.
7. Samples for Verification: Submit full-size units or Samples of size indicated, prepared from same material to be used for the Work, cured and finished in manner specified, and physically identical with material or product proposed for use, and that show full range of color and texture variations expected. Samples include, but are not limited to, the following: partial sections of manufactured or fabricated components; small cuts or containers of materials; complete units of repetitively used materials; swatches showing color, texture, and pattern; color range sets; and components used for independent testing and inspection.
 - a. Number of Samples: Submit three sets of Samples. Architect will retain two Sample sets; remainder will be returned. Mark up and retain one returned Sample set as a project record sample.
 - 1) Submit a single Sample where assembly details, workmanship, fabrication techniques, connections, operation, and other similar characteristics are to be demonstrated.
 - 2) If variation in color, pattern, texture, or other characteristic is inherent in material or product represented by a Sample, submit at least three sets of paired units that show approximate limits of variations.
- E. Product Schedule or List: As required in individual Specification Sections, prepare a written summary indicating types of products required for the Work and their intended location. Include the following information in tabular form:
 1. Type of product. Include unique identifier for each product indicated in the Contract Documents or assigned by Contractor if none is indicated.
 2. Manufacturer and product name, and model number if applicable.
 3. Number and name of room or space.
 4. Location within room or space.
 5. Submit product schedule in the following format:
 - a. PDF electronic file.
- F. Application for Payment and Schedule of Values: Comply with requirements specified in Division 01 Section "Payment Procedures."

- G. Closeout Submittals: Comply with requirements specified in Division 01 Section "Closeout Procedures."
- H. Maintenance Data: Comply with requirements specified in Division 01 Section "Operation and Maintenance Data."
- I. LEED Submittals: Comply with requirements specified in Division 01 Section "Summary - Furniture"; Article entitled: "Connecticut High performance Building Standard Requirements", and as specified in this Section.
- J. Qualification Data: Prepare written information that demonstrates capabilities and experience of firm or person. Include lists of completed projects with project names and addresses, contact information of architects and owners, and other information specified.
- K. Installer Certificates: Submit written statements on manufacturer's letterhead certifying that Installer complies with requirements in the Contract Documents and, where required, is authorized by manufacturer for this specific Project.
- L. Manufacturer Certificates: Submit written statements on manufacturer's letterhead certifying that manufacturer complies with requirements in the Contract Documents. Include evidence of manufacturing experience where required.
- M. Product Certificates: Submit written statements on manufacturer's letterhead certifying that product complies with requirements in the Contract Documents.
- N. Material Certificates: Submit written statements on manufacturer's letterhead certifying that material complies with requirements in the Contract Documents.
- O. Material Test Reports: Submit reports written by a qualified testing agency, on testing agency's standard form, indicating and interpreting test results of material for compliance with requirements in the Contract Documents.
- P. Product Test Reports: Submit written reports indicating that current product produced by manufacturer complies with requirements in the Contract Documents. Base reports on evaluation of tests performed by manufacturer and witnessed by a qualified testing agency, or on comprehensive tests performed by a qualified testing agency.
- Q. Research Reports: Submit written evidence, from a model code organization acceptable to authorities having jurisdiction, that product complies with building code in effect for Project. Include the following information:
 - 1. Name of evaluation organization.
 - 2. Date of evaluation.
 - 3. Time period when report is in effect.
 - 4. Product and manufacturers' names.
 - 5. Description of product.
 - 6. Test procedures and results.
 - 7. Limitations of use.
- R. Manufacturer's Instructions: Prepare written or published information that documents manufacturer's recommendations, guidelines, and procedures for installing or operating a product or equipment. Include

name of product and name, address, and telephone number of manufacturer. Include the following, as applicable:

1. Preparation of substrates.
 2. Required substrate tolerances.
 3. Sequence of installation or erection.
 4. Required installation tolerances.
 5. Required adjustments.
 6. Recommendations for cleaning and protection.
- W. Design Data: Prepare and submit written and graphic information, including, but not limited to, performance and design criteria, list of applicable codes and regulations, and calculations. Include list of assumptions and other performance and design criteria and a summary of loads. Include load diagrams if applicable. Provide name and version of software, if any, used for calculations. Include page numbers.
- X. Subcontract List: Prepare a written summary identifying individuals or firms proposed for each portion of the Work, including those who are to furnish products or equipment fabricated to a special design. Use CSI Form 1.5A. Include the following information in tabular form:
1. Name, address, and telephone number of entity performing subcontract or supplying products.
 2. Number and title of related Specification Section(s) covered by subcontract.
 3. Drawing number and detail references, as appropriate, covered by subcontract.
 4. Number of Copies: Submit three copies of subcontractor list, unless otherwise indicated. Architect, will return two copies.
 - a. Mark up and retain one returned copy as a Project Record Document.
- Y. Insurance Certificates and Bonds: Prepare written information indicating current status of insurance or bonding coverage. Include name of entity covered by insurance or bond, limits of coverage, amounts of deductibles, if any, and term of the coverage.
- Z. Receipt of Material Safety Data Sheet (MSDS) information by Architect may result in unwanted liability for product safety. Many architects return submittals that contain MSDSs with transmittals that indicate that MSDSs are not required by the Contract Documents and that they were not reviewed. See Evaluations.
1. Retain option in paragraph below if MSDSs for LEED certification are required.
 2. Material Safety Data Sheets (MSDSs): Submit information directly to Owner; do not submit to Architect.
 - a. Architect will not review submittals that include MSDSs and will return entire submittal for resubmittal.

2.2 DELEGATED DESIGN SERVICES

- A. Performance and Design Criteria: Where professional design services or certifications by a design professional are specifically required of Contractor by the Contract Documents, provide products and systems complying with specific performance and design criteria indicated.

1. If criteria indicated are not sufficient to perform services or certification required, submit a written request for additional information to Architect.
- B. Delegated-Design Services Certification: In addition to Shop Drawings, Product Data, and other required submittals, submit three paper copies of a statement, signed and sealed by the responsible design professional, for each product and system specifically assigned to Contractor to be designed or certified by a design professional.
 1. Indicate that products and systems comply with performance and design criteria in the Contract Documents. Include list of codes, loads, and other factors used in performing these services.
- D. Submittals for Delegated-Design Review: Architect and/or his consultants will review for general Contract Document conformance; indicate action taken (no comments, see comments) and direction to the Contractor (response required).
 1. The Architect's Design Review Stamp will be applied to this type of submittal.
- E. Design Review Stamp for Delegated-Design: Review of calculations and design services provided by the Contractor's Professional Engineer is only for general conformance with the Contract Documents. The Architect and/or Structural Engineer will not review the proposed design and calculations in detail, since the design and calculations for this element are solely the responsibility of the Contractor and the Contractor's Professional Engineer.
 1. The Contractor and the Contractor's Professional Engineer shall remain responsible for design and code compliance.
 2. Annotations shall not be construed as relieving the Contractor or the Contractor's Professional Engineer from compliance with the Project's Contract Documents, including applicable codes, laws and regulations.
 3. The Design Review performed by the Architect and/or Structural Engineer shall not be interpreted as an independent confirmation of attached calculations, as this confirmation is the responsibility of the Contractor's Professional Engineer.
 4. The Contractor shall confirm and correlate quantities, dimensions, and existing conditions, and shall select fabrication processes and techniques of construction, coordinate his work with that of other trades, and perform his work in a safe and satisfactory manner.
 5. Each submittal for approval will be stamped and marked to indicate the action taken and direction as follows:
 - a. Final Unrestricted Release: When the Architect marks a submittal "NO COMMENTS", the work covered by the submittal may proceed provided it complies with the requirements of the Contract Documents. Payment for the work depends on that compliance.
 - b. Final-But-Restricted Release: When the Architect marks a submittal "SEE COMMENTS" the work covered by the submittal may proceed provided it complies with notations or corrections on the submittal and it complies with the requirements of the Contract Documents. Payment depends on that compliance. At the discretion of the Architect, a mark of "RESUBMIT FOR RECORD WITH ALL CORRECTIONS INCORPORATED" shall require the submission of corrected copies for distribution to all parties.
 - c. Returned for Resubmittal: When the Architect marks a submittal "REVISE AND RESUBMIT", do not proceed with the work covered by the submittal. Do not use or allow others to use these submittals.

- 1) If "REVISE AND RESUBMIT", revise or prepare a new submittal according to notations and/or corrections; resubmit without delay. Repeat, if necessary, to obtain an approval status that will permit the work to proceed.

PART 3 - EXECUTION

3.1 ARCHITECT'S ACTION

- A. Action and Informational Submittals: Review each submittal and check for coordination with other Work of the Contract and for compliance with the Contract Documents. Note corrections and field dimensions. Mark with approval stamp before submitting to Architect.
- B. Project Closeout and Maintenance Material Submittals: See requirements in Division 01 Section "Closeout Procedures."
- C. Action Submittals: Architect will review each submittal, make marks to indicate corrections or modifications required, and return it. Architect will stamp each submittal with an action stamp and will mark stamp appropriately to indicate action taken, as described in the following paragraph:
- D. Architect's Review Stamp: Each submittal for approval will be stamped and marked to indicate the action taken and direction as follows:
 1. Final Unrestricted Release: When the Architect marks a submittal "APPROVED", the work covered by the submittal may proceed provided it complies with the requirements of the Contract Documents. Payment for the work depends on that compliance.
 2. Final-But-Restricted Release: When the Architect marks a submittal "APPROVED AS CORRECTED" the work covered by the submittal may proceed provided it complies with notations or corrections on the submittal and it complies with the requirements of the Contract Documents. Payment depends on that compliance. At the discretion of the Architect, a mark of "RESUBMIT FOR RECORD WITH ALL CORRECTIONS INCORPORATED" shall require the submission of corrected copies for distribution to all parties.
 3. Returned for Resubmittal: When the Architect marks a submittal "REVISE AND RESUBMIT", "NOT APPROVED", or "SUBMIT SPECIFIED ITEM", do not proceed with the work covered by the submittal in any aspect. Do not use or allow others to use these submittals.
 - a. If "REVISE AND RESUBMIT", revise or prepare a new submittal according to notations and/or corrections; resubmit without delay. Repeat, if necessary, to obtain an approval status that will permit the work to proceed.
 - b. If "NOT APPROVED" or "SUBMIT SPECIFIED ITEM", the submittal is fundamentally not in compliance. No corrections or notations will be made. Discard submittal and prepare a new submittal immediately.
 4. Other Action: Where a submittal is for general information, record purposes, or special processing or other activity, the Architect will return the submittal marked "NO ACTION REQUIRED."
- E. Informational Submittals: Architect will review each submittal and will not return it, or will return it if it does not comply with requirements. Architect will forward each submittal to appropriate party.

- F. Partial submittals prepared for a portion of the Work will be reviewed when use of partial submittals has received prior approval from Architect.
- G. Incomplete submittals are unacceptable, will be considered nonresponsive, and will be returned for resubmittal without review.
- H. Unsolicited Submittals: Submittals not required by the Contract Documents may not be reviewed by the Architect, and may be discarded.

END OF SECTION 01 3310

SUBMITTAL COVER SHEET

GENERAL CONTRACTOR/CM: (Name)
(Address)
(Address)
Tel. No. () Fax: ()

PROJECT NAME: ()
PROJECT ADDRESS: ()

ARCHITECT NAME: ()
ARCHITECT ADDRESS: ()

SUBCONTRACTOR NAME: ()
SUBCONTRACTOR ADDRESS: ()

SUBMITTAL DATE: _____ SUBMITTAL NO. _____

SPEC SECTION:

(No.)

(Name)

DWG. REFERENCES:

SUPPLIER NAME/ADDRESS:

MANUFACTURER
NAME/ADDRESS:

ITEM(S) SUBMITTED:

G.C./CM: _____
REVIEWED FOR CONFORMANCE WITH CONTRACT
DOCUMENTS:

DATE: _____ BY: _____

NOTE: This Cover Sheet to be attached to each

copy and transmitted with each submittal.

SECTION 01 7705 - CLOSEOUT PROCEDURES

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 01 Specification Sections, apply to this Section.

1.2 SUMMARY

- A. This Section includes administrative and procedural requirements for contract closeout, including, but not limited to, the following:
 - 1. Inspection procedures.
 - 2. Substantial Completion procedures.
 - 3. Final completion procedures.
 - 4. Warranties.
 - 5. Final cleaning.
 - 6. Repair of the Work.
- B. Related Sections include the following:
 - 1. Division 01 Section "Payment Procedures" for requirements for Applications for Payment for Substantial and Final Completion.
 - 2. Division 01 Section "Operation and Maintenance Data" for operation and maintenance manual requirements.
 - 3. Division 01 Section "Demonstration and Training" for requirements for instructing Owner's personnel.
 - 4. Divisions 02 through 33 Sections for specific closeout and special cleaning requirements for the Work in those Sections.

1.3 ACTION SUBMITTALS

- A. Product Data: For cleaning agents.
- B. Contractor's List of Incomplete Items: Initial submittal at Substantial Completion.
- C. Certified List of Incomplete Items: Final submittal at Final Completion.

1.4 CLOSEOUT SUBMITTALS

- A. Certificates of Release: From authorities having jurisdiction.
- B. Certificate of Insurance: For continuing coverage.

1.5 MAINTENANCE MATERIAL SUBMITTALS

- A. Schedule of Maintenance Material Items: For maintenance material submittal items specified in Div. 01 Section "Operations and Maintenance Data".

1.6 SUBSTANTIAL COMPLETION PROCEDURES

- A. Contractor's List of Incomplete Items: Prepare and submit a list of items to be completed and corrected (Contractor's punch list), indicating the value of each item on the list and reasons why the Work is incomplete.

- B. Submittals Prior to Substantial Completion: Complete the following a minimum of 10 days prior to requesting inspection for determining date of Substantial Completion. List items below that are incomplete at time of request.

1. Submit closeout submittals specified in other Division 01 Sections, including operation and maintenance manuals, damage or settlement surveys and similar final record information.
2. Submit closeout submittals specified in individual Divisions 02 through 33 Sections, including specific warranties, workmanship bonds, maintenance service agreements, final certifications, and similar documents.
3. Submit maintenance material submittals specified in individual Divisions 02 through 33 Sections, including tools, spare parts, extra materials, and similar items, and deliver to location designated by Architect. Label with manufacturer's name and model number where applicable.
 - a. Schedule of Maintenance Material Items: Prepare and submit schedule of maintenance material submittal items, including name and quantity of each item and name and number of related Specification Section. Obtain Architect's signature for receipt of submittals.
4. Submit sustainable design submittals required in Division 01 Section "Summary - Furniture" and in individual Sections.

- C. Procedures Prior to Substantial Completion: Complete the following a minimum of 10 days prior to requesting inspection for determining date of Substantial Completion. List items below that are incomplete at time of request.

1. Instruct Owner's personnel in operation, adjustment, and maintenance of products, equipment, and systems. Submit demonstration and training submittals specified in Division 01 Section "Demonstration and Training."
2. Complete final cleaning requirements, including touchup painting.
3. Touch up and otherwise repair and restore marred exposed finishes to eliminate visual defects.

- D. Inspection: Submit a written request for inspection to determine Substantial Completion a minimum of 10 days prior to date the work will be completed and ready for final inspection and tests. On receipt of request, Architect will either proceed with inspection or notify Contractor of unfulfilled requirements. Architect will prepare the Certificate of Substantial Completion after inspection or will notify Contractor of items, either on Contractor's list or additional items identified by Architect, that must be completed or corrected before certificate will be issued.

1. Reinspection: Request reinspection when the Work identified in previous inspections as incomplete is completed or corrected.
2. Results of completed inspection will form the basis of requirements for final completion.

1.7 FINAL COMPLETION PROCEDURES

- A. Submittals Prior to Final Completion: Before requesting final inspection for determining final completion, complete the following:
1. Submit a final Application for Payment according to Division 01 Section "Payment Procedures."
 2. Certified List of Incomplete Items: Submit certified copy of Architect's Substantial Completion inspection list of items to be completed or corrected (punch list), endorsed and dated by Architect. Certified copy of the list shall state that each item has been completed or otherwise resolved for acceptance.
- B. Inspection: Submit a written request for final inspection to determine acceptance a minimum of 10 days prior to date the work will be completed and ready for final inspection and tests. On receipt of request, Architect will either proceed with inspection or notify Contractor of unfulfilled requirements. Architect will prepare a final Certificate for Payment after inspection or will notify Contractor of construction that must be completed or corrected before certificate will be issued.
1. Reinspection: Request reinspection when the Work identified in previous inspections as incomplete is completed or corrected.

1.8 LIST OF INCOMPLETE ITEMS (PUNCH LIST)

- A. Organization of List: Include name and identification of each space and area affected by construction operations for incomplete items and items needing correction including, if necessary, areas disturbed by Contractor that are outside the limits of construction. Use CSI Form 14.1A or equivalent, as approved by the Architect.
1. Include the following information at the top of each page:
 - a. Project name.
 - b. Date.
 - c. Name of Architect.
 - d. Name of Contractor.
 - e. Page number.
 2. Submit list of incomplete items in the following format:
 - a. PDF electronic file, if approved by the Architect. Architect will return annotated file.

1.9 SUBMITTAL OF PROJECT WARRANTIES

- A. Submittal Time: Submit written warranties on request of Architect for designated portions of the Work where commencement of warranties other than date of Substantial Completion is indicated, or when delay in submittal of warranties might limit Owner's rights under warranty.

- B. Partial Occupancy: Submit properly executed warranties within 15 days of completion of designated portions of the Work that are completed and occupied or used by Owner during construction period by separate agreement with Contractor.
- C. Organize warranty documents into an orderly sequence based on the table of contents of the Project Manual.
 - 1. Bind warranties and bonds in heavy-duty, 3-ring, vinyl-covered, loose-leaf binders, thickness as necessary to accommodate contents, and sized to receive 8-1/2-by-11-inch (215-by-280-mm) paper.
 - 2. Provide heavy paper dividers with plastic-covered tabs for each separate warranty. Mark tab to identify the product or installation. Provide a types description of the product of installation, including the name of the product and the name, address, and telephone number of Installer.
 - 3. Identify each binder on the front and spine with the typed or printed title "WARRANTIES," Project name, and name of Contractor.
 - 4. Warranty Electronic File: Scan warranties and bonds and assemble complete warranty and bond submittal package into a single indexed electronic PDF file with links enabling navigation to each item. Provide bookmarked table of contents at beginning of document.
- D. Provide additional copies of each warranty to include in operation and maintenance manuals.

PART 2 - PRODUCTS

2.1 MATERIALS

- A. Cleaning Materials and Agents: Use cleaning materials and agents recommended by manufacturer or fabricator of the surface to be cleaned. Do not use cleaning materials or agents that are potentially hazardous to health or property or that might damage finished surfaces.
 - 1. Use cleaning materials only on surfaces recommended by cleaning material manufacturer.
 - 2. Ensure that cleaning agents and methods do not remove finishes and permanent protective coatings on surfaces being cleaned.

PART 3 - EXECUTION

3.1 FINAL CLEANING

- A. General: Provide final cleaning. Conduct cleaning and waste-removal operations to comply with local laws and ordinances and Federal and local environmental and antipollution regulations.
- B. Cleaning: Employ experienced workers for final cleaning. Clean each surface or unit to condition expected in an average commercial building cleaning and maintenance program. Comply with manufacturer's written instructions.
 - 1. Complete the following cleaning operations before requesting inspection for certification of Substantial Completion for entire Project or for a portion of Project:

- a. Clean Project site, yard, and grounds, in areas disturbed by construction activities.
 - b. Remove spills, stains, and other foreign deposits resulting from construction activities.
 - c. Remove tools, construction equipment, machinery, and surplus material from Project site.
 - d. Remove labels that are not permanent.
 - e. Remove dirt, dust, stains, labels, fingerprints and clean equipment.
 - f. Leave Project site clean and ready for Owner's use.
- C. Comply with safety standards for cleaning. Do not burn waste materials. Do not bury debris or excess materials on Owner's property. Do not discharge volatile, harmful, or dangerous materials into drainage systems. Remove waste materials from Project site and dispose of lawfully.

3.2 REPAIR OF THE WORK

- A. Complete repair and restoration operations before requesting inspection for determination of Substantial Completion.
- B. Repair or remove and replace defective construction. Repairing includes replacing defective parts, refinishing damaged surfaces, touching up with matching materials, and properly adjusting operating equipment. Where damaged or worn items cannot be repaired or restored, provide replacements. Remove and replace operating components that cannot be repaired. Restore damaged construction to original condition.
 - 1. Touch up and otherwise repair and restore marred or exposed finishes and surfaces. Replace finishes and surfaces that already show evidence of repair or restoration.

END OF SECTION 01 7705

SECTION 01 7825 - OPERATION AND MAINTENANCE DATA

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 01 Specification Sections, apply to this Section.

1.2 SUMMARY

- A. This Section includes administrative and procedural requirements for preparing operation and maintenance manuals, including the following:
 - 1. Operation and maintenance documentation directory.
 - 2. Operation manuals for systems, subsystems and equipment.
 - 3. Maintenance manuals for the care and maintenance of products, materials, finishes, systems, subsystems, furniture and equipment.
- B. Related Sections include the following:
 - 1. Division 01 Section "Submittal Procedures" for submitting copies of submittals for operation and maintenance manuals.
 - 2. Division 01 Section "Closeout Procedures" for submitting operation and maintenance manuals.
 - 3. Other Division Specification Sections for specific operation and maintenance manual requirements for the Work in those Sections.

1.3 DEFINITIONS

- A. System: An organized collection of parts, equipment, or subsystems united by regular interaction.
- B. Subsystem: A portion of a system with characteristics similar to a system.

1.4 CLOSEOUT SUBMITTALS

- A. Manual Content: Submit reviewed manual content formatted and organized as required by this Section.
 - 1. Architect will comment on whether content of operations and maintenance submittals are acceptable.
 - 2. Where applicable, clarify and update reviewed manual content to correspond to modifications and field conditions.
- B. Format: Submit operations and maintenance manuals in one of the following formats, as approved by the Owner's Representative:

1. PDF electronic file. Assemble each manual into a composite electronically indexed file. Submit on digital media acceptable to Architect.
 - a. Name each indexed document file in composite electronic index with applicable item name. Include a complete electronically linked operation and maintenance directory.
 - b. Enable inserted reviewer comments on draft submittals.
- C. Initial Manual Submittal: Submit draft copy of each manual at least 30 days before commencing any necessary demonstration and training. Architect will comment on whether general scope and content of manual are acceptable.
- D. Final Manual Submittal: Submit each manual in final form prior to requesting inspection for Substantial Completion and at least 15 days before commencing demonstration and training. Architect will return copy with comments.
 1. Correct or modify each manual to comply with Architect's comments. Submit copies of each corrected manual within 7 days of receipt of Architect's comments and prior to commencing demonstration and training.

PART 2 - PRODUCTS

2.1 OPERATION AND MAINTENANCE DOCUMENTATION DIRECTORY

- A. Directory: Prepare a single, comprehensive directory of operation, and maintenance data and materials, listing items and their location to facilitate ready access to desired information. Include a section in the directory for each of the following as appropriate for each specified category:
 1. List of documents.
 2. List of systems.
 3. List of furniture.
 4. List of equipment.
 5. Table of contents.
- B. List of Furniture: List furniture organized by category as specified in the contract documents.
- C. List of Equipment: List equipment organized by category as specified in the contract documents. For pieces of equipment that are part of system, list each individual piece of equipment in the system.
- D. List of Systems and Subsystems: List systems alphabetically. Include references to operation and maintenance manuals that contain information about each system.
- E. Tables of Contents: Include a table of contents for each operation, and maintenance manual.
- F. Identification: In the documentation directory and in each operation and maintenance manual, identify each system, subsystem, piece of furniture, or equipment with same designation used in the Contract Documents.

2.2 REQUIREMENTS FOR OPERATION AND MAINTENANCE MANUALS, GENERAL

- A. Organization: Unless otherwise indicated, organize each manual into a separate section for each system and subsystem and furniture or equipment category. Each manual shall contain the following materials, in the order listed:
1. Title page.
 2. Table of contents.
 3. Manual contents.
- B. Title Page: Enclose title page in transparent plastic sleeve. Include the following information:
1. Subject matter included in manual.
 2. Name and address of Project.
 3. Name and address of Owner.
 4. Date of submittal.
 5. Name and contact information for Contractor.
 6. Name and contact information for Architect.
- C. Table of Contents: List each product included in manual, identified by product name, indexed to the content of the volume, and cross-referenced to Specification Section number in Project Manual.
1. If operation or maintenance documentation requires more than one volume to accommodate data, include comprehensive table of contents for all volumes in each volume of the set.
- D. Manual Contents: Organize into sets of manageable size. Arrange contents alphabetically by system, subsystem, and equipment. If possible, assemble instructions for subsystems, equipment, and components of one system into a single binder.
- E. Manuals, Electronic Files: Submit manuals in the form of a multiple file composite electronic PDF file for each manual type required.
1. Electronic Files: Use electronic files prepared by manufacturer where available. Where scanning of paper documents is required, configure scanned file for minimum readable file size.
 2. File Names and Bookmarks: Enable bookmarking of individual documents based on file names. Name document files to correspond to system, subsystem, and equipment names used in manual directory and table of contents. Group documents for each system and subsystem into individual composite bookmarked files, then create composite manual, so that resulting bookmarks reflect the system, subsystem, and equipment names in a readily navigated file tree. Configure electronic manual to display bookmark panel on opening file. Retain "Manuals, Paper Copy" Paragraph below for projects requiring paper copy manuals.

2.3 OPERATION MANUALS

- A. Content: In addition to requirements in this Section, include operation data required in individual Specification Sections and the following information:
1. System, subsystem, furniture and equipment descriptions.
 2. Performance and design criteria if Contractor is delegated design responsibility.

3. Operating standards.
4. Operating procedures.
5. Operating logs.
6. Wiring diagrams.
7. Control diagrams.
8. Precautions against improper use.
9. License requirements including inspection and renewal dates.

B. Descriptions: Include the following:

1. Product name and model number.
2. Manufacturer's name.
3. Equipment identification with serial number of each component.
4. Equipment function.
5. Operating characteristics.
6. Limiting conditions.
7. Performance curves.
8. Engineering data and tests.
9. Complete nomenclature and number of replacement parts.

C. Operating Procedures: Include the following, as applicable:

1. Startup procedures.
2. Equipment or system break-in procedures.
3. Routine and normal operating instructions.
4. Regulation and control procedures.
5. Required sequences for electric or electronic systems.
6. Special operating instructions and procedures.

D. Systems and Equipment Controls: Describe the sequence of operation, and diagram controls as installed.

2.4 PRODUCT MAINTENANCE MANUALS

A. Content: Organize manual into a separate section for each product, material, and finish. Include source information, product information, maintenance procedures, repair materials and sources, and warranties and bonds, as described below.

B. Source Information: List each product included in manual, identified by product name and arranged to match manual's table of contents. For each product, list name, address, and telephone number of Installer or supplier and maintenance service agent, and cross-reference Specification Section number and title in Project Manual, and drawing or schedule designation or identifier where applicable.

C. Product Information: Include the following, as applicable:

1. Product name and model number.
2. Manufacturer's name.
3. Color, pattern, and texture.

4. Material and chemical composition.
5. Reordering information for specially manufactured products.

D. Maintenance Procedures: Include manufacturer's written recommendations and the following:

1. Inspection procedures.
2. Types of cleaning agents to be used and methods of cleaning.
3. List of cleaning agents and methods of cleaning detrimental to product.
4. Schedule for routine cleaning and maintenance.
5. Repair instructions.

E. Repair Materials and Sources: Include lists of materials and local sources of materials and related services.

F. Warranties and Bonds: Include copies of warranties and bonds and lists of circumstances and conditions that would affect validity of warranties or bonds.

1. Include procedures to follow and required notifications for warranty claims.

2.5 SYSTEMS AND EQUIPMENT MAINTENANCE MANUALS

A. Content: For each system, subsystem, piece of furniture, or equipment not part of a system, include source information, manufacturers' maintenance documentation, maintenance procedures, maintenance and service schedules, spare parts list and source information, maintenance service contracts, and warranty and bond information, as described below.

B. Source Information: List each system, subsystem, and piece of furniture or equipment included in manual, identified by product name and arranged to match manual's table of contents. For each product, list name, address, and telephone number of Installer or supplier and maintenance service agent, and cross-reference Specification Section number and title in Project Manual, and drawing or schedule designation or identifier where applicable.

C. Manufacturers' Maintenance Documentation: Manufacturers' maintenance documentation including the following information for each component part or piece of equipment:

1. Standard printed maintenance instructions and bulletins.
2. Drawings, diagrams, and instructions required for maintenance, including disassembly and component removal, replacement, and assembly.
3. Identification and nomenclature of parts and components.
4. List of items recommended to be stocked as spare parts.

D. Maintenance Procedures: Include the following information and items that detail essential maintenance procedures:

1. Test and inspection instructions.
2. Troubleshooting guide.
3. Precautions against improper maintenance.
4. Disassembly; component removal, repair, and replacement; and reassembly instructions.

5. Aligning, adjusting, and checking instructions.
 6. Demonstration and training video recording, if available.
- E. Maintenance and Service Schedules: Include service and lubrication requirements, list of required lubricants for equipment, and separate schedules for preventive and routine maintenance and service with standard time allotment.
1. Scheduled Maintenance and Service: Tabulate actions for daily, weekly, monthly, quarterly, semiannual, and annual frequencies.
 2. Maintenance and Service Record: Include manufacturers' forms for recording maintenance.
- F. Spare Parts List and Source Information: Include lists of replacement and repair parts, with parts identified and cross-referenced to manufacturers' maintenance documentation and local sources of maintenance materials and related services.
- G. Maintenance Service Contracts: Include copies of maintenance agreements with name and telephone number of service agent.
- H. Warranties and Bonds: Include copies of warranties and bonds and lists of circumstances and conditions that would affect validity of warranties or bonds.
1. Include procedures to follow and required notifications for warranty claims.

PART 3 - EXECUTION

3.1 MANUAL PREPARATION

- A. Operation and Maintenance Documentation Directory: Prepare a separate manual that provides an organized reference to emergency, operation, and maintenance manuals.
- B. Product Maintenance Manual: Assemble a complete set of maintenance data indicating care and maintenance of each product, material, and finish incorporated into the Work.
- C. Operation and Maintenance Manuals: Assemble a complete set of operation and maintenance data indicating operation and maintenance of each system, subsystem, and piece of equipment not part of a system.
1. Engage a factory-authorized service representative to assemble and prepare information for each system, subsystem, and piece of furniture, or equipment not part of a system.
 2. Prepare a separate manual for each system and subsystem, in the form of an instructional manual for use by Owner's operating personnel.
- D. Manufacturers' Data: Where manuals contain manufacturers' standard printed data, include only sheets pertinent to product or component installed. Mark each sheet to identify each product or component incorporated into the Work. If data include more than one item in a tabular format, identify each item using appropriate references from the Contract Documents. Identify data applicable to the Work and delete references to information not applicable.

1. Prepare supplementary text if manufacturers' standard printed data are not available and where the information is necessary for proper operation and maintenance of equipment or systems.
- E. Comply with Division 01 Section "Closeout Procedures" for schedule for submitting operation and maintenance documentation.

END OF SECTION 01 7825

NONNEWAUG HIGH SCHOOL
CT State Project No. 214-0093 RN
CT State Project No. 214-0096 BE/A/CV
Item Data Sheet

CATEGORY: N - Art Equipment

ITEM #: N01

TOTAL QTY: 3

Item: ART FLAT FILE
Item Code: N01
Manufacturer: Safco
Model: 4997; (2) 4996
Dimensions: 47"w x 36"d x 39"h



Product Description:

(2) 5 Drawer Stacked Units with Closed Base, holds paper up to 30" x 42", Locking

Notes:

Stacked drawers must be secured together

Finish:

Sweet Pea

Acceptable Substitutions:

Any Equal Product/ Manufacturer

- See reverse side for list of locations, quantities, and finish images. -

CATEGORY: N - Art Equipment

ITEM #: N01

TOTAL QTY: 3

Room Name	Room #	Qty per room
ART	1022	3

NONNEWAUG HIGH SCHOOL
CT State Project No. 214-0093 RN
CT State Project No. 214-0096 BE/A/CV
Item Data Sheet

CATEGORY: N - Art Equipment

ITEM #: N02

TOTAL QTY: 10

Item: ART FLAT FILE -
RECONFIGURABLE
Item Code: N02
Manufacturer: Safco
Model: 4899 (12)
Dimensions: 45"W x 34"D x 36"H



Product Description:

Set of 12 Giant Stack Trays - Each tray is 3"h, Modular stacking trays can stack up to 5 feet high, constructed of heavy-gauge plastic, Melamine top to be included to fit on top tray as shown

Notes:

Image does not show correct qty of trays specified

Finish:

Melamine: Gray
Tray: White

Acceptable Substitutions:

Any Equal Product/ Manufacturer

- See reverse side for list of locations, quantities, and finish images. -

CATEGORY: N - Art Equipment

ITEM #: N02

TOTAL QTY: 10

Room Name	Room #	Qty per room
ART	1022	6
DIGITAL DESIGN	1025	4

NONNEWAUG HIGH SCHOOL
CT State Project No. 214-0093 RN
CT State Project No. 214-0096 BE/A/CV
Item Data Sheet

CATEGORY: N - Art Equipment

ITEM #: N02a

TOTAL QTY: 1

Item: ART FLAT FILE - TALL
Item Code: N02a
Manufacturer: Safco
Model: 4899 (30), Top
Dimensions: 45"W x 34"D x 61"H



Product Description:

Set of 12 Giant Stack Trays - Each tray is 3"h, Modular stacking trays can stack up to 5 feet high, constructed of heavy-gauge plastic, Melamine top to be included to fit on top tray as shown

Notes:

Images does not show correct qty of shelves - for reference only

Finish:

Melamine: Gray
Tray: White

Acceptable Substitutions:

Any Equal Product /Manufacturer

- See reverse side for list of locations, quantities, and finish images. -

CATEGORY: N - Art Equipment

ITEM #: N02a

TOTAL QTY: 1

Room Name	Room #	Qty per room
SHARE ART PREP	1022A	1

NONNEWAUG HIGH SCHOOL
CT State Project No. 214-0093 RN
CT State Project No. 214-0096 BE/A/CV
Item Data Sheet

CATEGORY: N - Art Equipment

ITEM #: N03

TOTAL QTY: 2

Item: ART WARES CART
Item Code: N03
Manufacturer: Sax Art
Model: 232761
Dimensions: 35"w x 24"d x 73"h



Product Description:

Brent Metal 9 tier ware cart with casters and plywood reconfigurable shelves.

Notes:

Finish:

Standard

Acceptable Substitutions:

Any Equal Product/ Manufacturer

- See reverse side for list of locations, quantities, and finish images. -

CATEGORY: N - Art Equipment

ITEM #: N03

TOTAL QTY: 2

CONSTRUCTION DOCUMENTS
PHASE 3 OF 3
ISSUED FOR RE-BIDDING - MAY 14, 2018

Room Name	Room #	Qty per room
KILN	1022B	1
2D PROJ. STOR.	1022D	1

NONNEWAUG HIGH SCHOOL
CT State Project No. 214-0093 RN
CT State Project No. 214-0096 BE/A/CV
Item Data Sheet

CATEGORY: N - Art Equipment

ITEM #: N04

TOTAL QTY: 2

Item: ART UTILITY CART
Item Code: N04
Manufacturer: Amaco
Model: AHPC
Dimensions: 31"L x 19"W x 33"H



Product Description:

Heat Proof Kiln Cart, 3 shelves, with casters

Notes:

Finish:

Standard

Acceptable Substitutions:

Any Equal Product/ Manufacturer

- See reverse side for list of locations, quantities, and finish images. -

CATEGORY: N - Art Equipment

ITEM #: N04

TOTAL QTY: 2

CONSTRUCTION DOCUMENTS
PHASE 3 OF 3
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Room Name	Room #	Qty per room
2D PROJ. STOR.	1022D	2

NONNEWAUG HIGH SCHOOL
CT State Project No. 214-0093 RN
CT State Project No. 214-0096 BE/A/CV
Item Data Sheet

CATEGORY: N - Art Equipment

ITEM #: N05

TOTAL QTY: 1

Item: PUGMILL
Item Code: N05
Manufacturer: Peter Pugger
Model: VPM-9SS
Dimensions: 12" x 14" worksurface



Product Description:

Compact VPM-9SS Pugmill - stainless steel clay processing machine that reclaims any non-fired clay up to 25lbs at a time, Mix moist clay from powder and water. Reclaims scrap - wet or dry, Blends two or more different bodies, mixes a 25 lb. bag of clay. Has an oversized hopper allowing for up to 25lbs, Pug rate of 500lbs per hour, mix rate of 150lb per hour, 3/4 HP motor, 1/2HP motor on vacuum,

Notes:

power required, substituted must match all specification detail per manufacturer's website which are not all listed here

Finish:

Stainless Steel

Acceptable Substitutions:

Any Equal Product/ Manufacturer

- See reverse side for list of locations, quantities, and finish images. -

CATEGORY: N - Art Equipment

ITEM #: N05

TOTAL QTY: 1

CONSTRUCTION DOCUMENTS
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Room Name	Room #	Qty per room
ART	1022	1

NONNEWAUG HIGH SCHOOL
CT State Project No. 214-0093 RN
CT State Project No. 214-0096 BE/A/CV
Item Data Sheet

CATEGORY: N - Art Equipment

ITEM #: N06

TOTAL QTY: 2

Item: PUGMILL STAND
Item Code: N06
Manufacturer: Takach Press
Model: 1001 (2 shelf)
Dimensions: 30"d x 48"w x 30"h



Product Description:

Storage Table for Pug Mill - 13/4" maple wood top is attached to a steel table frame, Two Shelves

Notes:

Finish:

Standard

Acceptable Substitutions:

Any Equal Product/ Manufacturer

- See reverse side for list of locations, quantities, and finish images. -

CATEGORY: N - Art Equipment

ITEM #: N06

TOTAL QTY: 2

Room Name	Room #	Qty per room
ART	1022	2



The **S/L/A/M** Collaborative

NONNEWAUG HIGH SCHOOL
CT State Project No. 214-0093 RN
CT State Project No. 214-0096 BE/A/CV
ITEM DATA SHEET

CATEGORY: TC - Exterior Furnishings

ITEM #: TC01

TOTAL QTY: 4

Item: EXTERIOR PICNIC TABLE ADA
Item Code: TC01
Manufacturer: Terra Bound Solutions
Model: 602-665
Dimensions: 96"w x 60"d x 31"h



Product Description:

Thermoplastic coated picnic table high fade resistant, abrasion resistant, perforated top and seats, Support legs are 2 -3/8" powder coated galvanized steel tubing, attached benches, wheelchair accessible end

Notes:

Finish:

Paint: Navy
Frame: Black

Acceptable Substitutions:

Any equal product or manufacturer

- See reverse side for list of locations and quantities. -

CATEGORY: TC - Exterior Furnishings
ITEM #: TC01
TOTAL QTY: 4

CONSTRUCTION DOCUMENTS
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Room Name	Room #	Qty per room
Exterior Patio outside Cafeteria		4



The **S/L/A/M** Collaborative

NONNEWAUG HIGH SCHOOL
CT State Project No. 214-0093 RN
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ITEM DATA SHEET

CATEGORY: TC - Exterior Furnishings

ITEM #: TC01a

TOTAL QTY: 10

Item: EXTERIOR PICNIC TABLE
Item Code: TC01a
Manufacturer: Terra Bound Solutions
Model: 602-665
Dimensions: 96"w x 60"d x 31"h



Product Description:

Thermoplastic coated picnic table high fade resistant, abrasion resistant, perforated top and seats, Support legs are 2 -3/8" powder coated galvanized steel tubing, attached benches, wheelchair accessible end

Notes:

Finish:

Paint: Navy
Frame: Black

Acceptable Substitutions:

Any equal product or manufacturer

- See reverse side for list of locations and quantities. -

CATEGORY: TC - Exterior Furnishings

ITEM #: TC01a

TOTAL QTY: 10

CONSTRUCTION DOCUMENTS
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Room Name	Room #	Qty per room
Exterior Patio outside Cafeteria		10



The S/L/A/M Collaborative

NONNEWAUG HIGH SCHOOL
 CT State Project No. 214-0093 RN
 CT State Project No. 214-0096 BE/A/CV
 Furniture By Room - Items To Be Bid

Room #	Room Name	ITEM CODE	DESCRIPTION	QTY
	EXTERIOR	TC01	EXTERIOR PICNIC TABLE ADA	10
		TC01a	EXTERIOR PICNIC TABLE	4
0022	PE STORAGE	U01	METAL SHELF 48"X24"	6
0024	PE STOR	U01	METAL SHELF 48"X24"	4
		U02	METAL SHELF 36"X24"	1
0025	ICE / LAUNDRY	U02	METAL SHELF 36"X24"	1
0026	ATHLETIC STORAGE	U01	METAL SHELF 48"X24"	17
		U02	METAL SHELF 36"X24"	3
0028	FITNESS ROOM	G01	TREADMILL MACHINE	4
		G02	RECUMBENT CYCLE MACHINE	1
		G03	ELLIPTICAL MACHINE	3
		G04	SEATED LEG PRESS MACHINE	1
		G05	LAT MACHINE	1
		G06	SEATED ROW MACHINE	1
		G07	CHEST PRESS MACHINE	1
		G08	BICEP CURL MACHINE	1
		G09	TRICEP EXTENSION MACHINE	1
		G10	SHOULDER PRESS MACHINE	1
		G11	AB MACHINE	1
		G12	LEG EXTENSION MACHINE	1
		G13	LEG CURL MACHINE	1
		G14	UPRIGHT CYCLE MACHINE	2
		G15	POWER BAR AND PLATES	3
		G16	DUMBBELL RACK	1
		G17	BENCH PRESS	2
		G18	UPPER BODY EXERCISER MACHINE	1
		G19	HALF RACK	1
		G20	FITNESS MAT	1
0029	TRAINER	L07	TAPING BENCH	2
0035	COACH'S OFFICE	A09	ADMIN DESK - BASIC	1
		AA03	4DWR LATERAL FILE - 36"W	1
		AA05	WARDROBE STORAGE TOWER	1
0037	PE OFFICE	A09	ADMIN DESK - BASIC	1

CONSTRUCTION DOCUMENTS
PHASE 3 OF 3
ISSUED FOR RE-BIDDING - MAY 14, 2018

Room #	Room Name	ITEM CODE	DESCRIPTION	QTY
		AA03	4DWR LATERAL FILE - 36"W	1
		AA05	WARDROBE STORAGE TOWER	1
0038	PE OFFICE	A09	ADMIN DESK - BASIC	1
		AA03	4DWR LATERAL FILE - 36"W	1
		AA05	WARDROBE STORAGE TOWER	1
0044	COACH'S OFFICE	A09	ADMIN DESK - BASIC	1
		AA03	4DWR LATERAL FILE - 36"W	1
		AA05	WARDROBE STORAGE TOWER	1
102	STORAGE	U02	METAL SHELF 36"X24"	3
104	HEALTH CLASSROOM	AA01	MOBILE BOOKCASE	4
106	CULINARY ARTS LAB	A01b	STATIONARY TEACHER DESK - LH	1
		AA01	MOBILE BOOKCASE	2
		AA04	2DWR FILE 36"W	1
		T06	ART & CULINARY TABLE	12
1002	LOBBY	L06	LOBBY BENCH	4
1004A	STAGE	M03	MUSIC CHAIR CART	3
		M04	MUSIC STAND CART	2
		TA01	PODIUM	1
1004B	COSTUME STORAGE	U01	METAL SHELF 48"X24"	3
		U02	METAL SHELF 36"X24"	3
		U04	METAL SHELF 36"X18"	4
1004C	CONTROL ROOM	AA07	MOBILE PEDESTAL	1
1007	ENGLISH CLASSROOM	AA01	MOBILE BOOKCASE	4
1008	BREAK OUT ROOM	T03	CLASSROOM WORK TABLE 72"X36"	2
		T07	WORK TABLE 42"x 30"	2
1011	ENGLISH CLASSROOM	AA01	MOBILE BOOKCASE	4
1012	ENGLISH CLASSROOM	AA01	MOBILE BOOKCASE	4
1013	ENGLISH CLASSROOM	AA01	MOBILE BOOKCASE	4
1015	ENGLISH CLASSROOM	AA01	MOBILE BOOKCASE	4
1017	SPEC. ED. CONF.	T10	CONFERENCE TABLE - 10'	1
		T16	CONFERENCE STORAGE UNIT	2
1019	STORAGE	U01	METAL SHELF 48"X24"	4
1022	ART	A01a	STATIONARY TEACHER DESK - RH	1
		N01	ART FLAT FILE	3
		N02	ART FLAT FILE - RECONFIGURABLE	6
		N05	PUGMILL	1

REGION 14 - NONNEWAUG HIGH SCHOOL
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FURNITURE BY ROOM - TO BE BID
13 1001 - 2

Room #	Room Name	ITEM CODE	DESCRIPTION	QTY
		N06	PUGMILL STAND	2
		T06	ART & CULINARY TABLE	16
		U09	ART CUBBIES	7
		U12	WORK TABLE - ART	2
1022A	SHARE ART PREP	N02a	ART FLAT FILE - TALL	1
		T03	CLASSROOM WORK TABLE 72"X36"	1
		U01	METAL SHELF 48"X24"	1
		U02	METAL SHELF 36"X24"	3
		U06	METAL SHELF 42"X18" LOW	2
1022B	KILN	N03	ART WARES CART	1
		U05	KILN SHELF 48"X24"	2
1022C	3D PROJ. STOR.	U01	METAL SHELF 48"X24"	2
		U02	METAL SHELF 36"X24"	1
1022D	2D PROJ. STOR.	AA01	MOBILE BOOKCASE	1
		N03	ART WARES CART	1
		N04	ART UTILITY CART	2
		U01	METAL SHELF 48"X24"	7
1024	OT/PT STOR.	U04	METAL SHELF 36"X18"	6
1025	DIGITAL DESIGN	A01a	STATIONARY TEACHER DESK - RH	1
		AA01	MOBILE BOOKCASE	2
		AA04	2DWR FILE 36"W	1
		AA07	MOBILE PEDESTAL	1
		F01	DIGITAL DESIGN COMPUTER TABLE - 12'	4
		F01a	DIGITAL DESIGN COMPUTER TABLE - 12' w/SCREEN	2
		F02	DIGITAL DESIGN COMPUTER TABLE - 14'	1
		N02	ART FLAT FILE - RECONFIGURABLE	4
1026	OT/P.T. OFFICE	A09	ADMIN DESK - BASIC	2
		AA02	4DWR LATERAL FILE - 42"W	1
		AA05	WARDROBE STORAGE TOWER	2
1029	P.E. STOR.	U01	METAL SHELF 48"X24"	6
		U02	METAL SHELF 36"X24"	1
1030	WORLD LANGUAGE CLASSROOM	AA01	MOBILE BOOKCASE	4
1031	BREAK OUT ROOM	T03	CLASSROOM WORK TABLE 72"X36"	3
		T07	WORK TABLE 42"x 30"	2
1032	SCHOOL STORE	T02	WORK TABLE 60"X24"	1
1034	WORLD LANGUAGE CLASSROOM	AA01	MOBILE BOOKCASE	4
1035	LEARNING LAB	AA01	MOBILE BOOKCASE	4

**CONSTRUCTION DOCUMENTS
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Room #	Room Name	ITEM CODE	DESCRIPTION	QTY
		L02b	LIBRARY LOUNGE - COLOR 3	2
		LA01	COFFEE TABLE - SQ 24x24	1
1036	WORLD LANGUAGE CLASSROOM	AA01	MOBILE BOOKCASE	4
1038	WORLD LANGUAGE CLASSROOM	AA01	MOBILE BOOKCASE	4
1042B	SHARED P.E. AND ATHL. STOR.	U01	METAL SHELF 48"X24"	4
1053	FACULTY WORKROOM	T01	WORK TABLE 60"X30"	4
1053D	FACULTY DINING	L03	BANQUETTE LOUNGE	8
		LA05	LOUNGE TABLE - 24"DIA	3
		LA06	LOUNGE TABLE - 30"DIA	1
		T04	FACULTY DINING	2
1057	CHEM. STOR.	U01	METAL SHELF 48"X24"	6
1061A	ENGR. EQUIPMENT WRKRM	F05	COMPUTER TABLE - ENGINEERING 9' DOUBLE SIDED	2
		F06	COMPUTER TABLE - ENGINEERING 10'	1
		F06a	COMPUTER TABLE - ENGINEERING 8'	1
		U11	MAKERSPACE TABLE - ENGINEERING	2
1062	PROJ. STOR.	U01	METAL SHELF 48"X24"	2
		U02	METAL SHELF 36"X24"	2
		U07	TOOL CABINET	1
		U08	WOOD STORAGE	1
1067	RECEIVING	U01	METAL SHELF 48"X24"	6
1067A	CUSTODIAL	U01	METAL SHELF 48"X24"	2
1073	MUSIC TECH LAB	A01b	STATIONARY TEACHER DESK - LH	1
		AA01	MOBILE BOOKCASE	1
1074A	ACADEMIC STORAGE	U02	METAL SHELF 36"X24"	6
1079	BAND/ CHORAL REHEARSAL	A01b	STATIONARY TEACHER DESK - LH	1
		AA06	STORAGE CABINET - 36" x 18"	2
		M01	CLASSROOM CHAIR - MUSIC	68
		M02	MUSIC STAND	34
1079A	PROPS	U02	METAL SHELF 36"X24"	6
1081	PRACTICE	M01	CLASSROOM CHAIR - MUSIC	2
		M02	MUSIC STAND	1
1103	SOCIAL WORKER	A06	ADMIN DESK -MODIFIED BACK	1
		A11	OFFICE TABLE - 42"DIA	1
		A12	KEYBOARD TRAY	1

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FURNITURE BY ROOM - TO BE BID
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**CONSTRUCTION DOCUMENTS
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Room #	Room Name	ITEM CODE	DESCRIPTION	QTY
		AA03	4DWR LATERAL FILE - 36"W	1
1104	CONFERENCE ROOM	T09	CONFERENCE TABLE - 12'	1
		T16	CONFERENCE STORAGE UNIT	2
1105	SRO OFFICE	A03a	ADMIN L-SHAPE DESK - RH	1
		AA03	4DWR LATERAL FILE - 36"W	1
1106	CAREER CENTER	A03b	ADMIN L-SHAPE DESK - LH	1
		D01	LIBRARY SHELVING - 36"X84"h	6
		D04	LIBRARY SHELVING - 36"X30"h	4
		L02	LIBRARY LOUNGE - COLOR 1	2
		L02a	LIBRARY LOUNGE - COLOR 2	2
		LA01	COFFEE TABLE - SQ 24x24	2
		T13	LIBRARY TABLE 60X30	4
1107	LIBRARY LEARNING COMMONS	AA07	MOBILE PEDESTAL	2
		D01	LIBRARY SHELVING - 36"X84"h	11
		D02	LIBRARY SHELVING - 30"X84"h	6
		D03	FIXED LIBRARY STACKS - 144" x 84"h	4
		D04	LIBRARY SHELVING - 36"X30"h	4
		D05	LIBRARY SHELVING - 36"X42"h	3
		D06	MOBILE LIBRARY STACKS - 3'	12
		D07	LIBRARY CIRCULATION DESK	2
		D08	CUSTOM STORAGE PRINTING CENTER	1
		L01	LOUNGE WITH COUNTER	2
		L02	LIBRARY LOUNGE - COLOR 1	2
		L02a	LIBRARY LOUNGE - COLOR 2	2
		L02b	LIBRARY LOUNGE - COLOR 3	4
		LA01	COFFEE TABLE - SQ 24x24	4
		T12	LIBRARY TABLE 72X36	12
		T13	LIBRARY TABLE 60X30	1
		U10	LIBRARY MAKERSPACE TABLE	1
1107C	STUDY ROOM	T14	MEDIA TABLE	1
1107D	STUDY ROOM	T14	MEDIA TABLE	1
1107E	WORK ROOM	T13	LIBRARY TABLE 60X30	1
1108	COUNS. RECEPT.	A04	ADMIN DESK - P SHAPE OVERHEAD AT BACK	1
		AA01	MOBILE BOOKCASE	1
		AA05	WARDROBE STORAGE TOWER	1
		L04	WAITING CHAIR	5
		LA02	COFFEE TABLE 48"X24"	1
		LA03	END TABLE - ROUND	2
		T05	ROUND TABLE - 48"DIA	1
1108B	WORK RM	AA02	4DWR LATERAL FILE - 42"W	1
1108C	COUNS. OFFICE	A07	ADMIN U SHAPE DESK - RH	1
		A11	OFFICE TABLE - 42"DIA	1

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13 1001 - 5**

CONSTRUCTION DOCUMENTS
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Room #	Room Name	ITEM CODE	DESCRIPTION	QTY
		AA03	4DWR LATERAL FILE - 36"W	1
1108D	SP ED DEPT CHAIR	A02a	ADMIN DESK - P SHAPE RH	1
		AA03	4DWR LATERAL FILE - 36"W	1
1108E	CONF ROOM	T08	CONFERENCE TABLE - 15'	1
		T16	CONFERENCE STORAGE UNIT	2
1108H	COUNSELOR	A02b	ADMIN DESK - P SHAPE LH	1
		A12	KEYBOARD TRAY	1
		AA03	4DWR LATERAL FILE - 36"W	1
1108I	SCHOOL PSYCH	A02b	ADMIN DESK - P SHAPE LH	1
		A12	KEYBOARD TRAY	1
		AA03	4DWR LATERAL FILE - 36"W	1
		T02	WORK TABLE 60"X24"	1
1108J	COUNSELOR	A02a	ADMIN DESK - P SHAPE RH	1
		A12	KEYBOARD TRAY	1
		AA03	4DWR LATERAL FILE - 36"W	1
		T02	WORK TABLE 60"X24"	1
1108K	COUNSELOR	A04	ADMIN DESK - P SHAPE OVERHEAD AT BACK	1
		A12	KEYBOARD TRAY	1
		AA03	4DWR LATERAL FILE - 36"W	1
1109	NURSE	A08	HEALTH SUITE DESK	1
		A10	LOW BOOKCASES WITH LAMINATE TOP	2
		LA03	END TABLE - ROUND	1
1109B	FILES	AA02	4DWR LATERAL FILE - 42"W	3
		AC01	4DWR LATERAL FILE - 36"W FIRE PROOF	2
1109C	STOR	U03	METAL SHELF 48"X18"	1
		U04	METAL SHELF 36"X18"	2
1111A	WAITING	L04	WAITING CHAIR	6
		L05	WAITING 2 SEAT LOUNGE	1
		LA04	END TABLE - SQUARE	2
1111D	CONFERENCE ROOM	T11	CONFERENCE TABLE - 7'	1
		T16	CONFERENCE STORAGE UNIT	1
1111E	DEAN OF STUDENTS	A12	KEYBOARD TRAY	1
		AA03	4DWR LATERAL FILE - 36"W	1
		AB02	ADMIN DESK - VP/DEAN	1
		AB03	OFFICE TABLE - 42"DIA WOOD	1
		AB06	OFFICE STORAGE CABINET	1
1111F	PRINCIPAL	A12	KEYBOARD TRAY	1
		AB01	ADMIN DESK - PRINCIPAL	1
		AB03	OFFICE TABLE - 42"DIA WOOD	1

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CONSTRUCTION DOCUMENTS
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Room #	Room Name	ITEM CODE	DESCRIPTION	QTY
		AB04	BOOKCASE - WOOD LOW	2
		AB05	WOOD STORAGE - BOOKCASE/ FILE	1
1111G	ASST PRINCIPAL	A12	KEYBOARD TRAY	1
		AB02	ADMIN DESK - VP/DEAN	1
		AB03	OFFICE TABLE - 42"DIA WOOD	1
		AB05	WOOD STORAGE - BOOKCASE/ FILE	1
		AB07	WOOD WARDROBE CABINET	1
1111H	FAC. STOR	U03	METAL SHELF 48"X18"	1
		U04	METAL SHELF 36"X18"	2
1111J	ADMIN ASSIST	T15	HEIGHT ADJUSTABLE TABLE	1
2003	SOCIAL STUDIES CLASSROOM	AA01	MOBILE BOOKCASE	4
2005	SOCIAL STUDIES CLASSROOM	AA01	MOBILE BOOKCASE	4
2006	SOCIAL STUDIES CLASSROOM	AA01	MOBILE BOOKCASE	4
2007	SOCIAL STUDIES CLASSROOM	AA01	MOBILE BOOKCASE	4
2009	SOCIAL STUDIES CLASSROOM	AA01	MOBILE BOOKCASE	4
2012	BREAKOUT ROOM	T03	CLASSROOM WORK TABLE 72"X36"	1
		T07	WORK TABLE 42"x 30"	2
2013	BUSINESS LAB	A01b	STATIONARY TEACHER DESK - LH	1
		AA01	MOBILE BOOKCASE	4
		F07	COMPUTER TABLE - BUSINESS	8
2014	BUSINESS SEMINAR ROOM	AA01	MOBILE BOOKCASE	2
		T02	WORK TABLE 60"X24"	12
2015	BUSINESS LAB	A01a	STATIONARY TEACHER DESK - RH	1
		AA01	MOBILE BOOKCASE	4
		F07	COMPUTER TABLE - BUSINESS	8
2017	MATH CLASSROOM	AA01	MOBILE BOOKCASE	4
2018	SPEECH. PATH	A05	ADMIN DESK - L SHAPE SHORTENED	1
		A11	OFFICE TABLE - 42"DIA	1
		AA03	4DWR LATERAL FILE - 36"W	1
2021	MATH CLASSROOM	AA01	MOBILE BOOKCASE	4
2022	MATH CLASSROOM	AA01	MOBILE BOOKCASE	4
2023	MATH CLASSROOM	AA01	MOBILE BOOKCASE	4

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CONSTRUCTION DOCUMENTS
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Room #	Room Name	ITEM CODE	DESCRIPTION	QTY
2025	MATH CLASSROOM	AA01	MOBILE BOOKCASE	4
2027	BREAKOUT ROOM	T03	CLASSROOM WORK TABLE 72"X36"	1
		T07	WORK TABLE 42"x 30"	1
2028	MATH CLASSROOM	AA01	MOBILE BOOKCASE	4
2031	ACADEMIC STORAGE	U01	METAL SHELF 48"X24"	18
		U02	METAL SHELF 36"X24"	1
2042	SCIENCE STOR.	U01	METAL SHELF 48"X24"	6
2047	SCI. STOR.	U01	METAL SHELF 48"X24"	6
2053	FACULTY WORKROOM	T01	WORK TABLE 60"X30"	4
2053C	FACULTY DINING	L03	BANQUETTE LOUNGE	7
		LA05	LOUNGE TABLE - 24"DIA	2
		LA06	LOUNGE TABLE - 30"DIA	1
		T04	FACULTY DINING	2
2061	VIDEO PRODUCTION LAB	AA06	STORAGE CABINET - 36" x 18"	3
		AA07	MOBILE PEDESTAL	1
		F03	COMPUTER TABLE - VIDEO LAB 18'	3
		F03a	COMPUTER TABLE - VIDEO LAB 18' W/SCREEN	1
		F04	COMPUTER TABLE - VIDEO LAB 7'	1
		LA03	END TABLE - ROUND	1
		T02	WORK TABLE 60"X24"	1
		T03	CLASSROOM WORK TABLE 72"X36"	2



NONNEWAUG HIGH SCHOOL
 CT State Project No. 214-0093 RN
 CT State Project No. 214-0096 BE/A/CV
 Furniture List By Item - To Be Bid

CODE	ITEM	QTY
Category A		
A01a	STATIONARY TEACHER DESK - RH	3
A01b	STATIONARY TEACHER DESK - LH	4
A02a	ADMIN DESK - P SHAPE RH	2
A02b	ADMIN DESK - P SHAPE LH	2
A03a	ADMIN L-SHAPE DESK - RH	1
A03b	ADMIN L-SHAPE DESK - LH	1
A04	ADMIN DESK - P SHAPE OVERHEAD AT BACK	2
A05	ADMIN DESK - L SHAPE SHORTENED	1
A06	ADMIN DESK -MODIFIED BACK	1
A07	ADMIN U SHAPE DESK - RH	1
A08	HEALTH SUITE DESK	1
A09	ADMIN DESK - BASIC	6
A10	LOW BOOKCASES WITH LAMINATE TOP	2
A11	OFFICE TABLE - 42"DIA	3
A12	KEYBOARD TRAY	8
Category AA		
AA01	MOBILE BOOKCASE	105
AA02	4DWR LATERAL FILE - 42"W	5
AA03	4DWR LATERAL FILE - 36"W	14
AA04	2DWR FILE 36"W	2
AA05	WARDROBE STORAGE TOWER	7
AA06	STORAGE CABINET - 36" x 18"	5
AA07	MOBILE PEDESTAL	5
Category AB		
AB01	ADMIN DESK - PRINCIPAL	1
AB02	ADMIN DESK - VP/DEAN	2
AB03	OFFICE TABLE - 42"DIA WOOD	3
AB04	BOOKCASE - WOOD LOW	2
AB05	WOOD STORAGE - BOOKCASE/ FILE	2
AB06	OFFICE STORAGE CABINET	1
AB07	WOOD WARDROBE CABINET	1

CODE	ITEM	QTY
Category AC		
AC01	4DWR LATERAL FILE - 36"W FIRE PROOF	2
Category D		
D01	LIBRARY SHELVING - 36"X84"h	17
D02	LIBRARY SHELVING - 30"X84"h	6
D03	FIXED LIBRARY STACKS - 144" x 84"h	4
D04	LIBRARY SHELVING - 36"X30"h	8
D05	LIBRARY SHELVING - 36"X42"h	3
D06	MOBILE LIBRARY STACKS - 3'	12
D07	LIBRARY CIRCULATION DESK	2
D08	CUSTOM STORAGE PRINTING CENTER	1
Category F		
F01	DIGITAL DESIGN COMPUTER TABLE - 12'	4
F01a	DIGITAL DESIGN COMPUTER TABLE - 12' w/SCREEN	2
F02	DIGITAL DESIGN COMPUTER TABLE - 14'	1
F03	COMPUTER TABLE - VIDEO LAB 18'	3
F03a	COMPUTER TABLE - VIDEO LAB 18' W/SCREEN	1
F04	COMPUTER TABLE - VIDEO LAB 7'	1
F05	COMPUTER TABLE - ENGINEERING 9' DOUBLE SIDED	2
F06	COMPUTER TABLE - ENGINEERING 10'	1
F06a	COMPUTER TABLE - ENGINEERING 8'	1
F07	COMPUTER TABLE - BUSINESS	16
Category G		
G01	TREADMILL MACHINE	4
G02	RECUMBENT CYCLE MACHINE	1
G03	ELLIPTICAL MACHINE	3
G04	SEATED LEG PRESS MACHINE	1
G05	LAT MACHINE	1
G06	SEATED ROW MACHINE	1
G07	CHEST PRESS MACHINE	1
G08	BICEP CURL MACHINE	1
G09	TRICEP EXTENSION MACHINE	1
G10	SHOULDER PRESS MACHINE	1
G11	AB MACHINE	1
G12	LEG EXTENSION MACHINE	1
G13	LEG CURL MACHINE	1
G14	UPRIGHT CYCLE MACHINE	2
G15	POWER BAR AND PLATES	3
G16	DUMBBELL RACK	1
G17	BENCH PRESS	2
G18	UPPER BODY EXERCISER MACHINE	1

CODE	ITEM	QTY
G19	HALF RACK	1
G20	FITNESS MAT	1
Category L		
L01	LOUNGE WITH COUNTER	2
L02	LIBRARY LOUNGE - COLOR 1	4
L02a	LIBRARY LOUNGE - COLOR 2	4
L02b	LIBRARY LOUNGE - COLOR 3	6
L03	BANQUETTE LOUNGE	15
L04	WAITING CHAIR	11
L05	WAITING 2 SEAT LOUNGE	1
L06	LOBBY BENCH	4
L07	TAPING BENCH	2
Category LA		
LA01	COFFEE TABLE - SQ 24x24	7
LA02	COFFEE TABLE 48"X24"	1
LA03	END TABLE - ROUND	4
LA04	END TABLE - SQUARE	2
LA05	LOUNGE TABLE - 24"DIA	5
LA06	LOUNGE TABLE - 30"DIA	2
Category M		
M01	CLASSROOM CHAIR - MUSIC	70
M02	MUSIC STAND	35
M03	MUSIC CHAIR CART	3
M04	MUSIC STAND CART	2
Category N		
N01	ART FLAT FILE	3
N02	ART FLAT FILE - RECONFIGURABLE	10
N02a	ART FLAT FILE - TALL	1
N03	ART WARES CART	2
N04	ART UTILITY CART	2
N05	PUGMILL	1
N06	PUGMILL STAND	2
Category T		
T01	WORK TABLE 60"X30"	8
T02	WORK TABLE 60"X24"	16
T03	CLASSROOM WORK TABLE 72"X36"	10
T04	FACULTY DINING	4
T05	ROUND TABLE - 48"DIA	1
T06	ART & CULINARY TABLE	28
T07	WORK TABLE 42"x 30"	7
T08	CONFERENCE TABLE - 15'	1

CODE	ITEM	QTY
T09	CONFERENCE TABLE - 12'	1
T10	CONFERENCE TABLE - 10'	1
T11	CONFERENCE TABLE - 7'	1
T12	LIBRARY TABLE 72X36	12
T13	LIBRARY TABLE 60X30	6
T14	MEDIA TABLE	2
T15	HEIGHT ADJUSTABLE TABLE	1
T16	CONFERENCE STORAGE UNIT	7
Category TA		
TA01	PODIUM	1
Category TC		
TC01	EXTERIOR PICNIC TABLE ADA	10
TC01 a	EXTERIOR PICNIC TABLE	4
Category U		
U01	METAL SHELF 48"X24"	100
U02	METAL SHELF 36"X24"	31
U03	METAL SHELF 48"X18"	2
U04	METAL SHELF 36"X18"	14
U05	KILN SHELF 48"X24"	2
U06	METAL SHELF 42"X18" LOW	2
U07	TOOL CABINET	1
U08	WOOD STORAGE	1
U09	ART CUBBIES	7
U10	LIBRARY MAKERSPACE TABLE	1
U11	MAKERSPACE TABLE - ENGINEERING	2
U12	WORK TABLE - ART	2