



GREENWICH PUBLIC SCHOOLS

SPECIFICATION BOOKLET GREENWICH PUBLIC SCHOOLS

HAMILTON AVENUE SCHOOL SELECT EXTERIOR DOOR REPLACEMENT AND RELATED WORK



OWNER:
ADDRESS:
CITY:

**GREENWICH PUBLIC SCHOOLS
290 GREENWICH AVENUE
GREENWICH, CT 06830**

BOARD OF EDUCATION BID:
FULLER AND D'ANGELO
PROJECT NO:

2533-25

24553.00

FACILITY NAME:

**HAMILTON AVENUE SCHOOL
184 Hamilton Avenue
GREENWICH, CT 06830**



**FULLER AND D'ANGELO, P.C.
ARCHITECTS & PLANNERS
45 KNOLLWOOD ROAD
ELMSFORD, NEW YORK 10523
(914) 592-4444
www.fullerdangelo.com**

ISSUE TO :
DATE ISSUED:

**BID
May 14, 2025**

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GREENWICH PUBLIC SCHOOLS
Purchasing Department
290 Greenwich Avenue
Greenwich, Connecticut 06830
(203) 625-7411

EUGENE H. WATTS
Manager of School Procurement

May 14, 2025

Dear Sir/Madam:

You are invited to submit a bid for **Hamilton Avenue School Select Door Replacement & Related Work** Greenwich Public Schools. The attached bid specifications detail the requirements we are looking for.

Bidders are urged to read all documents carefully and fill out all information requested. Bids which are incomplete, obscure, or conditional, and which contain irregularities of any kind, will be subject to rejection for failure to comply strictly with these conditions.

Bids must be submitted on the schedule forms attached. All unit prices must be filled in and the cost sheet must be the first page of the submitted bid. Each bid must be submitted and clearly marked with (1) original and six (6) copies of your bid. Faxed emailed or late bids will not be accepted. The original bid and copies must be in a sealed envelope plainly marked with the Vendors name and address and the following information:

Hamilton Avenue School Select Door Replacement & Related Work

Opening Date: June 5, 2025

Opening Time: 11:00 a.m.

BID NUMBER: 2533-25

Mandatory Walk-through

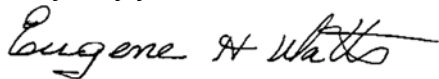
Hamilton Avenue School 184 Hamilton Avenue Greenwich, CT 06830

May 21, 2025 @ 3:30 p.m.

The meeting for the bid opening will be held in person at the Greenwich Board of Education 290 Greenwich Avenue, Greenwich, CT 06830 at 11:00 a.m. on June 5, 2025.

Sealed Bids for supplying the above will be received by the Purchasing Department at the above address until 11:00 am at which time they will be opened and read publicly. All Bidders and other interested people are invited to be present at the opening of these Bids.

Very truly yours,



Eugene H. Watts

Information to Bidders Part 1

The Architect for the project is Fuller D'Angelo P.C. Architects and Planners, 45 Knollwood Road, Elmsford, NY 10523

The contact for the Owner is: Eugene Watts, Manager of School Procurement, Greenwich Public Schools, Havemeyer Building, 290 Greenwich Avenue, Greenwich, CT.

Contractor(s) whose bid exceeds \$500,000.00 shall hold a current "DAS" Contractor Prequalification Certificate" (not a predetermination letter) from the Department of Administrative Services of the State of Connecticut according to Connecticut General Statutes Section 4a-100, 4b-101 and 4b-91 previously stated as Public Act 03-215 and as amended by Public Act 04-141. Bidders shall submit with their bids, unless noted otherwise, a "DAS Contractor Prequalification Certificate" along with a current "Update (bid) Statement". Failure to submit those items with the bid will result in disqualification of the bidder. If you have any questions regarding these requirements contact the State of CT.DAS, at telephone number 860-713-5280 or visit their web site at www.das.state.ct.us .

1. BACKGROUND:

The Town of Greenwich, CT is about 40 miles northeast of New York City and has a population of about 60,000 people. The Greenwich Public Schools enjoy a national reputation for excellence and have strong support from the community. Our fifteen public schools have a current enrollment of 9000 students and consist of eleven elementary schools (K-5), three middle schools (6-8), and one comprehensive high school (9-12). Our district also offers some pre-K and alternative high schools' programs.

2. CONTRACT LENGTH:

This Bid is for awarding a contract to cover the period beginning on or about June 26, 2025. Once this Bid is awarded, the bidder must make arrangements to meet with Greenwich Public Schools if required.

3. OPTION TO EXTEND:

The Board of Education may, at their option and with the approval of the vendor, extend the period of this agreement for the schools. If the Board of Education intends to extend the contract period, the vendor shall be notified in writing by the Purchasing Department at least fourteen (14) calendar days prior to the expiration of the original contract.

4. BID EVALUATION CRITERIA:

A committee composed of various administrators will evaluate bids. The following criteria guidelines will be used in analyzing and evaluating this bid:

Conformance to the requirements of this Bid, i.e. conformance to Terms, Conditions and Scope of Work.

Proven skills and technical competence.

Background on the firm

For Vendor firm, identification of personnel who will have principal responsibility.

Qualifications Form

5. A NARRATIVE DESCRIBING THE FIRMS APPROACH TO UNDERTAKING THE SCOPE OF THE WORK INCLUDING:

Cost/service fee (overall cost to the Board of Education with all factors considered).
Presentation to the selection committee, if requested.

6. OVERVIEW:

Greenwich Public Schools wishes to solicit Request for Bids for Select Exterior Door Replacement and Related Work, including alternates. Companies must be located within a 150-mile radius of the district in order to submit a bid. It is understood that any contract is subject to available funding.

7. THE DETAILED BIDDER SHALL INCLUDE:

An outline of the procedures to be used to provide Select Exterior Door Replacement and Related Work at Hamilton Avenue School indicated above, and how cost estimates will be calculated.

8. INTENT OF WORK

Fixed price scope of work per plans and specifications for provision of the Select Exterior Door Replacement and Related Work at Hamilton Avenue School.

9. SCOPE OF SERVICE:

Replace exterior fire rated doors and frame system, rework exit door patio gutter, scupper and drain system, per contract documents

10. CONTRACTOR AGREEMENT

1. The contractor shall simultaneously with the signing of the Contract, furnish the Town the executed Performance, Maintenance, and Payment Bond of a surety company authorized to do business in the State of Connecticut, and acceptable to the Town, in the sum of the full amount of the Contract Obligation in the form provided by the Town. A PERFORMANCE BOND will not be required where the total estimated cost of labor and materials under the contract with respect to which such general bid is submitted is less than one-hundred thousand dollars (\$100,000.00). Once a contract exceeds \$100,000.00 the bidder will be responsible for obtaining and paying for all bonds required by Greenwich Public Schools.
2. Each bid shall be accompanied by a completed copy of the Bidders Qualification Questionnaire included in the bid documents. The Greenwich Public Schools reserve the right to request further information and/or supplemental information with respect to the Qualification Questionnaire at their sole discretion
3. Each bidder shall utilize the specified manufacturers. Should the Contractor desire to substitute other articles, materials, apparatus, products or process, then those specified or approved as equal, the Contractor shall apply to the Architect, in writing, for approval of such substitution, per Section 01600 Product Requirements. It should be noted that the Bid shall not be based on a substituted article, material, apparatus, product or process. No substitution reviews shall take place prior to bid.
4. Each form of bid contains a section for alternates and/or unit prices. All alternate prices must be completed with a dollar value. Blanks, not applicable (n/a), no effect, etc. in these portions of the form of bid shall be construed to indicate

that the particular alternate shall be performed without increase to the contract price as they relate to the scope of the trade package.

5. Unit prices which do not affect the work of your trade may be filled in "not applicable (n/a)". "Not applicable or blanks in these portions of the form of bid shall be construed to indicate that the unit price is not applicable as they relate to the scope of the trade package.
6. The successful bidder will produce for the Greenwich Public Schools review a current financial statement, which will remain strictly confidential.

EXCEPTIONS.

7. Each bid shall be accompanied by a completely filled in and properly executed Non-Collusion Affidavit.
8. All work shall be done in accordance with applicable State statutes; conditions of Prevailing Wages shall apply.
9. Qualifications to the bid are not allowed. If bids are qualified, they may be deemed non-responsive and subsequently rejected.
10. If there is a conflict between the Contract Agreement and the General Conditions, the Contract Agreement shall prevail.
11. Bid awards must be approved by the Greenwich Public Schools. All contractors shall be required to execute the Greenwich Public Schools standard form of contract and accompanying payment and performance bonds without exception.
 - i. The contract shall be awarded to the lowest responsible and qualified bidder, meaning the bidder whose bid is the lowest of those bidders possessing the skill, ability and integrity necessary to faithful performance of the work based on objective criteria considering past performance and financial responsibility. In considering past performance, the Greenwich Public Schools shall evaluate the skill, ability and integrity of bidders in terms of the bidders' fulfillment of contract obligations and of the bidders' experience or lack of experience with projects of similar size and scope. The Greenwich Public Schools reserves the right to consider as unqualified to do the work required by the bid documents any bidder that does not habitually perform with its own forces the major portion of the work involved in the bid documents. No contract will be awarded to any bidder who is at time of award not qualified under applicable regulations issued by the Secretary of Labor, United States Department of Labor or any applicable State and local laws and regulations.

11. QUESTIONS:

Questions concerning this Bid will be received by e-mail only directed to the Bid Department at: (bid_department@greenwich.k12.ct.us). In the subject line you must put Bid # 2533-25 Select Exterior Door Replacement and Related Work. All questions must be received no later than noon May 28, 2025 at noon. All answers will be posted as an addendum to our website, www.greenwicschools.org no later than noon on May 30, 2025. Failure to comply with these conditions will result in the proposer waving his/her right to dispute the Bid specifications and conditions. It is the proposer's responsibility to check our website for all addenda up to the day before the opening date. Failure to comply with these conditions will result in the bidder waiving his right to dispute the bid specifications and conditions.

12. ACCEPTANCE:

The department will make determination of the acceptability of work. Work shall be completed in a responsive and professional manner and in accordance with the specifications.

13. GENERAL TERMS AND CONDITIONS:

Sealed bids for furnishing new Select Exterior Door Replacement and Related Work, Hamilton Avenue School Greenwich Public Schools, as specified on the attached bid specification sheets, will be received at the time and date previously mentioned. All bidders and other interested persons are invited to be present at the opening of these bids that will take place at the Board of Education.

The Board of Education reserves the right to waive any informality in the bid or reject any or all bids or to accept any bid, which appears to be in the best interest of the Board. Any bid may be withdrawn prior to the opening time and date. Any bid received after the time and date as specified will not be considered.

The Board of Education shall have the right to take such steps as it deems necessary to determine the ability of the bidder to perform the work and the bidder shall furnish the Board of Education with information and data for this purpose as the Board of Education may request. The right is reserved to reject any bid where, on investigation, the evidence or information submitted by such bidders does not satisfy the Board of Education that the bidder is qualified to carry out properly the terms of the contract.

Consumption or use of alcohol and/or drugs is prohibited on school property. Any individual with alcohol or drugs will be removed from said property. Smoking is prohibited in all school buildings and on school grounds.

14. TAX:

No amount shall be added for the Connecticut Sales Tax or Federal Tax. The Greenwich Public School system is exempt from the payment of taxes imposed by the Federal Government and/or State of Connecticut. Taxes must not be included in the bid price.

15. The intention of this BID/RFP is to establish a contract with one or more contractors who will, upon request, provide the time with the services, labor, and supplies described in this solicitation.

This is no guarantee as to the amount of services, labor or supplies that the Board of Education may purchase during the term of this contract.

16. Per Connecticut General Statutes CGS § 10-221d, which went into effect July 1, 2016, and 10-222c, all people who are entering into a paid agreement with a school district must submit to a mandatory background check. If you are an individual, you must send me your employment history so that I can do the background check. If you are a company having multiple employees in the schools, you will be responsible for obtaining the background checks on each of your employees.

17. The appropriation of funds for this project is contingent upon budget approval.

18. The Bidder awarded this bid must agree to Electronic Funds Transfer (EFT) via Automatic Clearing House (ACH).



FULLER AND D'ANGELO P.C.

ARCHITECTS AND PLANNERS

45 KNOLLWOOD ROAD
TEL: 914.592.4444

ELMSFORD, NEW YORK 10523
FAX: 914.592.1717

REQUEST FOR INFORMATION NO. _____

Greenwich Public Schools _____ Project

Date: _____

A/E Project Number: _____

Bid # _____

To: Greenwich Public Schools
Email: bid_department@greenwich.k12.ct.us

From: _____ Tele. No.: _____ Fax. _____

Subject	Discipline/Trade	Dwg./Spec. Reference

QUESTION:

Field Condition
Drawing/Spec
Discrepancy
Owner Change
Clarification
Other

SIGNATURE _____

DATE _____

FULLER AND D'ANGELO, P.C. RESPONSE

SIGNATURE _____

DATE _____

CC: Company Name	Contact Name	Copies	Fax Number	Notes

Review and any responses to this request for information by the architect/engineer is strictly for design intent only and does not constitute acknowledgement or acceptance of any cost or schedule implications unless specifically presented by the contractor. By submission of this request for information the contractor assumes all responsibility in the absence of an approved change order or work directive

Information to Bidders Part 2

1. Form and Submission of Bid

- a. One copy of this document will be furnished to the bidders. The Bid Sheet shall be completed and returned as part of the bid. The copy submitted by the successful bidder shall be completed in its entirety, executed and retained by the Town of Greenwich, sometimes referred to as the Town. From this executed copy, three other conformed copies will be made, one of which will be sent to the Contractor.
- b. Bid Documents must be enclosed in a sealed opaque envelope plainly marked on the outside with the name and address of the Contractor; addressed to the Purchasing Agent, Greenwich Public Schools, Havemeyer Building, 290 Greenwich Avenue, Greenwich, Connecticut, and shall be labeled as indicated in Invitation to Bidders.
- c. It shall be the responsibility of each Bidder to have his Bid Proposal at the Business Office at the time of Bid Opening; neither the Town of Greenwich nor the Board of Education shall be held in any way for failure of bidder to have his Bid Proposal submitted at such time and Bids arriving after the indicated Bid Opening time will not be accepted. Late bids arriving by mail shall be returned to the sender unopened.

2. Bid Security

Each Bid must be accompanied by Bid Bond prepared on the Form of Bid Bond attached hereto duly executed and acknowledged by the Bidder, as Principal, and by a surety satisfactory to Town as Surety. Bid Bond shall be in the sum of 10% of bid amount and shall be enclosed in the sealed envelope containing the Bid. Each such Bid Bond may be held by the Town as security for the fulfillment of the Bidder's agreements as hereinabove set forth and as set forth in the Bid. Should the Bidder fail to fulfill such agreements, the Bid Bond shall become payable to the Town as liquidated damages; otherwise, the Bid Bond shall become null and void. A BID BOND will not be required where the total estimated cost of labor and materials under the contract with respect to which such general bid is submitted is less than fifty thousand dollars (\$50,000).

3. Withdrawal of Bids

Except as hereinafter in this subsection expressly provided, once his Bid is submitted and received by the Town for consideration and comparison with the other bids similarly submitted, the Bidder agrees that he may not and will not withdraw it within thirty (30) consecutive calendar days after the actual date of the opening of Bids unless extended by addendum.

Upon proper written request and identification, Bids may be withdrawn only as follows:

- a. At any time prior to the designated time for the opening of bids.
- b. Unless a Bid is withdrawn as provided above, the Bidder agrees that it shall be deemed open for acceptance until the Agreement has been executed by both parties thereto or until the Town notifies a Bidder in writing that his Bid is rejected or that the Town does not intend to accept it. Notice of acceptance of a Bid shall not constitute rejection of any other Bid.

4. Bidders to Investigate

Where applicable, Bidders are required to submit their Bids upon the following express conditions which shall apply to and be deemed a part of every Bid received, "viz".

Bidders must satisfy themselves by personal examination of the site of the work and by such means as they may wish, as to the actual conditions there existing, the character and requirements of the work, and the difficulties attendant upon its execution, and the accuracy of all estimated quantities, if any, stated in the Bid.

5. Ability and Experience of Bidder

No award will be made to any Bidder who cannot satisfy the Town that he has sufficient ability and experience in this class of work and sufficient capital and plant to enable him to prosecute and complete the work successfully within the time named or where such time is not named, within a reasonable period of time as is determined by the contracting officer or agency. The Town's decision or judgment on these matters shall be final, conclusive and binding.

The Town may make such investigations as it deems necessary, and the Bidder shall furnish to the Town, under oath if so required, all such information and data for this purpose as the Town may request.

6. Interpretations

The Contractor agrees to use the products and methods designated or described in the specifications or as amended by the addenda.

- a. Bids. The Board of Education reserves the right to reject Bids which in its judgment are either incomplete, conditional, obscure, or not responsible or which contain additions not called for, erasures not properly initialed, alterations or similar irregularities if deemed in the Town's best interest to do so.
- b. Right to Reject or Accept Bids. The Board of Education reserves the right to reject any and all bids not deemed to be in the best interest of the Town of Greenwich. The Board of Education reserves the right to waive any informalities in or reject any or all bids, or any part of any bid.
- c. Execution of Agreement. The Bidder whose Bid is accepted will be required and agrees to duly execute the Agreement and furnish the required Bond within such time as deemed reasonable by the Town or Contracting Officer.
- d. Non-Connecticut Contractors 5 % Tax. Pursuant to Connecticut General Statutes § 12-430(7), as amended by Public Act No11,61, Section 66, a non-resident contractor shall comply with the State of Connecticut's bonding requirements.

7. Bid Bond

- a. The Bid Bond form given on the following pages shall be used.
- b. The surety on the bond may be any corporation authorized to act as surety in the State of Connecticut.
- c. The full name and business or residence address of each individual party to the bond shall be inserted in the space provided therefore, and each party shall sign the bond with his usual signature on the line opposite the scroll seal.
- d. If the principals are partners, their individual names shall appear in the space provided here fore, with the recital that they are partners composing a firm, naming it, and the bond shall be executed by a general partner who has been authorized to act on behalf of the

partnership.

- e. If the principal or surety is a corporation, the name of the state in which incorporate shall be inserted in the space provided therefore, and said instrument shall be executed and attested under the corporate seal, the fact shall be stated, in which case a scroll or adhesive seal shall appear following the corporate name.
- f. The official character and authority of the person or persons executing the bond for a corporation shall be certified by a proper officer. In lieu of such certificate, there may be attached to the bond copies of so much of the records of the corporation as will show the official character and authority of the officers signing duly certified by a proper officer, under the corporate seal, to be true copies.
- g. The date of this bond must not be prior to the date of the instrument in connection with which it is given.

8. Minimum Wages and Payment to Subcontractors

- a. The work specified in this contract is subject to prevailing wage rates as fixed by the Labor Commissioner of the State of Connecticut and a schedule of such rates is deemed to be incorporated herein.
- b. A general or prime contractor is required by Connecticut law to pay his subcontractors for labor performed or materials furnished within forty-five (45) days after payment to such general or prime contractor.
- c. The contractor's attention is directed to Section 9 of the Agreement for additional requirements for Employment Preference and Minimum Wage.

9. Insurance: Before starting and until final completion and acceptance of the work called for in the Contract and expiration of the guarantee period provided for in the Contract, the Contractor shall procure and maintain insurance of the types and amounts indicated in paragraphs A through F inclusive, below, and such other insurance as is specified under any special conditions to the Contract. The Town shall be named as an additional insured on each such policy of insurance.

The Contractor shall require each of its subcontractors to procure and maintain, until the final completion of each sub-contractor's work, insurance of the types and amounts specified in paragraphs A through F inclusive, below, which shall be in addition to the obligation of the Contractor to secure and maintain at its expense, during the life of this Contract, public liability and property damage insurance to protect it, its sub-contractors, if any, and the Town from claims for bodily injury, accidental death or property damage arising from the operations under this Contract (including blasting and the handling and storage of explosives) whether such operations be by the Contractor or by anyone directly or indirectly employed by it.

10. Employment Preference and Minimum Wage Rates: In the employment of labor to perform the construction, remodeling or repairing of any public building specified herein, by the State or any of its agents, or by persons contracting therewith, preference shall be given to citizens of the United States, who are, and continuously for at least three months prior to the date hereof have been, residents of the labor market area, as established by the labor commissioner of the State of Connecticut, in which such work is to be done, and if no such qualified person is available, then to citizens who have continuously resided in the county in which the work is to be performed for at least three months prior to the date hereof, and then to citizens of the state who have continuously resided in the state at least three months prior to the date hereof. In no event shall said provisions be deemed to abrogate or supersede, in any manner, any provision regarding residence requirements contained in a collective bargaining agreement to which the Contractor is a party.

In the employment of mechanics or workmen to perform the work specified herein, in connection with any public works project, including, but not limited to construction, remodeling or repairing of any public facility, structure, except public buildings covered by the preceding paragraph, site preparation or site improvement, appurtenances or highways or in preparation or improvement of any land or waterway on or in which a structure is situated or to be constructed by the state or any of its agents or by persons contracting therewith, preference shall be given to residents of the state who are, and continuously for at least six months prior to the date hereof have been, residents of this state, and if no such person is available then to residents of other states.

The provisions of the two immediately preceding paragraphs of this section shall not apply where the state or any subdivision thereof may suffer the loss of revenue granted or to be granted from any agency or department of the federal government as a result of the two immediately preceding paragraphs of this section or regulative procedures pursuant thereto.

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 such employee to any employee welfare fund, as defined in Section 31-53(h) Connecticut 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 of Greenwich. 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 his classification on each pay day.

The provisions of the immediately preceding paragraph shall not apply where the total cost of all work to be performed by all contractors and subcontractors in connection with new construction of any public works project is less than four hundred thousand dollars (\$400,000) or where the total cost of all work to be performed by all contractors and subcontractors in connection with any remodeling, refinishing, refurbishing, rehabilitation, alteration or repair of any public works projects is less than one hundred thousand dollars (\$100,000).

11. Final Payment: When the Contractor has completed the work under this Contract he shall submit his bill for final payment to the Assistant Facilities Director for approval. The bill shall be submitted on the Contractor's billhead indicating date, contract number, work performed, and amount of bill along with an executed Affidavit for Final Payment which is part of the Contractor's conformed copy of the Contract.

Receipt of this bill shall in no way obligate the Board of Education to accept the work under this Contract as complete and satisfactory.

Within one week from date of receipt of the bill, the Assistant Facilities Director or his representative will inspect the work and if deficiencies are found the Contractor shall be notified in writing of each deficiency. The final payment shall not be made until the Assistant Facilities Director approves the work as complete, satisfactory and in compliance with the Contract Document.

12. Right to Alter Form, Quantity, etc., of Work: The Board of Education further reserves the right to make alterations in the lines, grade, plan, the commencement of work because of the priority restrictions, insufficient funds in appropriations, or other cause. If such alterations diminish the quantity of the work to be done, they shall not constitute a claim for damage, or for anticipated profits on the work dispensed with, or affect the prices bid for the various classes of work remaining. If they increase the amount of work, such increase shall be paid for according to the quantity actually done and at the price or prices bid for various classes of work, or if not susceptible of classification, to so agree, the Contractor shall do the work as aforesaid as extra work.

13. Safety Specifications

Site Conduct: Contractor acknowledges that the Work will be conducted at an operating public school, which may inhibit the operations of Contractor and its Subcontractors and Vendors. Parking for workers, vendors, and visitors will be allowed only at an area designated by Owner.

If necessary, Contractor shall provide transportation for all workers between the Site and such remote parking as will be provided to the Contractor. Contractor shall prohibit, and shall use all reasonable efforts to prevent its, and its Subcontractors' and Vendors', personnel from loitering or wandering in the School. Contractor shall also prohibit, and shall use all reasonable efforts to prevent, on or near the Site, the use or consumption of alcoholic beverages, drugs, or other mind-altering substances, the carrying of firearms or other weapons, fighting, and conduct that is disorderly, or disruptive, in a business setting. Contractor shall promptly terminate, or have terminated, the employment of any person employed by Contractor, or a Subcontractor or Vendor, whose employment Owner designates to be terminated due to violation of any laws or rules applicable to the site or the school.

Safety: The safety of Contractor, Subcontractors, Vendors and their employees, agents, representative and invitees, and any other person who enters the Site for any purpose relating to Contractor's carrying out its obligations under this Agreement (including Owner and its employees, agents, representatives and invitees) shall be Contractor's responsibility. Contractor shall promptly notify Owner, in writing, of any hazardous conditions, property or Equipment at the Site. If Owner requests that Contractor provide certain safeguards required in Owner's reasonable judgment for the protection of persons, or property, on or near the Site and Contractor fails to comply with such request within a reasonable time, Owner may provide such safeguards, and Contractor shall promptly reimburse Owner for the costs thereof. Such provision by Owner shall not relieve Contractor of its obligations or liabilities hereunder, nor shall it make Owner responsible for Site safety or Contractor's means and methods to ensure Site safety. Contractor shall initiate and maintain safety precautions and programs to conform with applicable laws and otherwise to protect against and prevent injury to persons or damage to property on, about, or adjacent to the Site and shall incorporate all such safety precautions and programs (the "Site Safety Program") in a written safety program manual (the "Site Safety Manual"). Contractor shall erect and maintain safeguards for the protection of workers and the public consistent with its obligations under the Agreement. Contractor shall exercise efforts to eliminate, or abate, all reasonably foreseeable safety hazards created by or otherwise resulting from performance of the Work. Contractor shall ensure that it, its employees, agents and invitees and its Subcontractors, Vendors and their employees, agents and invitees, during performance of any of the Work, comply with (i) all applicable laws relating to health and safety, including the Occupational Safety and Health Act of 1970 (OSHA) and the rules and regulations promulgated thereunder, and (ii) all directions by Owner regarding protective clothing, head covering, eye protection, and the like. Prior to commencing Work, Contractor or designate to Owner (i) one of its employees to act as the Site's safety officer (the "Site Safety Officer") and (ii) certain of its employees to act as the Site's first aid staff, which employees shall be properly trained and qualified. Contractor's Site Safety Officer shall attend and pass Owner's fire watch training session, or a similar session, with advance approval by Owner. Contractor shall not terminate the employment of the Site Safety Officer without Owner's prior written consent. Contractor's Site Safety Officer and first aid staff shall have such responsibilities as Owner and Contractor may from time to time agree. Owner may from time to time designate its own Site safety officer or first aid staff to whom Contractor's Site Safety Officer and staff shall report.

Safety Records: Contractor shall furnish the safety records of Contractor and its Subcontractors, including their experience modification rate, OSHA Injury Index, OSHA Days Away From Work Index.

Hot Work Permits: At least twenty-four (24) hours in advance of performing Work in Hazardous Areas, Contractor's Representative shall notify General Contractor that such work is necessary, obtain General Contractor's prior written approval to perform such work, and, if approved, provide General Contractor with Hot Work Maps and obtain Hot Work Permits from General Contractor's Representative.

Daily Safe Work Permits: On a daily basis, prior to performing any Work, Contractor shall obtain Daily Safe Work Permits from the Owner.

Differing Site Conditions: Contractor shall, promptly after actual discovery, and before such conditions are disturbed (to the extent reasonably practicable), notify Owner in writing of (i) any subsurface or latent physical conditions at the Site, differing materially from those indicated in, or reasonably inferable from, the Supplied Project Documents that could not have been observed through a reasonable inspection of the Site, prior to commencing Work, or (ii) unknown physical conditions at the Site of an unusual nature differing materially from those ordinarily encountered and generally recognized as inherent in work of the character provided for in this Agreement. After receipt of such notice, Owner shall promptly investigate the conditions. In the event that such conditions do materially differ and actually result in a material increase or decrease in Contractor's cost of, or the time required for performance of, the Work, Contractor may be entitled to additional or a reduction in compensation under Agreement as applicable. No adjustment in compensation shall be allowed under this Paragraph unless Contractor has promptly given the notice required in this Paragraph.

Site Housekeeping: Contractor shall keep the Site free from trash, contamination, refuse, rubbish, scrap materials, and debris caused, or created by, Contractor or its Subcontractors and shall keep the Site in a reasonably presentable condition given the nature of the Work and in a neat, orderly, and workmanlike apace. Owner may from time to time instruct Contractor to place the Site in such condition. If Contractor fails to do so within a reasonable period of time, Owner may do so and charge Contractor for the actual cost thereof. Contractor shall dispose of trash, refuse, rubbish, scrap material, and debris in an authorized landfill. Contractor shall not burn, or bury, any such items. Contractor shall cause all Contractor generated Hazardous Substances that are transported by Contractor to the Site to be disposed of by licensed transporters in accordance with the requirements of all applicable laws.

Maintenance of Roadways: Contractor shall protect all maintained roads, driveways, and bridges which may be damaged in connection with the work, and shall repair, or replace, them if damaged, at its own expense, to the satisfaction of the governmental authorities or Owner. It is the responsibility of the Contractor to identify the potential for damage and take proper preventative measures to prevent damage to maintained or unmaintained roads, drives, or bridges. Cost of preventative measures shall be submitted to Owner, prior to commencement of work and will be on a reimbursable basis. Contractor shall not block any main thoroughfares in School property without prior approval from Owner. No lug type rigs, bulldozers, or other tract type equipment may be used without prior approval from the Owner. If these rigs are used, appropriate protection must be used to prevent damage to roadways.

Clean-Up: As part of the work included in this Contract, the Contractor shall completely remove and satisfactorily dispose of all temporary buildings placed by the Contractor; shall remove or grade, to the extent directed, all embankments or cofferdams made for construction purposes; shall satisfactorily dispose of all rubbish resulting from the operations under this Agreement; and shall do all work necessary to restore the territory embraced within the site of its operations to at least as good order and conditions at the beginning of the work under this contract. Notwithstanding the foregoing, any work concerning Hazardous Substances shall be performed only in accordance with the contract and all applicable laws.

Training and Operations Manuals: Contractor shall provide, either itself or through its subcontractors or vendors, specific operations and maintenance training to Owner's personnel for the Equipment and systems that Contractor provides. As to such Equipment and systems, Contractor shall provide to Owner final operations manuals, record drawings, specifications, priced spare parts lists and design sheets.

REFERENCES:

Please list at least five (5) school districts in Connecticut or New York of similar size to Greenwich Public Schools where you or your company has performed these services.

1. _____

NAME AND ADDRESS

TELEPHONE # FAX # EMAIL

CONTACT PERSON AND TELEPHONE NUMBER

2. _____

NAME AND ADDRESS

TELEPHONE # FAX # EMAIL

CONTACT PERSON AND TELEPHONE NUMBER

3. _____

NAME AND ADDRESS

TELEPHONE # FAX # EMAIL

CONTACT PERSON AND TELEPHONE NUMBER

4. _____

NAME AND ADDRESS

TELEPHONE # FAX # EMAIL

CONTACT PERSON AND TELEPHONE NUMBER

5. _____

NAME AND ADDRESS

TELEPHONE # FAX # EMAIL

CONTACT PERSON AND TELEPHONE NUMBER

GREENWICH PUBLIC SCHOOLS

REQUEST FOR BID # 2533-25 DEADLINE: June 5, 2025 11:00 AM.

Hamilton Avenue School Select Door Replacement & Related Work

REPLY SHEET (Page 1 of 2)

BIDDER INFORMATION:

STATEMENT OF NON-COLLUSION

In submitting this bid/proposal, the undersigned declares that this is made without any connection with any persons making another bid/proposal on the same contract; that the bid/proposal is in all respects fair and without collusion, fraud, or mental reservation; and that no elected or appointed official of the Town, or any person or entity in the employ of the Town, is directly or indirectly interested in said bid/proposal or in the supplies or work to which it relates, or in any portion of the profits thereof, except as permitted under the Town of Greenwich Code of Ethics.

CODE OF ETHICS

In submitting this bid/proposal, the undersigned further declares and certifies that a) it has not, and will not induce or attempt to induce any Town of Greenwich employee or officer to violate the Town of Greenwich Code of Ethics in connection with its offer to provide goods or services under, or otherwise in the performance of, such contract, and b) if an elected or appointed official or any person in the employ of the Town has a direct or indirect interest in Vendor or any supplier or Subcontractor expected to be involved with the contract, such person or entity is in compliance with the safe harbor procedures established by the Town of Greenwich Board of Ethics or has received an advisory from the Town's Board of Ethics with respect to such involvement. Bidders are hereby notified that the Town's Code of Ethics' definition of a Town Officer includes outside consultants to and agents of the Town in addition to elected and appointed officials and Town employees. The full Code of Ethics can be found on the Town website <https://www.greenwichct.gov/682/Board-of-Ethics>.

The undersigned further understands that the above declarations are material representations to the Town of Greenwich made as a condition to the acceptance of the bid/proposal. If found to be false, the Town of Greenwich retains the right to reject said bid/proposal and rescind any resulting contract and/or purchase order and notify the undersigned accordingly, thereby declaring as void said bid/proposal and contract or purchase order.

Relevant provisions of the Town's Code of Ethics are:

Section 2. DEFINITIONS. (1) Indirect interest, without limiting its generality, shall mean and include the interest of any subcontractor in any prime contract with the Town and the interest of any person or his immediate family in any corporation, firm, or partnership which has a direct or indirect interest in any transaction with the Town. (2) Substantial financial interest shall mean any financial interest, direct or indirect, which is more than nominal, and which is not common to the interest of other citizens of the Town. (3) Town officer shall mean and include any official, employee, agent, consultant, or member, elected or appointed, of any board, department, commission, committee, legislative body, or other agency of the Town. (4) Transaction shall mean and include the offer, sale, or furnishing of any real or personal property, material, supplies, or services by any person, directly or indirectly, as Vendor, prime contractor, subcontractor, or otherwise, for the use and benefit of the Town for a valuable consideration, excepting the services of any person as a Town officer.

Section 3. GIFTS AND FAVORS. No Town officer or his immediate family shall accept any valuable gift, thing, favor, loan, or promise that might influence the performance or nonperformance of his official duties.

Section 4. IMPROPER INFLUENCE. No Town officer having a substantial financial interest in any transaction with the Town or in any action to be taken by the Town shall use his office to exert his influence or to vote on such transaction or action.

By signing below, the undersigned acknowledges reviewing and understanding the Non-Collusion and Code of Ethics statements contained herein and confirms compliance with the contents:

AUTHORIZED SIGNATURE: _____

PRINT NAME: _____

RESPONDENT'S COMPANY NAME: _____

GREENWICH PUBLIC SCHOOLS

REQUEST FOR BID # 2533-25 DEADLINE: June 5, 2025 11:00 AM

Hamilton Avenue School Select Door Replacement & Related Work

BIDDER INFORMATION:

BIDDER'S COMPANY NAME _____

ADDRESS _____

TELEPHONE # _____ **FAX #** _____

E-MAIL ADDRESS _____

WEB SITE _____

AUTHORIZED SIGNATURE _____

PRINT NAME _____

TITLE _____

STATE OF CT TAXPAYER ID # _____

FEDERAL TAXPAYER ID # _____

INCORPORATED IN THE STATE OF _____ **Corporate Seal** ☐ Yes ☐ No

AWARD/CONTRACT SIGNATURE

The Bidder shall indicate below, the full name, title, and the complete mailing address of the authorized person (i.e., **officer of the company**) who will sign the contract (if applicable) for this procurement:

CONSENT OF SURETY

The undersigned surety, being the surety company, which issued Bond No. _____ for the Town of Greenwich Contract No. _____ hereby consents to release of final payment and all retainages to the contractor – principal.

(Name of Surety)

By _____
Its

ACKNOWLEDGMENT

STATE OF

SS:

COUNTY OF

This is to certify that the above-named signatory who executed this instrument was either known to me or satisfactorily proven to me to be the person whom he purports to be.

Notary Public

AFFIDAVIT FOR FINAL PAYMENT

The undersigned, being duly sworn, deposes and says:

1. That he is the _____ (Title) of the contractor in the project hereinafter referred to and is authorized to execute this affidavit on behalf of the contractor;
2. In connection with Contract # _____ for _____ (Project Title) it is represented that all payrolls, bills for services, materials, supplies, equipment and other indebtedness have been paid or otherwise satisfied and that there are no outstanding claims against the undersigned by any sub-contractor or material supplier, or no outstanding claims or intent to file a claim against the Town of Greenwich;
3. This Affidavit is made at the request of the Town of Greenwich for the purpose of inducing final payment and knowing that it will rely upon the truth of the representation herein made.

Subscribed and sworn to
before me this day
of 2025

Notary Public

(Type or print name of person
authorized to sign)

FORM OF BID BOND
TOWN OF GREENWICH, CONNECTICUT

Date Bond Executed

BID BOND

Principal

Surety

Penal Sum of Bond (express in words and figures)

Date of Bid

KNOW ALL MEN BY THESE PRESENTS, that we, the principal and surety above named, are held and firmly bound unto the Town of Greenwich, Connecticut, in the penal sum of the amount stated above, for the payment of which sum well and truly to be made, we bind ourselves, our heirs, executors, administrators, and successors, jointly and severally, firmly by these presents. THE CONDITION OF THIS OBLIGATION IS SUCH, that whereas the principal has submitted the accompanying bid, dated as shown above for _____.

(name of bid)

NOW THEREFORE, if the principal shall not withdraw said bid within the period specified therein after the opening of the same, or if no period be specified, within sixty (60) days after said opening, and shall within the period specified therefor, or if no period specified, within ten (10) days after the prescribed forms are presented to him for signature, execute such further contractual documents, if any, as may be required by the terms of the Bid as accepted, and give bonds with good and sufficient surety or sureties as may be required, for the faithful performance and proper fulfillment of the resulting contract, and for the protection of all persons supplying labor and materials in the prosecution of the work provided for in such contract or in the event of the withdrawal of said bid within the period specified, or the failure to enter into such contract and give such bonds within the time specified, if the principal shall pay the Town of Greenwich, Connecticut, the difference between the amount specified in said bid and the amount for which said Town may procure the required work, supplies, and services, if the latter amount be in excess of the former, then the above obligation shall be void and of no effect, otherwise to remain in full force and virtue.

IN WITNESS WHEREOF the above-bounden parties have executed this instrument under their several seals on the date indicated above. The name and corporate seal (if applicable) of each corporate party being hereto affixed:

Name of Partnership
_____(SEAL)

Business Address

Partner – (Hereunto Duly Authorized)

IN THE PRESENCE OF:

WITNESS

INDIVIDUAL PRINCIPAL

1. _____ AS	TO _____ (SEAL)
2. _____ AS	TO _____ (SEAL)
3. _____ AS	TO _____ (SEAL)
4. _____ AS	TO _____ (SEAL)

WITNESS	_____ CORPORATE / LLC PRINCIPAL
	_____ BUSINESS ADDRESS AFFIX CORPORATE SEAL

	_____ BY – (HEREUNTO DULY AUTHORIZED)
	_____ TITLE

	_____ CORPORATE SURETY
WITNESS	_____ BUSINESS ADDRESS AFFIX CORPORATE SEAL

	_____ BY – (HEREUNTO DULY AUTHORIZED)
	_____ TITLE

CERTIFICATE AS TO CORPORATE PRINCIPAL

I, _____, certify that I am the
_____ of the corporation named as principal in the within bond;
that _____, who signed said bond on behalf of the principal, was
then _____ of the corporation; that I know his signature, and his signature
thereto is genuine; and that said bond was duly signed, sealed and attested for and in behalf of said
corporation by authority of its governing body.

(Corporate Seal)

PERFORMANCE, MAINTENANCE AND PAYMENT BOND

BOND NO. _____ CONTRACT NO. _____

KNOW ALL MEN BY THESE PRESENTS. That we _____

_____, as Principal, and

_____ a corporation organized under the laws of the State of _____ and authorized to do business in the State of Connecticut as Surety, are holden and firmly bound jointly and severally unto the TOWN OF GREENWICH, CONNECTICUT, hereafter referred to as the Town, a territorial corporation located in the County of Fairfield, in the penal sum of

_____ Dollars (\$ _____),

to be paid to it or its certain attorney, successors or assigns, to which payment well and truly to be made, we the said Obligors do

bind ourselves, and each of us, our heirs, executors, administrators, and successors firmly by these presents.

IN WITNESS WHEREOF we have hereunto set or caused to be set our respective hands, names and seals this

_____ day of _____ 20__.

THE CONDITION OF THIS OBLIGATION IS SUCH, That whereas the above named Principal has entered into a certain written contract with the TOWN OF GREENWICH, CONNECTICUT, dated the _____ day of _____ 20__ , for construction of **CONTRACT NO.** _____

(Description of work here –
Usually the name of the bid) according to the plans and specifications prepared by the **TOWN OF GREENWICH**, which contract is hereby referred to and made a part hereof as fully and to the same extent as if copied at length herein.

NOW, THEREFORE, if the said Principal shall well and faithfully perform said contract according to its provisions, and fully indemnify and save harmless the Town from all cost and damages which the Town may suffer by reason of failure to do, and shall pay for all equipment, appurtenances, materials and labor furnished, used or employed in the execution of said contract, and shall indemnify and save harmless the Town from all suits or claims of any nature or description against the Town by reason of any injuries or damages sustained by any person or persons on account of any act or omission of said Principal, his servants or agents, or his subcontractors in the construction of the work or in guarding the work, or on account of the use of faulty or improper materials, or by reason of claims under the Workmen's Compensation Laws or other laws by any employee of the Principal or his subcontractors, or by reason of the use of any patented material, machinery, device, equipment, process, method of construction or design in any way involved in the work, and shall indemnify the Town against such defective workmanship, material and equipment as may be discovered within one (1) year after completion and final acceptance of the work, and shall make good in such defective workmanship and material as may be discovered within said period of one year, then this obligation shall be void, otherwise to remain in full force and effect.

The Surety hereby stipulates and agrees that any modifications, omissions or additions in or to the terms of the aforesaid contract, or in or to the plans or specifications therefor, or any extension of time, shall in no wise affect the obligation of the Surety under this bond, the Surety hereby waiving any and all right to any notice of any such modifications, omissions, changes, additions or extensions.

CONTRACTOR _____

BY _____

SURETY _____

BY _____

INSURANCE PROCEDURE

PLEASE NOTE:

THIS PAGE MUST BE RETURNED WITH YOUR BID/PROPOSAL. FAILURE TO DO SO MAY RESULT IN YOUR BID/PROPOSAL BEING REJECTED.

Please take the insurance requirements of the Contract, on the following pages, to your agent/broker immediately upon receipt of the bid documents to determine your existing coverage and any costs for new or additional coverage required for the work noted in this Request for Bid/Proposal. Any bids/proposals with deficient insurance requirements will be rejected.

STATEMENT OF VENDOR:

I have read the insurance requirements for this work and have taken the documentation to my insurance agent/broker. The bid/proposal cost reflects any additional costs relating to insurance requirements for this work.

Signature

Date

Contractor

Insurance Requirement Sheet

Insurance Requirements: Before starting and until final completion and acceptance of the work called for in the Contract and expiration of the guarantee period provided for in the Contract, the Contractor and its subcontractors, if any, shall procure and maintain insurance of the types and amounts checked in paragraphs A through F below for all Contract operations.

- ☒ A. General Liability, with minimum coverages for combined bodily injury and property damage liability of \$2,000,000 general aggregate, \$1,000,000 per occurrence including:
- ☒ 1. Commercial General Liability.
 - ☒ 2. Town as additional insured.
 - ☐ 3. Owners and Contractors Protective Liability (separate policy in the name of the Town).
- ☒ B. Comprehensive Automobile Liability, with minimum coverages of \$1,000,000 combined single limit for bodily injury and property damage, including, where applicable, coverage for any vehicle, all owned vehicles, scheduled vehicles, hired vehicles, non-owned vehicles and garage liability.
- ☒ C. Excess Liability, with minimum coverage of \$5,000,000 in umbrella form, or such other form as approved by Town Department Head and Risk Management Director.
- ☒ D. Workers' Compensation and Employer's Liability, with minimum coverages as provided by Connecticut State Statutes.
- ☐ E. Professional Liability (for design and other professionals for Errors and Omissions), with minimum coverage of \$1,000,000. If the policy is on a claims-made basis, coverage shall be continually renewed or extended for three (3) years after work is completed under the Contract.
- ☐ F. Other (Builder's Risk, etc.): _____.
- ☒ G. **CERTIFICATE HOLDER: TOWN OF GREENWICH
AND GREENWICH Public Schools. (Also fill in on ACORD Certificate of Insurance)
101 Field Point Road, Greenwich, CT 06830.**

The **Acord certificate of insurance form** must be executed by your insurance agent/broker and returned to this office. The most current Acord form should be used for insurance documentation purposes. Company name and address must conform on all documents including insurance documentation. It is required that the agent/broker note the individual insurance companies providing coverage, rather than the insurance group, on the Acord form. The Contract number (provided to the awarded Contractor), project name and a brief description must be inserted in the "Description of Operations" field. It must be confirmed on the Acord Form that the Town of Greenwich, Greenwich Public Schools and Fuller and D'Angelo P.C. are endorsed as an additional insured by having the appropriate box checked off and stating such in the "Description of Operations" field. **A letter from the awarded vendor's agent/broker certifying that the Town of Greenwich, Greenwich Public Schools and Fuller and D'Angelo P.C. are endorsed onto the general liability policy as an additional insured is also mandatory.** This letter **must follow exactly** the format provided by the Purchasing Department and must be signed and dated the same or after the date on the Acord Certificate of Insurance. If the insurance coverage required is provided on more than one Acord certificate of insurance, then additional agent/broker letters are also required. Contract development will begin upon receipt of complete, correct insurance documentation.

The Contractor shall be responsible for maintaining the above insurance coverages in force to secure all of the Contractor's obligations under the Contract with an insurance company or companies with an AM Best Rating of A:VII or better, licensed to write such insurance in Connecticut and acceptable to the Risk Manager, Town of Greenwich. For excess liability only, non-admitted insurers are acceptable, provided they are permitted to do business through Connecticut excess line brokers per listing on the current list of Licensed Insurance Companies, Approved Reinsurers, Surplus Lines Insurers and Risk Retention Groups issued by the State of Connecticut Insurance Department.

(SAMPLE ENDORSEMENT LETTER)

**AGENT/BROKER
(LETTERHEAD)**

(Date)

Eugene H. Watts, Senior Buyer
Purchasing Department
Town of Greenwich/Board of Education
290 Greenwich Avenue – Havemeyer Building
Greenwich, CT 06830

Re: Town of Greenwich & Greenwich Public Schools Contract #_____

Dear Mr. Watts:

The undersigned hereby certifies as follows:

- (1) I am a duly licensed insurance agent under the laws of the State of Connecticut] and an authorized representative of all companies affording coverage under the Acord form submitted herewith;
- (2) The Town of Greenwich, Greenwich Public Schools and **Fuller and D'Angelo P.C.** has been endorsed as additional insured under the general liability policy no. [insert policy number], issued by [insert company affording coverage] to [name of insured];
- (3) The general liability policy referenced in paragraph (2) above meets or exceeds the coverage in Commercial General Liability ISO form CG 00 01 10 01, including contractual liability;
- (4) The policies listed in the Acord form submitted to the Town of Greenwich in connection with the above-referenced contract have been issued to the insured in the amounts stated and for the periods indicated in the Acord form; and
- (5) The Town of Greenwich shall be given thirty (30) days prior written notice of cancellation, lapse or restrictive amendment (except ten days' notice of nonpayment) of the policies listed in the Acord form.

Sincerely,

***Authorized Representative for all companies listed in the Acord form
(Acord & Endorsement Letter must be signed by the same individual)***

ACORD**CERTIFICATE OF LIABILITY INSURANCE**

PRODUCER

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER, THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

INSUREERS AFFORDING COVERAGE

INSURER A:

INSURER B:

INSURER C:

INSURER D:

INSURER E:

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM OF CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INS R	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE(MM/DD/YY)	POLICY EXPIRATION DATE(MM/DD/YY)	LIMITS	
	GENERAL LIABILITY COMMERCIAL GENERAL LIABILITY ☐ CLAIMS MADE ☒ OCCUR ☐ _____ ☐ _____ GENERAL AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☐ PROJECT ☐ LOC				EACH OCCURRENCE	\$1,000,000
					FIRE DAMAGE (Any one fire)	
					MED EXP (Any one person)	
					PERSONAL & ADV INJURY	
					GENERAL AGGRREGATE	\$2,000,00
					PRODUCTS-COMP/OP AGG	
	AUTOMOBILE LIABILITY ☐ ANY AUTO ALL OWNED AUTOS ANY PROPRIETOR/PARTNER/EXECUTIVE SCHEDULED AUTOS HIRED AUTOS NON-OWNED AUTOS ☐ _____ ☐ _____				COMBINED SINGLE LIMIT (Ea accident)	\$1,000,00
					BODILY INJURY (Per person)	
					BODILY INJURY (Per accident)	
					PROPERTY DAMAGE (Per accident)	
	GARAGE LIABILITY ☐ ANY AUTO ☐ _____				AUTO ONLY-EA ACCIDENT	
					OTHER THAN AUTO ONLY:	EA ACC AGG
	EXCESS LIABILITY ☐ OCCUR ☐ CLAIMS MADE ☐ DEDUCTIBLE ☐ RETENTION \$				EACH OCCURRENCE	\$5,000,00
					AGGREGATE	\$5,000,00
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE Y/N OFFICER/MEMBER EXCLUDED? ☐ (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATION				☒ PER STATUTE	OTHER
					E.L. EACH ACCIDENT	
					E.L. DISEASE-EA EMPLOYEE	
					E.L. DISEASE - POLICY LIMIT	

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS The Town of Greenwich, Greenwich Public Schools and Fuller and D'Angelo P.C. are named as additional insured for Contract # _____. It is agreed by both parties to Contract # _____ that the Contractors insurance will be primary and non-contributory

CERTIFICATE HOLDER

☒ ADDITIONAL INSURED; INSURER LETTER: _____

CANCELLATION

Town of Greenwich and Greenwich Public Schools
101 Field Point Road
Greenwich, CT 06830

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OF REPRESENTATIONS

AUTHORIZED REPRESENTATIVE

A. M. BEST KEY RATING GUIDE FORM

The _____ is licensed in

The State of Connecticut as per listing in the 2025 online edition of the

A.M. Best Key Rating Guide for Property and Casualty, page

Number _____.

Their rating is _____.

**COMMISSION ON HUMAN RIGHTS AND OPPORTUNITIES
CONTRACT COMPLIANCE REGULATIONS
NOTIFICATION TO BIDDERS**

AFFIRMATIVE ACTION COMPLIANCE AFFIDAVIT

The contract to be awarded is subject to contract compliance requirements mandated by Sections 4a-60 and 4a-60a of the Connecticut General Statutes; and, when the awarding agency is the State, Sections 46a-71(d) and 46a-81i(d) of the Connecticut General Statutes. There are Contract Compliance Regulations codified at Section 46a-68j-21 through 43 of the Regulations of Connecticut State Agencies, which establish a procedure for awarding all contracts covered by Sections 4a-60 and 46a-71(d) of the Connecticut General Statutes.

According to Section 46a-68j-30(9) of the Contract Compliance Regulations, every agency awarding a contract subject to the contract compliance requirements has an obligation to "aggressively solicit the participation of legitimate minority business enterprises as bidders, contractors, subcontractors and suppliers of materials." "Minority business enterprise" is defined in Section 4a-60 of the Connecticut General Statutes as a business wherein fifty-one percent or more of the capital stock, or assets belong to a person or persons: "(1) Who are active in the daily affairs of the enterprise; (2) who have the power to direct the management and policies of the enterprise; and (3) who are members of a minority, as such term is defined in subsection (a) of Section 32-9n." "Minority" groups are defined in Section 32-9n of the Connecticut General Statutes as "(1) Black Americans . . . (2) Hispanic Americans . . . (3) persons who have origins in the Iberian Peninsula . . . (4) Women . . . (5) Asian Pacific Americans and Pacific Islanders; (6) American Indians . . ." An individual with a disability is also a minority business enterprise as provided by Section 4a-60g of the Connecticut General Statutes. The above definitions apply to the contract compliance requirements by virtue of Section 46a-68j-21(11) of the Contract Compliance Regulations.

The awarding agency will consider the following factors when reviewing the bidder's qualifications under the contract compliance requirements:

- (a) the bidder's success in implementing an affirmative action plan;
- (b) the bidder's success in developing an apprenticeship program complying with Sections 46a-68-1 to 46a-68-17 of the Administrative Regulations of Connecticut State Agencies, inclusive;
- (c) the bidder's promise to develop and implement a successful affirmative action plan;
- (d) the bidder's submission of employment statistics contained in the "Employment Information Form", indicating that the composition of its workforce is at or near parity when compared to the racial and sexual composition of the workforce in the relevant labor market area; and
- (e) the bidder's promise to set aside a portion of the contract for legitimate minority business enterprises. See Section 46a-68j-30(10)(E) of the Contract Compliance Regulations.

***INSTRUCTIONS:** Bidder must sign acknowledgement below and return acknowledgement to Awarding Agency along with bid proposal.

The undersigned acknowledges receiving and reading a copy of the "Notification to Bidders" form.

Signature

Date

On behalf of:

THE FOLLOWING PAGES ARE A SAMPLE COPY OF THE TOWN OF GREENWICH CONTRACT FOR YOUR REVIEW. YOU MUST BE ABLE TO SIGN THIS CONTRACT AND MEET THE NECESSARY INSURANCE AS REQUIRED BY THE TOWN OF GREENWICH IN ORDER FOR YOUR PROPOSAL TO BE CONSIDERED.

**State of Connecticut
Town of Greenwich
Contract**

Town Department: Greenwich Public Schools
Division:

Contract No. _____

Name and
Address
Of
Contractor

Account Name:

Account Code:
Total Amount
of Contract:

This Agreement made this _____ day of _____ 2025 between Town of Greenwich hereafter called the Town and _____ hereafter called the Contractor.

Witnessed as follows:

1. The contractor agrees to furnish materials and perform services as shown in specifications and contract documents hereto attached and made a part hereof, and consisting of numbered pages from 1 to _____.
2. The Town agrees to pay the price designated for such materials and services upon certification by the proper agent of the Town.
3. This contract shall not be valid until approved by the Town Counsel and countersigned by the Town Comptroller.

TOWN OF GREENWICH

By _____
Its Chief Financial & Administrative Officer

CONTRACTOR

By _____
Its

Approved as to legal sufficiency

Date _____

Assistant Town Attorney

I hereby certify that the estimated amount of this contract does not exceed the unencumbered balances of amounts duly appropriated and against which this contract is chargeable as indicated hereon.

Date _____

Comptroller

**AGREEMENT
CONTRACT NO. _____**

THIS AGREEMENT, executed this _____ day of _____ in the year Two Thousand Twenty Five (herein referred to as the "AGREEMENT"), by and between the Town of Greenwich, Connecticut, acting through Greenwich Public Schools hereunto duly authorized, "OWNER" and _____, whose principal office is located at _____, _____ acting herein by its, _____, duly authorized, "CONTRACTOR".

WITNESSETH, that the parties to these presents, each in consideration of the undertaking, promises and agreements on the part of the other herein contained, have undertaken, promised and agreed to do hereby undertake, promise and agree, the Owner for itself, its successors and assigns, and the Contractor for himself and his heirs, executors, administrators, successors and assigns, as follows:

1. DEFINITIONS:

Wherever the words hereinafter defined or pronouns used in their stead occur in the Contract Documents, they shall have the following meaning:

The word "Owner" shall mean the Town of Greenwich and shall include its authorized representative.

The word "Contractor" shall mean the person or organization identified as such in this Agreement and shall include his authorized representative.

The words "Contracting Officer or Agency" shall mean that official of the Town which awards the contract, executes the Agreement and is the Owner's authorized representative.

The Information for Bidders, the Contractor's Bid as accepted by the Owner, the Contract Conditions and Specifications and the General, Technical and Materials Specifications, the Drawings, and all addenda and amendments to any of the foregoing, collectively constitute the Contract Documents, and are sometimes herein referred to as the "Contract".

2. DESCRIPTION OF WORK:

This project consists of _____ per Bid No. _____ and exhibits B and C. All work must be completed by _____. This date may be extended by contract supplement form if a potential change order is required due to unforeseen circumstances, related errors and omissions in bid specifications. Such extensions are limited to a total of _____.

3. PAYMENT:

The Contractor shall be paid on a monthly basis after presentation of vouchers, and subject to acceptance and approval by the Town of Greenwich and by Dan Watson, Director of Facilities.

Such payments will be made by the Town of Greenwich monthly for all services actually rendered, and the acceptance by the Contractor of any such monthly payment shall be a release to the Town of all claims and all liability to the Contractor in connection with the contract, arising during the period for which payment is made. No payment, however, shall operate to release the Contractor or its sureties or insurers from any obligation under the Contract to be entered into or the Performance Bond or any insurance policies issued in connection with said contract.

4. PERFORMANCE MAINTENANCE AND PAYMENT BOND:

The Contractor shall, simultaneously with the signing of the Contract, furnish the Town the executed Performance, Maintenance and Payment Bond of a surety company authorized to do business in the State of Connecticut, and acceptable to the Town, in the sum of the full amount of the Contract obligation in the form provided by the Town. See Exhibit B.

THE ABOVE IS ONLY REQUIRED FOR CONTRACTS EXCEEDING \$100,000.00.

5. GUARANTEE:

The Contractor guarantees that the Work and services to be performed, furnished, used or installed in the construction of the same, shall be free from defects and flaws, and shall be performed and furnished in strict accordance with the Drawings, if any, Specifications, and other Contract Documents, that the strength of all parts of all manufactured equipment shall be adequate and as specified and that the performance test requirements of the Contract shall be fulfilled. This guarantee shall be for a period of one year from and after the date of completion and acceptance of the Work as stated in the final estimate. The Contractor shall repair, correct or replace as required, promptly and without charge, all work, equipment and material, or parts thereof, which fail to meet the above guarantee or which in any way fail to comply with or fail to be in strict accordance with the terms and provisions and requirements of the Contract during such one-year period, and also shall repair, correct, or replace all damage to the Work resulting from such failure.

6. DEFECTIVE WORK:

The inspection of the Work shall not relieve the Contractor of any of his obligations to perform and complete the Work as required by the Contract. Defective work shall be corrected and unsuitable materials, equipment apparatus and other items shall be replaced by the Contractor, notwithstanding that such work, materials, equipment,

apparatus and other items may have been previously overlooked or accepted or estimated for payment. If the work or any part thereof shall be found defective at any time before the final acceptance of the work, the Contractor shall forthwith make good such defect in a manner satisfactory to the Town; if any material, equipment, apparatus or other items brought upon

the site for use or incorporation in the work, or selected for the same, is condemned by the Town as unsuitable or not in conformity with the Specifications or any of the other Contract Documents, the Contractor shall forthwith remove such materials, equipment, apparatus and other items from the site of the Work and shall at his own cost and expense make good and replace the same and any material furnished by the Town which shall be damaged or rendered defective by the handling or improper installation by the Contractor, his agents, servants, employees or subcontractors.

7. COMPLIANCE WITH LAWS:

The Contractor shall keep himself fully informed of all existing and future federal, state and local laws, ordinances, rules and regulations affecting those engaged or employed on the work, the materials and equipment used in the work or the conduct of the work, and of all orders, decrees and other requirements of bodies or tribunals having any jurisdiction or authority over the same. If any discrepancy or inconsistency is discovered in the Drawings, if any, Specifications or other Contract Documents in relation to any such law, ordinance, rule, regulation, order, decree or other requirement, the Contractor shall forthwith report the same to the Town in writing. The Contractor shall at all times observe and comply with, and cause all his agents, servants, employees and subcontractors to observe and comply with all such existing and future laws, ordinances, rules, regulations, orders, decrees and other requirements, and he shall protect, indemnify and save harmless the Town, its officers, agents, servants and employees from and against any and all claims, demands, suits proceedings, liabilities, judgments, penalties, losses, damages costs and expenses, including attorneys' fees, arising from or based upon any violation or claimed violation of any such law, ordinance, rule, regulation, order, decree or other requirement, whether committed by the Contractor or any of his agents, servants, employees or subcontractors.

8. INDEMNITY:

The Contractor shall indemnify and save harmless the Town and its officers, agents, servants and employees, from and against any and all claims, demands, suits, proceedings, liabilities, judgments, awards, losses, damages, costs and expenses, including attorneys' fees, on account of bodily injury, sickness, disease or death sustained by any person or persons or injury or damage to or destruction of any property, directly or indirectly arising out of, relating to or in connection with the Work, whether or not due or claimed to be due in whole or in part to the active, passive or concurrent negligence or fault of the Contractor, his officers, agents, servants or employees, any of his subcontractors, the Town any of his respective officers, agents, servants or employees and/or any other person or persons, and whether or not such claims, demands, suits or proceedings are just, unjust, groundless, false or fraudulent; and the Contractor shall and does hereby assume and agrees to pay for the defense of all such claims, demands, suits and proceedings; and provided that the Contractor shall not be required to indemnify the Town, its officers, agents, servants or employees against any

such damages occasioned solely by acts or omissions of the Town other than supervisory acts or omissions of the Town in connection with the Work.

INDEMNITY AGAINST SUBCONTRACTORS' CLAIMS:

If any other contractor or any subcontractor of any such other contractor shall suffer or claim to have suffered loss, damage or delay by reason of the acts or omissions of the Contractor or of any of his subcontractors, the Contractor agrees to assume the defense against any such claim and to reimburse such other contractor or subcontractor for such loss or damage. The Contractor agrees to and does hereby indemnify and save harmless the Town from and against any and all claims by such other contractors or subcontractors, alleging such loss, damage or delay and from and against any and all claims, demands, suits, proceedings, liabilities, judgments, awards, losses, damages, costs and expenses including attorneys' fees, arising out of, relating to or resulting from such claims.

9. PATENTS:

The Contractor shall indemnify and save harmless the Town and all persons acting for or on behalf of the Town from all claims and liability of any nature or kind, and all damages, costs and expenses, including attorneys' fees, arising from or occasioned by an infringement or alleged infringement of any patents or patent rights on any invention, process, materials, equipment, article, or apparatus, or any part hereof, furnished and installed by the Contractor, or arising from or occasioned by the use or manufacture thereof, including their use by the Town.

10. CHANGES:

The Town, through its designated Agent, may make changes in the Work and in the Drawings, if any, and Specifications therefore by making alterations therein, additions, thereto or omissions there from. All work resulting from such changes shall be performed and furnished under and pursuant to the terms and conditions of the Contract. If such changes result in an increase or decrease in the Work to be done hereunder, or increase or decrease the quantities thereof, adjustment in compensation shall be made therefore. For eliminated or decreased work the Contractor shall allow the Town a reasonable credit as determined by the Parties. Except in an emergency endangering life or property, no change shall be made unless in pursuance of a written order from the Town authorizing the change, and no claim for additional compensation shall be valid unless the change is so ordered.

The Contractor agrees that he shall neither have nor assert any claim for or be entitled to any additional compensation for damages or for loss of anticipated profits on work that is eliminated.

11. CLAIMS FOR DAMAGES:

If the Contractor makes claim for any damages alleged to have been sustained by breach of contract or otherwise, he shall, within ten (10) days after occurrence of the

alleged breach or within ten (10) days after such damages are alleged to have been sustained whichever date is the earlier, file with the Contracting Officer a written, itemized statement of the details of the alleged breach and the details and amount of the alleged damages.

The Contractor agrees that unless such statement is made and filed as so required, his claim for damages shall be deemed waived, invalid and unenforceable, and that he shall not be entitled to any compensation for any such alleged damages. Within ten (10) days after the timely filing of such statement, the Contracting Officer shall file with the appropriate department of the Town, one copy of the statement, and shall file with the Town and the Contractor his determination thereon. The Contractor shall not be entitled to claim any additional compensation for damages by reason of any direction, instruction, determination or decision of the Town or its agents, nor shall any such claims be considered, unless the Contractor shall have complied in all respects with the provisions of this paragraph.

12. ABANDONMENT OF THE WORK OR OTHER DEFAULT:

If the Work shall be abandoned, or any part thereof shall be sublet without previous written consent of the Town, or the Contract or any moneys payable hereunder shall be assigned otherwise than as herein specified, or if at any time the Contracting Officer shall be of the opinion, and shall so certify in writing, that the conditions herein specified as to rate of progress are not being complied with, or that the Work or any part thereof is being unnecessarily or unreasonably delayed, or that the Contractor has violated or is in default under any of the provisions of the Contract, or if the Contractor becomes bankrupt or insolvent or goes or is put into liquidation or dissolution, either voluntarily or involuntarily, or petitions for an arrangement or reorganization under the Bankruptcy Act, or makes a general assignment for the benefit of creditors or otherwise acknowledges insolvency, the happening of any of which shall be and constitute a default under the Contract, the Town may notify the Contractor in writing, with a copy of such notice mailed to the surety, to discontinue all Work or any part thereof; thereupon the Contractor shall discontinue such Work or such part thereof as the Town may designate; and the Town may, upon giving such notice, by Contract or otherwise as it may determine, complete the Work or such part thereof and charge the entire cost and expense of so completing the work. The Town shall be entitled to reimbursement from the Contractor and the Contractor agrees to pay to the Town any losses, damages, costs and expenses, including attorneys' fees, sustained or incurred by the Town by reason of any of the foregoing causes. For the purpose of such completion the Town may for itself or for any Contractors employed by the Town take possession of and use or cause to be used any and all materials, equipment, plant, machinery, appliances, tools, supplies and such other items of every description that may be found or located at the site of the Work.

All costs, expenses, losses, damages, attorneys' fees, and any and all other charges incurred by the Town under this subsection shall be charged against the Contractor and deducted and/or paid by the Town out of any moneys due and payable or to become due or payable under the Contract to the Contractor; in computing the amounts chargeable to the Contractor, the Town shall not be held to a basis of the lowest prices for which the completion of the Work or any part thereof might have been

accomplished, but all sums actually paid or obligated therefore to effect its prompt completion shall be charged to and against the account of the Contractor. In case the costs, expenses, losses, damages, attorneys' fees and other charges together with all payments theretofore made to or for the account of the Contractor are less than the sum which would have been payable under the Contract if the Work had been properly performed and completed by the Contractor, the Contractor shall be entitled to receive the difference, and, and in case such costs, expenses, losses, damages, attorneys' fees and other charges, together with all payments theretofore made to or for the account of the Contractor, shall exceed the said sum, the Contractor shall pay the amount of the excess to the Town.

13. LIENS:

If at any time any notices of lien or other legal process are filed for labor performed or materials or equipment manufactured, furnished, or delivered to or for the Work, the Contractor shall, at its own cost and expense, promptly discharge, remove or otherwise dispose of the same, and until such discharge, removal or disposition, the Town shall have the right to retain from any moneys payable hereunder an amount which, in its sole judgment, it deems necessary to satisfy such liens and pay the costs and expenses, including attorneys' fees, of defending any actions brought to enforce the same, or incurred in connection therewith or by reason thereof.

14. CLAIMS:

If at any time there be any evidence of any claims for which the Contractor is or may be liable or responsible hereunder, the Contractor shall promptly settle or otherwise dispose of the same, and until such claims are settled or disposed of, the Town may retain from any moneys which would otherwise be payable hereunder so much thereof as, in its sole judgment, it may deem necessary to settle or otherwise dispose of such claims and to pay the costs and expenses, including attorneys' fees, of defending any actions brought to enforce such claims or incurred in connection therewith or by reason thereof.

15. LIABILITY OF TOWN:

No person, firm or corporation, other than the Contractor, who signed this Contract as such, shall have any interest herein or rights hereunder. No claim shall be made or be valid either against the Town or any agent of the Town and neither the Town nor any agent of the Town shall be liable for or be held to pay any money, except as herein provided. The acceptance by the Contractor of the payment as fixed in the final estimate shall operate as and shall be a full and complete release of the Town and of every agent of the Town of and from any and all claims, demands, damages and liabilities of, by or to the Contractor for anything done or furnished for or arising out of or relating to or by reason of the Work or for or on account of any act or neglect of the Town or of any agent of the Town or of any other person, arising out of, relating to or by reason of the Work, except the claim against the Town for the unpaid balance, if any there be, of the amounts retained as herein provided.

16. PROVISIONS REQUIRED BY LAW DEEMED INSERTED:

Each and every provision of law and clause required by law to be inserted in the Contract shall be deemed to be inserted herein, and the Contract shall be read and enforced as though they were included herein. If through mistake or otherwise any such provision is not inserted, or is not correctly inserted, then upon the application of either party, the Contract shall forthwith be physically amended to make such insertion.

17. PERMITS:

The Contractor shall, at his own expense, take out and maintain all necessary permits from the State, Town, or other public authorities; shall give all notices required by law; and shall post all bonds and pay all fees and charges incident to the due and lawful prosecution of the Work.

18. NOT TO SUBLET OR ASSIGN:

The Contractor shall constantly give his personal attention to the faithful prosecution of the Work, shall keep the same under his personal control, shall not assign the Contract or sublet the Work or any part thereof without the previous written consent of the Town, and shall not assign any of the moneys payable under the Contract, or his claim thereto, unless by and with the like written consent of the Town and the surety on the Contract Bonds. Any assignment or subletting in violation hereof shall be void and unenforceable.

19. EMPLOY COMPETENT PEOPLE:

The Contractor shall employ only competent people on the Work and shall not employ people or means which may cause strikes, work stoppages and/or disturbances by workmen employed by the Contractor, any subcontractor, the Town, the Contracting Officer or any other contractor. Whenever the Contracting Officer notifies the Contractor in writing that in his opinion any person on the Work is incompetent, unfaithful, disorderly, or otherwise unsatisfactory or not employed in accordance with the provisions of the Contract, such person shall be discharged from the Work and shall not again be employed on it, except with the written consent of the Contracting Officer.

20. EMPLOY SUFFICIENT LABOR AND EQUIPMENT:

If in the sole judgment of the Contracting Officer the Contractor is not employing sufficient labor, plant, equipment or other means to complete the Work within the time specified, the Contracting Officer may, after giving written notice, require the Contractor to employ such additional labor, plant, equipment and other means as the Contracting Officer deems necessary to enable the Work to progress properly.

21. INTOXICATING LIQUORS:

The Contractor shall not sell and shall neither permit nor suffer the introduction or use of intoxicating liquors upon or about the Work.

22. ACCESS TO WORK:

The Town, the Contracting Officer, and their officers, agents, servants and employees may at any and all times and for any and all purposes, enter upon the Work and the site thereof and the premises used by the Contractor, and the Contractor shall at all times provide safe and proper facilities therefore.

23. EXAMINATION OF WORK:

The Contracting Officer shall be furnished by the Contractor with every reasonable facility for examining and inspecting the Work and for ascertaining that the Work is being performed in accordance with the requirements and intent of the Contract, even to the extent of requiring the uncovering or taking down portions of finished work by the Contractor.

24. EXTRA WORK:

The Contractor shall perform any extra work (work in connection with the Contract but not provided for herein) when and as ordered in writing by the Contracting Officer, at the unit prices stipulated in the Contract for such work or, if none are so stipulated, either (a) at the price agreed upon before such work is commenced and named in the written order for such work, or (b) if the Contracting Officer so elects, for the reasonable cost of such work, as determined by the Contractor and approved by the Contracting Officer, plus a percentage of such cost, as may be agreed upon by Contract and Contracting Officer.

25. CHANGES NOT TO AFFECT BONDS:

It is distinctly agreed and understood that any changes made in the work or the Drawings or Specifications therefore (whether such changes increase or decrease the amount thereof or the time required for its performance) or any changes in the manner or time of payments made by the Town to the Contractor, or any other modifications of the Contract, shall in no way annul, release, diminish or affect the liability of the surety on the Contract Bonds given by the Contractor, it being the intent hereof that notwithstanding such changes the liability of the surety on said bonds continue and remain in full force and effect.

26. PRICES FOR WORK:

The Town shall pay and the Contractor shall receive the prices stipulated in the Bid made a part hereof as full compensation for everything performed and furnished and for all risks and obligations undertaken by the Contractor under and as required by the Contract.

27. MONEYS MAY BE RETAINED:

The Town may at any time retain from any moneys which would otherwise be payable hereunder so much thereof as the Town may deem necessary to complete the Work hereunder and to reimburse it for all costs, expenses, losses, damage and damages chargeable to the Contractor hereunder.

28. USE OR PARTIAL PAYMENT NOT ACCEPTANCE:

It is agreed that this is an entire contract for one whole and complete Work or result and that neither the Town's entrance upon or use of the Work or any part thereof nor any partial payments by the Town shall constitute an acceptance of the Work or any part thereof before its entire completion and final acceptance.

29. NON-CONNECTICUT CONTRACTORS:

Pursuant to Connecticut General Statutes §12-430(7), as amended by Connecticut Public Act #11-61, Section 66, a nonresident contractor shall comply with the State of Connecticut's bonding requirements.

30. PAYMENT TO SUBCONTRACTORS:

As required by Section 49-41a of the Connecticut General Statutes, within thirty days after payment to the Contractor by the Town for work under this Contract, he shall pay any amounts due any subcontractor, whether for labor performed or materials furnished when such labor or materials has been included in a requisition submitted by such Contractor and paid by the Town.

31. INSURANCE:

Insurance coverage required as noted in "Exhibit A" attached.

32. PREVAILING WAGE RATES; CONSTRUCTION SAFETY AND HEALTH COURSE:

Except as noted below, the Contractor shall comply with the current provisions of Section 31-53 of the General Statutes of the State of Connecticut, a part of which is quoted as follows:

"The wages paid on an hourly basis to any person performing the work of any mechanic, laborer or worker on the work herein contracted to be done and the amount of payment or contribution paid or payable on behalf of each such person to any employee or welfare fund, as defined in subsection (h) of section 31-53 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 project is being constructed. Any contractor who is not obligated by agreement to make payment or contribution on behalf of such persons to any such employee welfare fund shall pay to each mechanic, laborer or worker as part of such person's wages the amount of payment or contribution for such person's classification on each pay day."

All Contractors and subcontractors shall submit certified weekly payrolls, on forms furnished by the Town, for all contracts meeting the aforementioned monetary limits. The certified payrolls shall be submitted with the Contractor's monthly certificate for payment.

Section 31-55a of the General Statutes of the State of Connecticut provides that the prevailing wage rates applicable to any awarded contract or subcontract are subject to annual adjustments each July 1st for the duration of the project.

Each Contractor that is awarded a contract 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 web site. The annual adjustments will be posted on the Departments of Labor web page: www.ctdol.state.ct.us. For those without Internet access, contact the division listed below.

The Contractor shall also furnish proof with the weekly certified payroll for the first week each employee begins work that any person performing the work of a mechanic, laborer or worker has completed a course of at least ten (10) hours in duration in construction safety and health approved by the federal Occupational Safety and Health Administration in accordance with Connecticut General Statutes Section 31-53b and regulations adopted by the State of Connecticut Labor Commissioner.

The provisions of this section (32) shall not apply where the total cost of all work to be performed by all Contractors and subcontractors in connection with new construction of any public works project is less than four hundred thousand dollars (\$400,000) or where the total cost of all work to be performed by all contractors and subcontractors in connection with any remodeling, refinishing, refurbishing, rehabilitation, alteration or repair of any public works project is less than one hundred thousand dollars (\$100,000).

Questions can be directed to the Contract Compliance Unit, Wage and Workplace Standards Division, Connecticut Department of Labor, 200 Folly Brook Blvd., Wethersfield, CT 06109 at 860-263-6790.

33. GOVERNING LAW:

The laws of the State of Connecticut shall govern this Contract and any and all litigation related to this Contract. In the event of litigation related to this Contract, the exclusive forum shall be the State of Connecticut and the exclusive venue for such litigation shall be the Judicial District for Stamford/Norwalk at Stamford.

34. The Contractor is required to perform and submit to Greenwich Public Schools, Employee Background Checks as imposed by Section 2 of Public Act 16-67, which amended Conn. Gen. Stat. 10-222c.

IN WITNESS, WHEREOF, the parties of the AGREEMENT have hereunto set their hand and seals the day first above written.

TOWN OF GREENWICH, CONNECTICUT

BY _____
Benjamin Branyan
Chief Financial & Administrative Officer

Date: _____

THE CONTRACTOR

BY _____

Date: _____

Insurance Requirements: Before starting and until final completion and acceptance of the work called for in the Contract and expiration of the guarantee period provided for in the Contract, the Contractor and its subcontractors, if any, shall procure and maintain insurance of the types and amounts checked in paragraphs A through F below for all Contract operations.

- ☒ A. General Liability, with minimum coverages for combined bodily injury and property damage liability of \$2,000,000 general aggregate, \$1,000,000 per occurrence including:
- ☒ 1. Commercial General Liability.
 - ☒ 2. Town as additional insured.
 - ☐ 3. Owners and Contractors Protective Liability (separate policy in the name of the Town).
- ☒ B. Comprehensive Automobile Liability, with minimum coverages of \$1,000,000 combined single limit for bodily injury and property damage, including, where applicable, coverage for any vehicle, all owned vehicles, scheduled vehicles, hired vehicles, non-owned vehicles and garage liability.
- ☒ C. Excess Liability, with minimum coverage of \$5,000,000 in umbrella form, or such other form as approved by Town Department Head and Risk Management Director.
- ☒ D. Workers' Compensation and Employer's Liability, with minimum coverages as provided by Connecticut State Statutes.
- ☐ E. Professional Liability (for design and other professionals for Errors and Omissions), with minimum coverage of \$1,000,000. If the policy is on a claims-made basis, coverage shall be continually renewed or extended for three (3) years after work is completed under the Contract.
- ☐ F. Other (Builder's Risk, etc.): _____.
- ☒ G. **CERTIFICATE HOLDER: TOWN OF GREENWICH**
And GREENWICH Public Schools. (Also fill in on ACORD Certificate of Insurance)
290 Greenwich Avenue, Greenwich, CT 06830.

The **Acord certificate of insurance form** must be executed by your insurance agent/broker and returned to this office. Company name and address must conform on all documents including insurance documentation. It is required that the agent/broker note the individual insurance companies providing coverage, rather than the insurance group, on the Acord form. The Contract number (provided to the awarded Contractor), project name and a brief description must be inserted in the "Description of Operations" field. It must be confirmed on the Acord Form that the Town of Greenwich and Greenwich Public Schools and _____ are endorsed as additional insured by having the appropriate box checked off and stating such in the "Description of Operations" field. **A letter from the awarded vendor's agent/broker certifying that the Town of Greenwich and Greenwich Public Schools has been endorsed onto the general liability policy as an additional insured is also mandatory.** This letter **must follow exactly the format provided by the Purchasing Department.** If the insurance coverage required is provided on more than one Acord certificate of insurance, then additional endorsement letters are also required. Contract development will begin upon receipt of complete, correct insurance documentation. The Contractor shall be responsible for maintaining the above insurance coverages in force to secure all of the Contractor's obligations under the Contract with an insurance company or companies with an AM Best Rating of A or better, licensed to write such insurance in Connecticut and acceptable to the Risk Manager, Town of Greenwich. For excess liability only, non-admitted insurers are acceptable, provided they are permitted to do business through Connecticut excess line brokers per listing on the current list of Licensed Insurance Companies, Approved Reinsurers, Surplus Lines Insurers and Risk Retention Groups issued by the State of Connecticut Insurance Department.

(SAMPLE ENDORSEMENT LETTER)

EXHIBIT A

**AGENT/BROKER
(LETTERHEAD)**

(Date)

Eugene H. Watts, Senior Buyer
Purchasing Department
Town of Greenwich/Board of Education
290 Greenwich Avenue – Havemeyer Building
Greenwich, CT 06830

Re: Town of Greenwich/Greenwich Public Schools / **Contract #**
Project Name:

Dear Mr. Watts:

The undersigned hereby certifies as follows:

- (6) I am a duly licensed insurance agent under the laws of the State of **[insert State]** and an authorized representative of all companies affording coverage under the Acord form submitted herewith;
- (7) The Town of Greenwich, Greenwich Public Schools, and _____ have been endorsed as an additional insured under the general liability policy no. [insert policy number], issued by **[insert company affording coverage] to [name of insured]**;
- (8) The general liability policy referenced in paragraph (2) above meets or exceeds the coverage in Commercial General Liability ISO form CG 00 01 10 01, including contractual liability;
- (9) The policies listed in the Acord form submitted to the Town of Greenwich in connection with the above-referenced contract have been issued to the insured in the amounts stated and for the periods indicated in the Acord form; and
- (10) The Town of Greenwich shall be given thirty (30) days prior written notice of cancellation, lapse or restrictive amendment (except ten days' notice of nonpayment) of the policies listed in the Acord form.

Sincerely,

Authorized Representative for all companies listed in the Acord form

EXHIBIT A

<u>ACORD</u> CERTIFICATE OF LIABILITY INSURANCE					
PRODUCER		THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER, THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.			
INSURED		INSUREERS AFFORDING COVERAGE INSURER A: INSURER B: INSURER C: INSURER D: INSURER E:			
COVERAGES					
THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM OF CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.					
INS	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE	POLICY EXPIRATION	LIMITS
	GENERAL LIABILITY COMMERCIAL GENERAL LIABILITY ☐ CLAIMS MADE ☒ OCCUR ☐ _____ ☐ _____ GENERAL AGGREGATE LIMIT APPLIES ☐ POLICY ☐ PROJECT ☐ LOC				EACH OCCURENCE
					FIRE DAMAGE (Any one fire)
					MED EXP (Any one person)
					PERSONAL & ADV INJURY
					GENERAL AGGRREGATE
					PRODUCTS-COMP/OP AGG
	AUTOMOBILE LIABILITY ☐ ANY AUTO ALL OWNED AUTOS ☐ SCHEDULED AUTOS HIRED AUTOS NON-OWNED AUTOS ☐ _____ ☐ _____				COMBINED SINGLE LIMIT (Ea accident)
					BODILY INJURY (Per person)
					BODILY INJURY (Per accident)
					PROPERTY DAMAGE (Per accident)
	GARAGE LIABILITY ☐ ANY AUTO ☐ _____				AUTO ONLY-EA ACCIDENT
					OTHER THAN EA ACC
					AUTO ONLY- AGG
	EXCESS LIABILITY ☐ OCCUR ☐ CLAIMS MADE ☐ DEDUCTIBLE ☐ RETENTION \$ _____				EACH OCCURRENCE
					AGGREGATE
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) Y/N ☐				WC STATIL OTH- FR
					E.L. EACH ACCIDENT
					E.L. DISEASE-EA EMPLOYEE
					E.L. DISEASE- POLICY LIMIT
	Professional Liability				
DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS Additional Insured: The Town of Greenwich, Greenwich Public Schools and _____ are named as additional insured for Contract # ____ It is agreed by both parties to Contract No ____ that the Contractors insurance will be primary and non-contributory					
CERTIFICATE HOLDER	☒ ADDITIONAL INSURED; INSURER LETTER: ____		CANCELLATION		
Certificate Holder: Town of Greenwich and Greenwich Public Schools 101 Field Point Road Greenwich, CT 06830			SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OF REPRESENTATIONS AUTHORIZED REPRESETNATIVE		

Department of Revenue Services
State of Connecticut
Attn: Discovery Unit
25 Sigourney Street
Hartford CT 06106-5032
(New 09/03)

Form AU-764
Deposit by a Person Doing Business
With a Nonresident Contractor



Purpose: A person doing business with a nonresident contractor uses **Form AU-764** to deposit 5% of the total contract price with the Department of Revenue Services (DRS) for a specific project in the state. The deposit ensures all taxes due to the State of Connecticut from the contractor are paid to DRS. Read the instructions on the reverse side before you complete this form. If you need help, call **860-541-3280**, Monday through Friday, 8:00 a.m. to 5:00 p.m., and choose Option 7.

Part I: Nonresident Contractor Information

Name	Connecticut Tax Registration No.
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Address (Street or PO Box, City, State, and ZIP Code)

Part II: Person Doing Business With a Nonresident Contractor Information

Name	Connecticut Tax Registration No., Federal ID No., or SSN
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Address (Street or PO Box, City, State, and ZIP Code)

Part III: Project Information

Physical Location of Project (Street, City or Town)	Name of Project
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Commencement Date	Completion Date for Nonresident Contractor	Total Contract Price or Amount of Change Order ☐ Check the box if this deposit is for a change order	Amount of Deposit
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Conditions of the deposit for the project detailed above:

- The nonresident contractor has entered into a contract related to real property at a Connecticut location.
- The person doing business with the nonresident contractor is depositing 5% of the total contract price with DRS to ensure all taxes that become due and owing during the period of the contract will be paid.
- The deposit is made within 30 days of the completion of the project.
- The deposit will be returned to the nonresident contractor upon written request by the contractor after DRS has examined its records and determined all taxes, interest, and penalties due during the term of the contract have been paid.
- The person doing business with the nonresident contractor must attach a copy of the final periodic billing to **Form AU-764**.

Declaration: I, an authorized agent of the person doing business with a nonresident contractor named above, declare under the penalty of law that I have examined **Form AU-764** and, to the best of my knowledge and belief it is true, complete, and correct. I understand the penalty for willfully delivering a false document or return to DRS is a fine of not more than \$5,000, or imprisonment for not more than five years, or both.

Print Name	Title
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Authorized Signature	Date
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Receipt of Deposit: DRS acknowledges receipt of \$ _____ from the person named above as doing business with a nonresident contractor related to real property at the Connecticut location noted above.

Signature of Authorized DRS Representative	Telephone	Date
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General Instructions

A person doing business with a nonresident contractor working in Connecticut must submit **Form AU-764, *Deposit by a Person Doing Business With a Nonresident Contractor***, with a deposit of 5% of the total contract price, including change orders and add-ons, not later than 30 days after the completion of the contract. This applies to all contracts with nonresident contractors, regardless of the nature of the real property affected or the tax-exempt status of the property owner. For more information, see **Special Notice 2003(20), *Legislation Affecting Contracts With Nonresident Contractors***.

A *nonresident contractor* is a contractor who does not maintain a regular place of business in this state. A *regular place of business* means any bona fide office, factory, warehouse, or other space in Connecticut at which a contractor is doing business in its own name in a regular and systematic manner, and which place is continuously maintained, occupied, and used by the contractor in carrying on its business through its employees regularly in attendance to carry on the contractor's business in the contractor's own name. A regular place of business does not include a place of business for a statutory agent for service of process or a temporary office whether or not it is located at the site of construction. A regular place of business also does not include locations used by the contractor only for the duration of the contract, such as short-term leased offices, warehouses, storage facilities, or facilities that do not have full time staff with regular business hours. An office maintained, occupied and used by a person affiliated with a contractor is not a regular place of business of the contractor.

Specific Instructions

Part I: Enter the name and complete address of the nonresident contractor on whose behalf the deposit is being made. Include the nonresident contractor's Connecticut tax registration number.

Part II: Enter the name and complete address of the person doing business with the nonresident contractor. If the nonresident contractor is the general contractor, enter the name and address of the owner of the property. If the nonresident contractor is a subcontractor, enter the name and address of the general contractor.

Enter the Connecticut tax registration number of the person doing business with the nonresident contractor. If the person doing business with the nonresident contractor does not have a Connecticut tax registration number, enter that person's Federal Employer Identification Number or Social Security Number.

Part III: Enter the name of the project and the complete address, including the street address and the city or town where the project is physically located.

Enter the commencement date of this project. The commencement date is the date the contract is signed or the date the nonresident contractor begins work on the project, but it is never later than the date the nonresident contractor begins work.

Enter the date on which work on this project was completed, which is the date the final periodic billing for the contract was made by the nonresident contractor. Note the final periodic billing may be due before payment of any retainage becomes due. The person making the deposit must attach a copy of the final periodic billing to **Form AU-764**.

If this is a deposit for a change order occurring after the deposit for the initial contract has been remitted to DRS, enter the additional amount being deposited for the change order and check the box. For a change order made after the final periodic billing for the original contract, the change order is deemed complete when it is billed by the nonresident contractor. Attach a copy of the final billing for the change order.

Enter, in words and figures, the total amount paid to the nonresident contractor under the contract or for the change order. Check the box if the deposit is for a change order.

Multiply the total contract price or the amount of the change order by 5% (.05) and enter the result on this line.

Declaration: An authorized representative of the person doing business with a nonresident contractor must sign and date the declaration. Return **Form AU-764**, with the copy of the final periodic billing, to:

Department of Revenue Services
State of Connecticut
Discovery Unit
25 Sigourney Street
Hartford CT 06106

Receipt: DRS will acknowledge receipt of the deposit by completing the bottom of Form AU-764 and returning a copy of it to the person making the deposit. Unless indicated otherwise, the person doing business with the nonresident contractor will not be liable for any claim of the nonresident contractor for the amount or for any claim of DRS for any taxes arising from the activities of the nonresident contractor on the project for which the bond deposit was made, once DRS has verified that total deposits represent 5% of the total contract price paid to the nonresident contractor for this project, including any change orders, and that the deposit is made within 30 days of completion of the project.

Instructions for Form REG-1 Business Taxes Registration Application

Purpose of Form REG-1

Use Form REG-1 to obtain a Connecticut tax registration number or to register for additional tax types under your current Connecticut tax registration number.

Use Form REG-1 to register for any of these taxes:

- Business entity tax
- Business use tax
- Corporation business income tax (including PIC)
- Income tax withholding
- Prepaid wireless E 9-1-1 fee
- Room occupancy tax
- Sales and use taxes
- Unrelated business income tax

In addition to Form REG-1, you must complete and attach the appropriate addendum to register for any of the taxes noted below. Visit the Department of Revenue Services (DRS) website at www.ct.gov/DRS to preview and download forms.

REG-1 Addendum A

- Cigarette taxes
- Tobacco products tax

REG-1 Addendum B

- Admissions and dues taxes
- Dry cleaning surcharge
- Rental surcharge
- Tourism surcharge

REG-1 Addendum C

- Motor fuels tax
- Petroleum products gross earnings tax

REG-1 Addendum D

- Alcoholic beverages tax

REG-1 Addendum E

- Bottle deposit initiator
- Certified competitive video service provider companies tax
- Community antenna television system companies tax
- Electric generation
- Nursing home provider
- Railroad companies tax
- Satellite companies tax
- Solid waste assessment
- Suppliers of natural gas
- Utility companies tax

Registering for Other Tax Types

To register for these taxes, use the form listed:

- Authority to Collect Use Tax **REG-7**
- International Fuel Tax Agreement (IFTA) **CT-IFTA-2**
- Motor Carrier Road Tax **REG-3MC**

For information on registering with DRS, visit the DRS website at www.ct.gov/DRS or call **1-800-382-9463** (Connecticut calls outside the Greater Hartford calling area only) or **860-297-5962** (from anywhere).

How to Register

Online Registration

You may register for most taxes online using the **Taxpayer Service Center (TSC)**. If you register online and there is a fee, you must make direct payment from your savings or checking account. Credit card payments are not accepted. If you register for sales tax, room occupancy tax, or as an over-the-counter cigarette dealer (retailer), a temporary permit will be available to print immediately. Be sure to print a copy of the temporary permit for your records. Once you have the temporary permit you may begin using it immediately. After you complete the registration, you will receive a confirmation number which serves as an official acknowledgement that your application has been received by DRS and acts as your temporary tax identification number. You will receive your registration package with your permanent Connecticut tax registration number in approximately ten business days.

If you are registering for a tax type that requires you to attach Addendum B to the REG-1 or if you are registering as a cigarette retailer (included on Addendum A), you may register online. If you are registering for another tax type that requires you to attach Addendum A, C, D, or E to the REG-1, you must register by mail or in person at the DRS office in Hartford.

Mail-In Registration

Complete Form REG-1 and mail it to DRS at:
Department of Revenue Services
PO Box 2937
Hartford CT 06104-2937

If you owe a registration fee, you must include payment by check or money order with the application. You will receive your Connecticut tax registration number in the mail in **two to three weeks**.

Walk-In Registration

You may file Form REG-1 in person at any of the DRS offices:

Bridgeport - 10 Middle Street
Hartford - 25 Sigourney Street
Norwich - 401 West Thames Street, Building #700
Waterbury - 55 West Main Street, Suite 100

You will be issued a Connecticut tax registration number **immediately**. Bring photo identification, such as a driver's license, and cash, a check, or a money order if you owe a registration fee. DRS does not accept credit or debit cards.

The application must be signed by the individual owner, partner, officer of the corporation, member of the limited liability company, or another who has an executed Power of Attorney with the authority to sign. If anyone other than the owner brings the signed application to the office and wants to obtain the registration for the owner, he or she must have written authorization from the owner to obtain the registration on his or her behalf.

Electronic Filing Methods for Certain Tax Forms

Once you are registered with DRS, you may file certain tax forms by Internet or telephone using the DRS **Taxpayer Service Center (TSC)** program. Look for this logo.



Who Needs to Complete Form REG-1

Businesses must register with the Connecticut DRS if they:

- Have people working in Connecticut;
- Withhold Connecticut income tax;
- Carry on a business in Connecticut;
- Are a corporation, S corporation, LLC, SMLLC, LP, or LLP formed under Connecticut law;
- Are a non-Connecticut corporation, S corporation, LLC, SMLLC, LP, or LLP required to register with or to obtain a certificate of authority from the Connecticut Secretary of the State;
- Provide taxable services in Connecticut;
- Are a loan-out company providing services in Connecticut;
- Sell, rent, or lease goods in Connecticut (wholesale or retail);
- Furnish space for storage of tangible personal property;
- Have a manufacturing facility in Connecticut;
- Serve meals or beverages in Connecticut;
- Purchase taxable goods or services for use in Connecticut;
- Provide lodgings in Connecticut subject to the room occupancy tax;
- Carry on a business as a corporation in Connecticut;
- Distribute alcoholic beverages in Connecticut;
- Distribute motor fuel used to propel motor vehicles on public highways or roads in Connecticut;
- Sell petroleum products in Connecticut;
- Operate a place of amusement, entertainment, or recreation in Connecticut;
- Operate a social, health, athletic, or sporting club in Connecticut;
- Sell or distribute cigarettes or tobacco products in Connecticut;
- Own, lease, maintain, operate, manage, or control a community antenna television system in Connecticut;
- Provide satellite television services to Connecticut;
- Provide video service under a certificate of video franchise authority issued by the Connecticut Public Utility Regulatory Authority formerly known as the Department of Public Utility Control;
- Operate a railroad in Connecticut on a for-profit basis;
- Are a resources recovery facility in Connecticut;
- Market natural gas to an end user in Connecticut;
- Provide distribution or transmission services for electricity in Connecticut;
- Sell electricity as a municipality to customers in Connecticut;
- Manufacture, sell, or distribute gas to be used for light, heat, or power in Connecticut;
- Operate a dry cleaning establishment in Connecticut.
- Are the first distributor to collect the deposit on a beverage container sold to any person within Connecticut;
- Are a nursing home provider;
- Provide electric generation services and upload electricity to the regional bulk power grid at their electric generation facility in Connecticut; or
- Sell prepaid wireless telecommunications service in Connecticut.

Filing Requirements for State Taxes

Visit the DRS website at www.ct.gov/DRS to preview and download the **Informational Publication, *Getting Started in Business***.

Registration Fees

Sales and use taxes	\$100
Room occupancy tax*	\$100
Cigarette dealer's license	\$50
Cigarette distributor's license	\$1,250
Cigarette distributor chain operator	
5 to 14 retail locations	\$315
15 to 24 retail locations	\$625
25 or more retail locations.....	\$1,250
Cigarette manufacturer	\$5,250
Distributor of tobacco products	\$200

* No fee is required for room occupancy tax if you are registered or are registering for sales and use taxes.

Other Connecticut Licensing Requirements

Visit www.ct-clic.com for information on other Connecticut licensing requirements.

How to Get Help

Visit the DRS website at www.ct.gov/DRS and click on *Businesses*.

Personal assistance is available by telephone or at the DRS office at 25 Sigourney Street in Hartford, Monday through Friday, during business hours.

CONN-TAX, the DRS telephone information line, is available anytime.

- **1-800-382-9463** (Connecticut calls outside the Greater Hartford calling area only); or
- **860-297-5962** (from anywhere).

TTY, TDD, and Text Telephone users only may transmit inquiries anytime by calling 860-297-4911.

Additional forms and publications are available anytime. Visit the DRS website at www.ct.gov/DRS to download and print Connecticut tax forms and publications.

Application Instructions

Complete the entire application unless the section instructions indicate otherwise. Answering **Yes** to any question in Sections 7 through 12 means you may have a Connecticut tax liability for that tax. In each section where you answer **Yes** to any question, you must indicate the date you first incurred a tax liability in Connecticut for that tax type.

Exceptions:

- Taxpayers with a valid Connecticut tax registration number who wish to register for another tax must complete Sections 1 through 6, Section 14, and the section for the specific tax type(s) for which you wish to register. See the section *Purpose of Form REG-1* on Page 1 of these instructions to determine if you have to complete an addendum to Form REG-1.
- Household employers who pay wages to and intend to withhold Connecticut income tax for housekeepers, nannies, health aides, caretakers, etc. – complete Sections 1 through 7 and 14 only.

Form REG-1

Business Taxes Registration Application

1. Reason for Filing Form REG-1 Check the applicable box:

DRS use only Connecticut Tax Registration Number

- ☐ Opening a new business including but not limited to:
- a. An existing out-of-state business opening a location in Connecticut;
 - b. Selling at a craft show, flea market, fair, or other venue in Connecticut or selling over the Internet; **or**
 - c. An existing out-of-state business having employees in Connecticut (including nonresident contractors and loan-out companies).
- ☐ Opening a new location. **Enter your Connecticut Tax Registration No.:** _____
- ☐ Registering for additional taxes. **Enter your Connecticut Tax Registration No.:** _____
- ☐ Reopening a closed business.
Enter Connecticut Tax Registration No. of the closed business: _____
- ☐ Purchasing an ongoing business. The buyer of an existing business may be responsible for tax liabilities of the previous owner. See the Informational Publication on Successor Liability for Sales and Use Taxes, Admissions and Dues Tax, and Connecticut Income Tax Withholding, on the DRS website.
Enter Connecticut Tax Registration No. of the previous owner: _____
- ☐ Forming a business entity under Connecticut law or a non-Connecticut entity required to register with or to obtain a certificate of authority from the Connecticut Secretary of the State before transacting business in Connecticut.
- ☐ Establishing a passive investment company (PIC).
- ☐ Changing organization type. **Enter your current Connecticut Tax Registration No.:** _____
- ☐ Hiring household employees and intend to withhold Connecticut income tax.
- ☐ Other (explain); see *Who Needs to Complete REG-1*. _____

2. Business Information: Type of organization

- | | | |
|---|--|---|
| ☐ Sole proprietorship | ☐ Single member LLC (SMLLC) | ☐ Corporation |
| | ☐ Single member LLC taxed as a corporation | ☐ S Corporation |
| ☐ General partnership | ☐ Single member LLC taxed as an S corporation | ☐ Qualified subchapter S subsidiary (QSSS) |
| ☐ Limited liability partnership (LLP) | ☐ Limited liability company (LLC) taxed as a partnership | |
| | ☐ Limited liability company (LLC) taxed as a corporation | |
| ☐ Limited partnership (LP) | ☐ Limited liability company (LLC) taxed as an S corporation | |
| ☐ Limited partnership taxed as a corporation | ☐ Other (explain): _____ | |

3. Nature of Business Activity

Check the box(es) that best describe your business:

- ☐ Retailer ☐ Wholesaler ☐ Manufacturer ☐ Service provider ☐ Other (explain): _____

4. Major Business Activity

Describe your major business activities: _____

5. Business Name and Address

Organization name: Enter the name of the sole proprietor, partnership, corporation, or LLC.		Federal Employer Identification Number, if applicable
Business trade name		CT Secretary of the State Business ID No., if applicable
Business Location: Enter the physical address of the business. A post office box or rural route number is not acceptable. Home-based businesses and flea market or craft show vendors must enter a home address.		
Address line 1		Address line 2
City	State	ZIP code
Mailing address line 1 (Street or PO Box)		Address line 2
City	State	ZIP code
Business telephone number	Email address	Bank name

6. List All Owners, Partners, Corporate Officers, or LLC Members Attach a separate sheet if needed.

Name (last, first, middle initial)			Title
Home address line 1 (street)		Home address line 2	
City	State	ZIP code	Home telephone number
SSN	Date of birth	Bank name	

Name (last, first, middle initial)			Title
Home address line 1 (street)		Home address line 2	
City	State	ZIP code	Home telephone number
SSN	Date of birth	Bank name	

Name (last, first, middle initial)			Title
Home address line 1 (street)		Home address line 2	
City	State	ZIP code	Home telephone number
SSN	Date of birth	Bank name	

Name (last, first, middle initial)			Title
Home address line 1 (street)		Home address line 2	
City	State	ZIP code	Home telephone number
SSN	Date of birth	Bank name	

7. Income Tax Withholding

Are you an employer that transacts business or maintains an office in Connecticut and intends to pay wages to resident employees or nonresident employees who work in Connecticut?..... ☐ Yes ☐ No

If you have a Connecticut tax registration number for withholding for another location and intend to file withholding for this new location under that number, enter that number here: _____ and skip to Section 8; otherwise continue.

Are you an out-of-state company voluntarily registering to withhold Connecticut income tax for your Connecticut resident employees who work outside of Connecticut?..... ☐ Yes ☐ No

Do you intend to withhold Connecticut income tax from pension plans, annuity plans, retirement distributions, or gambling distributions? ☐ Yes ☐ No

Do you pay nonresident athletes or entertainers for services they render in Connecticut? ☐ Yes ☐ No

Do you only have household employees and wish to withhold Connecticut income tax? ☐ Yes ☐ No

Do you only have agricultural employees and wish to withhold Connecticut income tax? ☐ Yes ☐ No

If **Yes**, do you file federal Form 943, Employer's Annual Tax Return for Agricultural Employees, and wish to file **Form CT-941**, *Connecticut Quarterly Reconciliation of Withholding*, annually? ☐ Yes ☐ No

If you answered **Yes** to any of the income tax withholding questions, enter the date you will start withholding Connecticut income tax. / /

If you use a payroll service, enter the name of the payroll company: _____

8. Sales and Use TaxesDo you sell, or will you be selling, goods in Connecticut (either wholesale or retail)? ☐ Yes ☐ NoDo you rent equipment or other tangible personal property to individuals or businesses in Connecticut? ☐ Yes ☐ NoDo you serve meals or beverages in Connecticut? ☐ Yes ☐ NoDo you provide a taxable service in Connecticut? See the Informational Publication, *Getting Started in Business, and the Special Notice on Legislative Changes Affecting the Sales and Use Taxes*, on the DRS website, for a list of taxable services..... ☐ Yes ☐ NoIf you answered **Yes** to any of the sales and use taxes questions,
enter the date you will start selling or leasing goods or taxable services. m m d d y y**8a Prepaid Wireless Service E 9-1-1**Do you sell prepaid wireless service in Connecticut?..... ☐ Yes ☐ NoIf you answered **Yes**, **enter the date** you will start to sell these in Connecticut. m m d d y y**9. Room Occupancy Tax**Do you provide lodging rooms for rent in a hotel, motel, or rooming house in Connecticut for 30 consecutive days or less? ☐ Yes ☐ NoIf you answered **Yes**, **enter the date** you will start to provide rooms for rent for lodging purposes in Connecticut. m m d d y y**10. Business Entity Tax** Do not complete this section if the entity is liable for the corporation business tax.The **business entity tax** applies to all of the following business types formed under Connecticut law and to those non-Connecticut entities required to register with or obtain a certificate of authority from the Connecticut Secretary of the State before transacting business in the state, whether or not the business has registered or filed a certificate of authority, as the case may be, with the Connecticut Secretary of the State.

- S corporations (Qualified subchapter S subsidiaries (QSSS) are not liable for the business entity tax.);
- Limited liability companies (LLCs or SMLLCs) — any limited liability company that is, for federal income tax purposes, either:
- Treated as a partnership if it has two or more members; **or**
- Disregarded as an entity separate from its owner if it has a single member;
- Limited liability partnerships (LLPs); **and**
- Limited partnership (LPs).

Are you a business entity as described above? ☐ Yes ☐ No
Enter state you are organized under: _____ **Enter date of organization.** m m - d d - y y

If not organized in Connecticut, enter the earlier of the date you started business in Connecticut or the date you registered with the Connecticut Secretary of the State. m m - d d - y y

Enter the month your tax year closes: _____

11. Corporation and Unrelated Business Income Taxes**Corporation Business Tax** Do not complete this section if the entity is liable for the business entity tax.Are you a corporation? ☐ Yes ☐ NoAre you an LLC, SMLLC, or other association taxed as a corporation?..... ☐ Yes ☐ NoIs this corporation exempt from federal income tax? ☐ Yes ☐ NoHave you received a determination from the Internal Revenue Services (IRS) that this corporation is exempt from federal income tax?..... ☐ Yes ☐ NoIf **Yes**, enclose a copy of your IRS letter of determination.Enter state you are organized under: _____ **Enter date of organization.** m m d d y y

If not a Connecticut corporation, enter the earlier of the date you started business in Connecticut or the date you registered with the Connecticut Secretary of the State. m m d d y y

Enter the month the corporate year closes: _____

Unrelated Business Income TaxAre you a federally exempt organization that has unrelated business income attributable to a trade or business in Connecticut?..... ☐ Yes ☐ NoIf you answered **Yes**, **enter the date** the unrelated business income tax liability started. m m d d y y**Passive Investment Company (PIC)**Is this corporation a passive investment company as defined in Conn. Gen. Stat. §12-213(a)(27)? ☐ Yes ☐ No**Enter the date the PIC was organized.** m m d d y y

Enter Connecticut tax registration number of the PIC's related financial service or insurance company: _____

12. Business Use Tax

If you are registered for or are registering for sales and use taxes, you do not need to complete this section.

Business use tax is due when a business purchases taxable goods or services including the purchase or lease of assets, consumable goods, and promotional items, for use in Connecticut without paying Connecticut sales tax.

Will you be purchasing taxable goods or services for use in Connecticut without paying Connecticut sales tax?

☐ Yes ☐ No

If you answered **Yes** to the business use tax question, **enter the tax liability start date.**

If you answered **No**, you must complete the *Business Use Tax Declaration* section below.

Business Use Tax Declaration: By registering for any of the taxes listed in this application, you have indicated to the Department of Revenue Services (DRS) that you may have a business use tax liability. Therefore, based on your application, you will be automatically registered for the business use tax unless you complete the following declaration.

I, _____ (name of taxpayer or authorized representative of taxpayer), acknowledge I have read and understand the information concerning the business use tax and declare I will not be liable for business use tax. Please initial here. _____

13. Registration Fee Schedule

Enter the registration fee amount indicated. If you are liable for either sales and use taxes or room occupancy tax, or both, as indicated in Sections 8 or 9, you must pay a \$100 registration fee. Enter the appropriate registration fee(s) from Addendum A if you are registering for the cigarette tax. You must include the total registration fee due with Form REG-1 or your registration application **will not be processed** and will be returned.

Make your check payable to: **Commissioner of Revenue Services**. If you register by mail, send Form REG-1 with your payment to: Department of Revenue Services, PO Box 2937, Hartford CT 06104-2937

Registration Fee

a.	If registering for sales and use taxes or room occupancy tax , enter \$100.*	a.	
b.	If registering for cigarette tax , see Addendum A.	b.	
c.	Total registration fee due: Add Line a and Line b.	c.	

* No fee is required for room occupancy tax if you are registered or are registering for sales and use taxes.

14. All Applicants Must Sign the Following Declaration

I declare under penalty of law that I have examined this application and, to the best of my knowledge and belief, it is true, complete, and correct. I understand the penalty for willfully delivering a false application to DRS is a fine of not more than \$5,000, or imprisonment for not more than five years, or both.

Sign here and keep a copy for your records.	Signature of owner, partner, LLC member, or corporate officer	Date	Telephone number
	Print name of owner, partner, LLC member, or corporate officer	Title	

**COMMISSION ON HUMAN RIGHTS AND OPPORTUNITIES
CONTRACT COMPLIANCE REGULATIONS
NOTIFICATION TO BIDDERS**

AFFIRMATIVE ACTION COMPLIANCE AFFIDAVIT

The contract to be awarded is subject to contract compliance requirements mandated by Sections 4a-60 and 4a-60a of the Connecticut General Statutes; and, when the awarding agency is the State, Sections 46a-71(d) and 46a-81i(d) of the Connecticut General Statutes. There are Contract Compliance Regulations codified at Section 46a-68j-21 through 43 of the Regulations of Connecticut State Agencies, which establish a procedure for awarding all contracts covered by Sections 4a-60 and 46a-71(d) of the Connecticut General Statutes.

According to Section 46a-68j-30(9) of the Contract Compliance Regulations, every agency awarding a contract subject to the contract compliance requirements has an obligation to "aggressively solicit the participation of legitimate minority business enterprises as bidders, contractors, subcontractors and suppliers of materials." "Minority business enterprise" is defined in Section 4a-60 of the Connecticut General Statutes as a business wherein fifty-one percent or more of the capital stock, or assets belong to a person or persons: "(1) Who are active in the daily affairs of the enterprise; (2) who have the power to direct the management and policies of the enterprise; and (3) who are members of a minority, as such term is defined in subsection (a) of Section 32-9n." "Minority" groups are defined in Section 32-9n of the Connecticut General Statutes as "(1) Black Americans . . . (2) Hispanic Americans . . . (3) persons who have origins in the Iberian Peninsula . . . (4) Women . . . (5) Asian Pacific Americans and Pacific Islanders; (6) American Indians . . ." An individual with a disability is also a minority business enterprise as provided by Section 4a-60g of the Connecticut General Statutes. The above definitions apply to the contract compliance requirements by virtue of Section 46a-68j-21(11) of the Contract Compliance Regulations.

The awarding agency will consider the following factors when reviewing the bidder's qualifications under the contract compliance requirements:

- (a) the bidder's success in implementing an affirmative action plan;
- (b) the bidder's success in developing an apprenticeship program complying with Sections 46a-68-1 to 46a-68-17 of the Administrative Regulations of Connecticut State Agencies, inclusive;
- (c) the bidder's promise to develop and implement a successful affirmative action plan;
- (d) the bidder's submission of employment statistics contained in the "Employment Information Form", indicating that the composition of its workforce is at or near parity when compared to the racial and sexual composition of the workforce in the relevant labor market area; and
- (e) the bidder's promise to set aside a portion of the contract for legitimate minority business enterprises. See Section 46a-68j-30(10)(E) of the Contract Compliance Regulations.

***INSTRUCTIONS:** Bidder must sign acknowledgement below and return acknowledgement to Awarding Agency along with bid proposal.

The undersigned acknowledges receiving and reading a copy of the "Notification to Bidders" form.

Signature

Date

On behalf of:

CONNECTICUT COMMISSION ON HUMAN RIGHTS & OPPORTUNITIES
CONTRACT COMPLIANCE REGULATIONS AND NOTIFICATION TO BIDDERS
Sections 46a-68j-23 (1)-(10) and 46a-68j-24 (a)

CONTRACT COMPLIANCE

Sec. 46a-68j-23. Obligations of Contractors:

Every contractor awarded a contract subject to contract compliance requirement shall:

- 1) Comply fully with all federal and state anti-discrimination laws, and shall not discriminate or permit a discriminatory practice to be committed;
- 2) Cooperate fully with the commission;
- 3) Submit periodic reports of its employment and subcontracting practices in such a form, in such a manner and at such a time as may be prescribed by the Commission;
- 4) Provide reasonable technical assistance and training to minority business enterprises to promote the participation of such concerns in state contracts and subcontracts;
- 5) Make a good faith effort, based upon the availability of minority business enterprises in the labor market area, to award a reasonable proportion of all subcontractors to such enterprises;
- 6) Maintain full and accurate support data for a period of two (2) years from the date the record is made or the date the contract compliance form is submitted, whichever is later, provided that this provision shall not excuse compliance with any other applicable record retention, state regulation or policy providing for a period of retention in excess of two (2) years;
- 7) Not discharge, discipline or otherwise discriminate against any person who has filed a complaint, testified or assisted in any proceeding with the commission;
- 8) Make available for inspection and copying any support data requested by the commission, and make available for interview any agent, servant or employee having knowledge of any matter concerning the investigation of a discriminatory practice complaint or any matter related to a contract compliance review;
- 9) Include a provision in all subcontracts with minority enterprises requiring that the minority business enterprise provide the Commission with such information on its structure and operations as the Commission finds necessary to make an informed determination as to whether the standards of Section 4a-60 of the Connecticut General Statutes as amended by Sec. 2 of Public Act 89-253 have been met; and
- 10) Undertake such other reasonable activities or efforts as the Commission may prescribe to ensure the participation of minority business enterprises as state contractors and subcontractors.

Sec 46a-68j-24. Utilization of Minority Business Enterprises:

- a) Contractors shall make good faith efforts to employ minority business enterprises as subcontractors and suppliers of materials on all projects subject to contract compliance requirements.

**CONNECTICUT COMMISSION ON HUMAN RIGHTS AND OPPORTUNITIES
WORKFORCE ANALYSIS**

Contractor Name: _____
Address: _____

Total number of CT employees: _____
Full-time _____ Part time _____

Complete the following Analysis for employees of Connecticut work sites who are:

JOB CATEGORIES	OVERALL TOTALS (SUM OF ALL COLS. MALE & FEMALE)	WHITE (NOT OF HISPANIC ORIGIN)		BLACK (NOT OF HISPANIC ORIGIN)		HISPANIC		ASIAN OR PACIFIC ISLANDER		AMERICAN INDIAN OR ALASKAN NATIVE		PEOPLE WITH DISABILITIES	
		MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE
OFFICIALS & MANAGERS													
PROFESSIONALS													
TECHNICIANS													
PARAPROFESSIONAL													
SALES WORKER													
OFFICE & CLERICAL													
CRAFT WORKERS (Skilled)													
OPERATIVES (Semi-skilled)													
LABORERS (unskilled)													
SERVICE WORKERS													
TOTALS ABOVE													
TOTALS ONE YEAR AGO													

FORMAL, ON - THE JOB TRAINEES (Enter figures for the same categories as are shown above).

Apprentices													
Trainees													

EMPLOYMENT FIGURES WERE OBTAINED FROM VISUAL CHECK: _____ EMPLOYMENT RECORDS: _____ OTHER: _____

1. Have you successfully implemented an Affirmative Action Plan? Yes: _____ Date of implementation _____
Not Applicable: _____ Explain: _____

(a) Please submit a summary of your Affirmative Action Plan.

2. Have you successfully developed an apprenticeship program complying with Sec. 46a-68-17 of the Connecticut Department of Labor Regulations, inclusive? Yes: _____ No: _____ Not Applicable: _____ Explanation: _____
3. According to EEO-1 data, is the composition of your workforce at or near parity when compared with the race and gender composition of the workforce in the relevant labor market area? Yes: _____ No: _____ Explanation: _____
4. If you plan to subcontract, will you set aside a portion of the contract for legitimate minority business enterprises? Yes: _____ No: _____ Explanation: _____

Contractor's Authorized Signature

Date

DEFINITIONS FOR WORKFORCE ANALYSIS

RACE/ETHNIC IDENTIFICATION:

You may acquire the race/ethnic information necessary for this report either by visual surveys of the Workforce, or from records as to the identity of employees after the starting date of employment.

Please note that conducting a visual survey and keeping records of the race/ethnic identity of employees is legal in all jurisdictions and under all Federal and State Laws.

Race/ethnic designations as used by the Equal Employment Opportunity Commission do not denote scientific definitions of anthropological origins. For the purpose of this report, an employee may be included in the group to which he or she appears to belong, identifies with, or is regarded in the community as belonging. However, no person should be counted in more than one race/ethnic group.

DESCRIPTION OF JOB CATEGORIES:

Officials and managers: Occupations requiring administrative managerial personnel who set broad policies, exercise overall responsibility for execution of these policies, and direct individual departments or special phases of a firm's operations. *Includes: officials, executives, middle management, plan managers, department managers, and superintendents, salaried supervisors who are members of management, purchasing agents and buyers, railroad conductors and yard masters, ship captains, mates and other officers, farm operators and managers, and kindred workers.*

Professionals: Occupations requiring either college graduation or experience of such kind and amount as to provide a comparable background. *Includes: accountants and auditors, airplane pilots, and navigators, architects, artists, chemists, designers, dietitians, editors, engineers, lawyers, librarians, mathematicians, natural scientists, registered professional nurses, personnel and labor relations specialists, physical scientists, physicians, social scientists, teachers, and kindred workers.*

Technicians: Occupations requiring a combination of basic scientific knowledge and manual skill which can be obtained through two (2) years of post-high school education, such as is offered in many technical institutes and junior colleges, or through equivalent on-the-job training. *Includes: computer programmers, drafters, engineering aides, junior engineers, mathematical aides, licensed practical or vocational nurses, photographers, radio operators, scientific assistants, surveyors, technical illustrators, technicians (medical, dental, electronic, physical science), and kindred workers.*

Sales: Occupations engaging wholly or primarily in direct selling. *Includes kindred workers.*

Office and clerical: All clerical type work regardless of level of difficulty. *Includes kindred workers.*

Craft Workers: (*skilled*) - Manual workers of relatively high skill level having a thorough comprehensive knowledge of the processes involved in their work. Exercise considerable independent judgment and usually receive an extensive period of training. Includes *kindred workers*.

Operatives: (*semiskilled*) - Workers who operate machine or processing equipment or perform other factory-type duties of intermediate skill level which can be mastered in a few weeks and require only limited training. Includes *kindred workers*.

Laborers: (*unskilled*) - Workers in manual occupations which generally require no special training, perform elementary duties that may be learned in a few days and require the application of little or no independent judgment. Includes *kindred workers*.

On-the job trainees:

Production: Persons engaged in formal training as a craft worker - when not trained under apprentice programs - operative, laborer and service occupations.

White collar: Persons engaged in formal training for clerical, managerial, professional, technical, sales office and clerical occupations.

UTILIZATION FORM

This form developed pursuant to Section 46a-68j-23(5) of Regulations of Connecticut state Agencies concerning Contract Compliance.

AFFIDAVIT

I, _____ acting on behalf of
(Name of person signing certification)

_____ of which I am the
(Contractor)

_____ Certify and affirm:
(Title)

Check if provision applicable: ____ That the following minority business subcontractors and /or suppliers of materials that _____ has hired for Contract No. _____ with
(Contractor)
_____ meet the criteria for Minority Business Enterprises set out in
(Awarding Agency)
Section 4a-60 of the Connecticut General Statutes: _____
(Lists names of Minority Business Enterprises that qualified under current
statutory requirements)

Check if provision applicable: ____ That the _____ has hired the following
(Contractor)
minority business subcontractors or suppliers of materials for Contract No. _____ with
_____ that are not registered with the Department of
(Awarding Agency)
Economic Development, but which should be considered by the Connecticut Commission on Human Rights and
Opportunities when evaluating _____ the good faith efforts:
(Contractor)
(List names of unregistered MBEs)

I further certify and affirm that I have read and understand the contract compliance requirements codified at Section 4a-60 and Section 46a-7 1 (d) of the Connecticut General statutes.

I further certify and affirm that I have read and understand the contract compliance Regulations codified at Section 46a-68j-2 I through 43 of the Regulations of Connecticut State Agencies.

I understand that false statements made herein are punishable by law.

(Name of Corporation or Firm)

(Signature and Title of Official Making the Affidavit)

Subscribed and sworn to before me, this _____ day of _____ 19 ____.

Notary Public/Commissioner of the Superior Court

My Commission Expires _____

CERTIFICATE OF CORPORATION

I, _____ certify that I am the Secretary of the Corporation named in the foregoing instrument; that I have been duly authorized to affix the seal of the Corporation to such papers as require the seal; that _____, who signed said instrument on behalf of the Corporation was then _____ of said Corporation; that said instrument was duly signed for and in behalf of said Corporation by authority of its governing body and is within the scope of its Corporation powers.

(Signature of person Certifying)

(Corporate Seal)

SAMPLE: (You may use this as an example or you may use it as your statement by placing it on your letterhead).

AFFIRMATIVE ACTION POLICY STATEMENT

It has always been the policy and will continue to be the strong commitment of _____ and all contractors and subcontractors who do business with _____ to provide equal opportunities in employment to all qualified persons solely on the basis of job-related skills, ability and merit.

_____ will continue to take affirmative action to ensure that no persons are discriminated against with regard to their race, color, sex, sexual orientation, national origin, ancestry, religion, age, physical disability, mental retardation, marital status, present or past history of mental disorder, learning disability or criminal record. Such action includes, but is not limited to, employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination; rates of pay or other forms of compensation and selection for training including apprenticeship. _____ will continue to make good faith efforts to comply with all federal and state laws and policies which speak to Equal Employment Opportunity and Affirmative Action.

Equal Employment Opportunity is essential, but is not enough to guarantee the full and fair employment of minorities, women or other protected classes. Therefore, Affirmative Action is necessary. Affirmative Action is results - oriented programs used to address and overcome the present effects of past discrimination.

Sexual Harassment, another form of sex discrimination, will not be tolerated in the work place. Therefore, engaging in acts of sexual harassment or any other forms of unlawful discrimination will constitute grounds for disciplinary action.

This Policy Statement is based on both the spirit and the letter of state and federal anti discrimination laws, regulations and executive orders. Accordingly, care is taken to ensure that no person shall be excluded from participation in, be denied the benefits of, or otherwise be unlawfully discriminated against. Further,

_____ will not knowingly use the services of, patronize or otherwise deal with any business, contractor, subcontractor or agency that engages in acts of unlawful discrimination.

This Affirmative Action Policy Statement reaffirms my personal commitment to the principles of Equal Employment Opportunity and Affirmative Action.

SIGNATURE

DATED

GREENWICH PUBLIC SCHOOLS
HAMILTON AVENUE SCHOOL
SELECT DOOR REPLACEMENT AND RELATED WORK
LIST OF DRAWING SHEETS

SECTION 00 0115
LIST OF DRAWING SHEETS

PART 1 - GENERAL

1.1 DRAWING INDEX

- A. Drawings are listed on Drawing G-1.

PART 2 - PRODUCTS (NOR USED)

PART 3 - EXECUTION (NOT USED)

END OF SECTION

SECTION 00 2113
INSTRUCTIONS TO BIDDERS

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and Division 1 Specification Sections, apply to this Section.

1.2 SUMMARY

- A. Refer to the Invitation to Bids, Information to Bidders and the Agreement for additional information. Any conflicts the Invitation to Bids, Information to Bidders and the Agreement shall supercede this Section.

1.3 DOCUMENT INCLUDES

- A. Invitation
 - 1. Bid Submission
 - 2. Intent
- B. Bid Documents and Contract Documents
 - 1. Definitions
 - 2. Contract Documents Identification
 - 3. Availability
 - 4. Examination
 - 5. Inquiries/Addenda
 - 6. Product/Assembly/System Substitutions
- C. Site Assessment
 - 1. Prebid Conference
- D. Qualifications
 - 1. Qualifications
- E. Bid Submission
 - 1. Bid Depository
 - 2. Submission Procedure
 - 3. Bid Ineligibility
- F. Bid Enclosures/Requirements
 - 1. Security Deposit
 - 2. Consent of Surety
 - 3. Performance Assurance
 - 4. Bid Form Requirements
 - 5. Bid Form Signature
 - 6. Additional Bid Information
 - 7. Selection and Award of Alternates
- G. Offer Acceptance/Rejection
 - 1. Duration of Offer
 - 2. Acceptance of Offer

1.4 RELATED DOCUMENTS

- A. Division 00 Procurement Requirements and Greenwich Public Schools Front End documents as listed in the Table of Contents.
- B. Division 01 General Requirements including:
 - 1. Document 01 1000 - Summary of Contract.

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INSTRUCTIONS TO BIDDERS

2. Document 00 4100 - Bid Form.
3. Section 00 4400 - Contractor's Qualification Statement.
4. Document 00 7300 - Supplementary Conditions.
5. Section 01 2100 - Allowances.
6. Section 01 6116 - Volatile Organic Compound (VOC) Content Restrictions: Requirements for VOC-restricted product categories.

1.5 BID SUBMISSION

- A. Refer to Invitation to Bids for date and time.
- B. Offers submitted after the stated time shall be returned to the bidder unopened.
- C. Offers will be opened publicly immediately after the time for receipt of bids.

1.6 INTENT

- A. The intent of this General Contracting Bid is to request and obtain an offer to perform work to complete the Exterior Door Replacement Project and Related Work at Hamilton Avenue School located within the Greenwich Public Schools for a Stipulated Sum in accordance with the Contract Document.

1.7 LUMP SUM BIDS

- A. Bids will be received for one (1) prime contracts as follows:
 1. General Construction

1.8 WORK IDENTIFIED IN THE CONTRACT DOCUMENTS

- A. Work of this proposed Contract comprises the Exterior Door Replacement Project and Related Works indicated on drawings and specification.

1.9 CONTRACT TIME

- A. The Contractor shall complete its portion of the Project work within such Contract Time as will assure the substantial completion of the Project by all contracts, in accordance with the sequence of work described in Section 01 1000 - Summary of Contract and Section 01 1010 - Milestone Schedule. The attention of the bidders is specifically directed to the provisions of the Agreement and that on no account will the contractor be permitted to assert a claim for damages for delay.

1.10 BID DOCUMENTS AND CONTRACT DOCUMENTS

- A. Definitions: All definitions set forth in the Agreement and Section 01 1000 - Summary of Contract are applicable to these Instructions to Bidders.
- B. Contract Documents: Defined in the Agreement including issued Addenda .
- C. Bid, Offer, or Bidding: Act of submitting an offer under seal.
- D. Bid Amount: Monetary sum identified by the Bidder in the Bid Form.

1.11 CONTRACT DOCUMENTS IDENTIFICATION

- A. The Contract Documents are identified as F+D Project Number 25553.00, as prepared by Fuller and D'Angelo, P.C. who is located at 45 Knollwood Road, Elmsford, New York 10523, and with contents as identified in the Table of Contents.

1.12 AVAILABILITY

- A. Contract documents can be viewed and downloaded from the Greenwich Public Schools website: www.greenwichschools.org
- B. Bid Documents are made available only for the purpose of obtaining offers for this project. Their use does not grant a license for other purposes. Download Documents for Bidding.

1.13 EXAMINATION

- A. Bid Documents are on display at the offices of the following:

FULLER AND D'ANGELO, PC
ARCHITECTS AND PLANNERS

GREENWICH PUBLIC SCHOOLS
HAMILTON AVENUE SCHOOL
SELECT DOOR REPLACEMENT AND RELATED WORK
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1. Bid Documents can be viewed and downloaded from the Greenwich Public Schools website: www.greenwichschools.org.
- B. Upon receipt of Bid Documents verify that documents are complete. Notify Eugene Watts Greenwich Public Schools Purchasing Dept. should the documents be incomplete, see e.mail address below.
- C. Immediately notify Eugene Watts Greenwich Public Schools Purchasing Dept. upon finding discrepancies or omissions in the Bid Documents.

1.14 INQUIRIES/ADDENDA

- A. Addenda are written or graphic instruments issued prior to the Bid Date which modify or interpret the bidding documents, including Drawings and Specifications, by additions, deletions, clarifications or corrections. Addenda will become part of the Contract Documents when the Construction Contract is executed
- B. Verbal answers are not binding on any party.
- C. Clarifications requested by bidders must be in writing not later than May 28, 2025 at Noon. The reply will be in the form of an Addendum, if required, a copy of which will be posted on the Website by May 30th 2025 , other addendum may be posted to within 24 hours of bid time. .
- D. Questions: Any and all questions about the interpretation or clarification of the Bid Documents, or about any other matter affecting the Work or pertaining to the bid must be directed in writing to:
Bid_Department@greenwich.k12.ct.us - In the subject line put Bid Number 2533-25
Attn: Mr. Eugene Watts
- E. Answers: The Owner will issue addenda, if necessary, to answer such questions. Bidders shall rely on answers contained in such addenda and shall not rely upon any oral answers given by any employee or agent of the Owner's Representative, Architect, and Architect's Consultants

1.15 PRODUCT/ASSEMBLY/SYSTEM SUBSTITUTIONS

- A. Where the Bid Documents stipulate a particular product bidders shall comply with the specifications, performance and quality of the specification item. The Architect will not review any substitutions during the bidding period. The bidder assumes all responsibility to meet the requirements and the Architect shall be final authority as to a product is equal to the specification.
- B. Wherever in the Contract Documents an article, material, apparatus, product or process is identified by "Basis of Design", trade name or catalog reference, or by the name of the patentee, manufacturer or dealer, it is understood that it constitutes the standard requirement to meet the contract specifications. All other products shall be considered as "substitutions" and shall be submitted in accordance to Section 01 2500 - Substitution Procedures.
- C. Where two or more articles, materials, apparatus, products or processes are listed as acceptable by reference to trade name or otherwise, the choice of these will be optional to the bidder. All other products these shall be considered as "substitutions" and shall be submitted in accordance to Section 01 2500 - Substitution Procedures.
- D. Where articles, materials, apparatus, products or processes are listed by reference to a named specified item as "or Equal", these shall be considered as "substitutions" and shall be submitted in accordance to Section 01 2500 - Substitution Procedures.
- E. Bidders may base their bid on a product they may consider equal to the specified product. These shall be considered as "substitutions" and shall be submitted in accordance to Section 01 2500 - Substitution Procedures.
- F. The bidder is made aware that the Owner's Representative and Architect will make the final determination as to what constitutes an equal.
- G. If the Architect shall reject the proposed equal as not being the equal of that specifically named in the contract, the successful Contractor shall immediately proceed to furnish the designated article, material,

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apparatus, product or process specified or an approved equal without additional cost or time delay to the Owner.

- H. See Section 01 6000 - Product Requirements for additional requirements.
- I. Where the Bid documents stipulate a particular product bidders shall comply with the specifications, and performance and quality of the specification item. The architect will not review any substitutions during the bidding period. The bidder assumes the responsibility to meet the requirements and the architect shall be the final authority as to a product is an equal to the specification.

1.16 PREBID CONFERENCE

- A. A mandatory bidders conference has been scheduled for 3:30 **p.m. on the 21st day of May, 2025** at the location of Hamilton Avenue School Main Lobby.
- B. Attendance is Mandatory.
- C. Representatives of Fuller and D'Angelo, P.C. will be in attendance.
- D. If applicable, information relevant to the Bid Documents will be recorded in an Addendum, issued to Bid Document recipients.

1.17 EVIDENCE OF QUALIFICATIONS

- A. Contractors whose bid exceeds \$500,000.00 shall hold a current "DAS Contractor Prequalification Certificate" (not a pre-determination letter) from the Department of Administrative Services of the State of Connecticut according to Public Act 03-215 and as amended by Public Act 04-141. These Bidders shall submit with their bids a "DAS Contractor Prequalification Certificate" along with a current "Update (bid) Statement." Failure to submit these items with the bid will result in disqualification of the bidder per the Public Act. If you have any questions regarding these requirements, contact the State of CT DAS at telephone number (860) 713-5280 or visit their web site at www.das.state.ct.us
- B. **Bidder shall submit with their bid proposal** a properly executed Contractor's Qualification Statement in Section 00 4400.
- C. To be considered qualified, in addition to the qualifications listed in the Contractor's Qualification Statement Section 00 4400, bidder must demonstrate to the Owner's satisfaction:
 - 1. The Corporation, partnership, sole proprietorship or principals of the entity in whose name the bid is submitted has no less than the previous five (5) years performing or coordinating the Work which they are bidding on.
 - 2. The Bidder has to have performed five (3) similar projects.
 - 3. The principal(s) of the bidder have satisfactorily completed no less than five (5) projects of comparable size and type to this project, and not less than a cost of \$500,000.
 - 4. The bidder is not currently involved in bankruptcy proceedings.
 - 5. The bidder is capable of and intends and intends to perform the work with a minimum of 35% with its own forces.
 - 6. The bidder will perform the work with sufficient personnel as required to comply with the schedule.
 - 7. The bidder or principals of the bidder and each subcontractor must have a minimum of five (5) years experience in the work and/or applicable trade.
 - 8. The Field Superintendent must have at least five (5) years as a working field superintendent and must speak English.
 - 9. All bidders will be required to submit a listing of projects, including addresses, Owner's name, Architect, date work was performed and any other information which would serve to document its ability to perform the work of the character desired and in time required.

1.18 SUBCONTRACTORS/SUPPLIERS/OTHERS

- A. Greenwich Public Schools reserves the right to reject a proposed subcontractor for reasonable cause.
- B. Refer to Agreement

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- C. All proposed sub-contractors must be submitted to Owner's Representative, Architect, and Construction Manager for approval.

1.19 BID SUBMISSION PROCEDURE

- A. Bidders shall be solely responsible for the delivery of their bids in the manner and time prescribed. Refer to Invitation to Bid and Information to Bidder.
- B. Submit one (1) original and four (4) copies of the executed offer on the Bid Forms provided in the project manual, signed and sealed with the required security in a closed opaque envelope, clearly identified with bidder's name and:
 - Greenwich Public Schools Bid No. 2533-25.
 - Hamilton Avenue School
 - Exterior Door Replacement Project and Related Work
- C. Improperly completed information, irregularities in security deposit, may be cause not to open the Bid Form envelope and declare the bid invalid or informal.
- D. To submit a bid for a bid package, the bidder should photo copy or remove the proposal form for that bid package from the Project Manual. Then the bidder should complete, sign and submit the form as required herein. If a bidder is bidding on more than one bid package, there must be on fully completed and signed form for each package being bid. The bidder should not submit the entire Project Manual with the bid proposal.
- E. All bid prices shall be filled in, both in words and figures. Signatures shall be in ink and in longhand. Proposals which are incomplete, conditional or obscure may be rejected as informal.
 - 1. In case of a discrepancy between the words and figures, the written word, not the figures, will govern.
- F. Bidder's shall not rely on oral statements made by any employee or agent of the Owner, Architect, Architect's consultants or Owner's Representative. Before submitting a proposal, bidders shall fully inform themselves as to all existing conditions and limitations and shall include in the Proposal a sum to cover the cost of all items included in the Contract
- G. No oral or telephonic proposals or modifications of proposals will be considered.

1.20 BID INELIGIBILITY

- A. Bids that are unsigned, improperly signed or sealed, conditional, illegible, obscure, contain arithmetical errors, erasures, alterations, or irregularities of any kind, may at the discretion of the Greenwich Public Schools, be declared unacceptable.
- B. Bid Forms, Appendices, and enclosures that are improperly prepared may, at the discretion of Greenwich Public Schools, be declared unacceptable.
- C. Failure to provide security deposit, bonding or insurance requirements may, at the discretion of Greenwich Public Schools, invalidate the bid.

1.21 SECURITY DEPOSIT

- A. Bids shall be accompanied by a security deposit as follows:
 - 1. Bid Bond or Certified Check of a sum no less than 10 percent of the Bid Amount , including allowances, unit costs, and alternates.
- B. Endorse the Bid Bond or Certified Check in the name of the Greenwich Public Schools as obligee, signed and sealed by the principal (Contractor) and surety.
- C. The security deposit(s) will be returned after delivery to the Greenwich Public Schools of the required Performance and Payment Bond(s) by the accepted bidder.
- D. Include the cost of bid security in the Bid Amount.
- E. If no contract is awarded, all security deposits will be returned.

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1.22 CONSENT OF SURETY

- A. Submit with the Bid: The attorney in fact who executes the required bonds on behalf of the surety to affix thereto a certified and current copy of his power of attorney indicating the monetary limit of such power.

1.23 PERFORMANCE ASSURANCE

- A. Accepted Bidder: Shall provide a Performance and Payment bond, as described in Intro Letter and Information to Bidders Part 1, Article 12 prior to the execution of the Contract, the bidder to furnish bonds covering the faithful performance of the Contract and the payment of all obligations arising thereunder in such form and amount as the Owner may prescribe and with such sureties secured through the bidder's usual sources as may be agreeable to the parties.
- B. Include the cost of performance assurance bonds in the Bid Amount.
- C. The bidder shall require the attorney in fact who executes the required bonds on behalf of the surety to affix thereto a certified and current copy of his power of attorney indicating the monetary limit of such power

1.24 INSURANCE

- A. There are special insurance requirements on this project. Refer to Greenwich Front End Documents for a summary description of the required coverages. The Owner reserves the right to refuse the award of a Contract to any apparent low bidder who fails to provide the specified insurance certificates at the required time.
 - 1. The Owner, Architect and Construction Manager shall be listed as "Additionally Insured" on all applicable Insurance policies.

1.25 BID FORM REQUIREMENTS

- A. Complete all requested information in the Bid Form, Supplements to Bid and Appendices.

1.26 SALES AND USE TAXES

- A. The Owner is a tax exempt entity, so there shall be no charge for sales or use taxes. The Owner will document this status as requested.

1.27 FEES FOR CHANGES IN THE WORK

- A. Refer to the Agreement.

1.28 BID FORM SIGNATURE

- A. The Bid Form shall be signed by the bidder, as follows:
 - 1. Sole Proprietorship: Signature of sole proprietor in the presence of a witness who will also sign. Insert the words "Sole Proprietor" under the signature. Affix seal.
 - 2. Partnership: Signature of all partners in the presence of a witness who will also sign. Insert the word "Partner" under each signature. Affix seal to each signature.
 - 3. Corporation: Signature of a duly authorized signing officer(s) in their normal signatures. Insert the officer's capacity in which the signing officer acts, under each signature. Affix the corporate seal. If the bid is signed by officials other than the president and secretary of the company, or the president/secretary/treasurer of the company, a copy of the by-law resolution of their board of directors authorizing them to do so, must also be submitted with the Bid Form in the bid envelope.
 - 4. Joint Venture: Each party of the joint venture shall execute the Bid Form under their respective seals in a manner appropriate to such party as described above, similar to the requirements of a Partnership.

1.29 NONDISCRIMINATION

- A. All Contractors and Subcontractors of all tiers and all vendors shall comply with all pertinent provisions of the State, Local and Federal law against discrimination in employment practices. Refer to Agreement.

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1.30 PREVAILING WAGES

- A. Connecticut State law requires the payment of prevailing wages on the project, as listed in the Project Manual.

1.31 ADDITIONAL BID INFORMATION

- A. Submit the following Supplements concurrent with bid submission:
 - 1. Refer to Greenwich Front End Documents for additional requirements.
 - 2. Section 00 4400 Contractor's Qualification Statement
 - 3. Section 01 2100 - Allowances
- B. The bidder by making his bid represents that he has read and understands the bidding documents.
- C. The bidder by making his bid represents that he has visited the site and familiarized himself with the local conditions under which the work is to be performed. Visits to the site shall be arranged through the Architect

1.32 DURATION OF OFFER

- A. Bids shall remain open to acceptance and shall be irrevocable for a period of 90 days after the bid closing date.

1.33 ACCEPTANCE OF OFFER

- A. Greenwich Public Schools reserves the right to accept or reject any or all offers.
- B. The bidder acknowledges the right of the Owner to reject any or all bids and to waive any informality or irregularity in any bid received. In addition, the bidder recognizes the right of the Owner, at its discretion to reject a bid if the bidder fails to furnish any required bid security, or to submit the information required by the bidding documents, including Section 00 4400 - Contractor's Qualification Statement or if the bid is incomplete or irregular.

1.34 POST-BID PROCEDURE

- A. The bid proposal, alternates, unit costs, with the proposed subcontractor(s), the Contractor's Qualification Statement, Information received from owners of other projects all will be considered to determine whether the contractor is the "lowest responsible bidder" in making the award by Greenwich. The Owner and Architect may make such investigation as the Owner deems necessary to determine the responsibility of any bidder or to determine the ability of any bidder to perform the Work. Such investigation shall begin with a review of the Contractor's Qualification Statement (Section 00 4400) and shall include such additional information as shall be required herein, or requested afterward.
- B. The successful bidder will produce for the Greenwich Public Schools review a current financial statement, which will remain strictly confidential, NO EXCEPTIONS. Refer to Information to Bidders.

END OF SECTION

GREENWICH PUBLIC SCHOOLS
HAMILTON AVENUE SCHOOL
SELECT DOOR REPLACEMENT AND RELATED WORK
BID FORM

SECTION 00 4100
BID FORM

THE PROJECT AND THE PARTIES

TO:

Greenwich Public Schools
Purchasing Department, Havermeyer Building
290 Greenwich Avenue
Greenwich CT 06830
Attention Eugene H. Watts, Sr. Buyer
Voice: 203.625.7411

FOR:

Exterior Door Replacement Project and Related Work
Hamilton Avenue School
Greenwich Public Schools Bid #2533-25

BID OPENING DATE: June 5, 2025 AT 11:00 AM

SUBMITTED BY: _____

Bidder's Full Name _____

Address _____

City, State, Zip _____

Phone # : _____ Contact Name: _____

1.1 OFFER

- A. Having examined the Place of The Work and all matters referred to in the Bidding Requirements and the Contract Documents prepared by Fuller and D'Angelo, P.C. for the above mentioned project, we, the undersigned, hereby offer to enter into a Contract to perform Exterior Door Replacement Project and Related Work for the Sums of:

1. BASE BID

- a. The Base Bid of this Proposal for all work required by the Contract Documents for the Exterior Door Replacement Project and Related Work is as follows:

_____ (\$ _____) DOLLARS

2. CASH ALLOWANCES

- a. The total Cash Allowance as indicated in Section 01 2100 - Allowances is as follows:
Ten Thousand _____ (\$10,000.00) DOLLARS

B. TOTAL BASE BID

1. The Total Base Bid of this Proposal for all work required by the Contract Documents for Exterior Door Replacement Project and Related Work and Related Work is as follows:

_____ (\$ _____) DOLLARS

(The Total Base Bid is sum of 1.1.A.1.a and 1.1.A.2.a)

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- C. The undersigned further understands and agrees that he is to furnish and provide all the necessary material, machinery, plant, implements, tools, labor, services, skill and other items of whatever nature required, and to do and perform all the work necessary under the Contract, to complete the work in accordance with the drawings and specifications and any addenda thereto, and to accept in full compensation therefore the amount of the Total Bid stated, modified by such additive- or deductive alternatives, if any as are accepted by the Owner.
- D. We have included the required security Bid Bond as required.
- E. We have included the cost for the required performance assurance bonds in the Bid Amount as required by the Instructions to Bidders.
- F. All applicable federal taxes are included and State of Connecticut taxes are included in the Bid Sum.

1.2 ACCEPTANCE

- A. This offer shall be open to acceptance and is irrevocable for ninety (90) days from the bid closing date.
- B. If this bid is accepted by Greenwich Public Schools within the time period stated above, we will:
 - 1. Execute the Agreement within seven days of receipt of Notice of Award.
 - 2. Furnish the required bonds within seven days of receipt of Notice of Award.
 - 3. Failure to do so will constitute a breach of contract and Greenwich will have the right to terminate the contract agreement, and bid as this is a time sensitive and of time is of the essence project.
- C. If this bid is accepted within the time stated, and we fail to commence the Work or we fail to provide the required Bond(s), the security deposit shall be forfeited as damages to Greenwich Public Schools by reason of our failure, limited in amount to the lesser of the face value of the security deposit or the difference between this bid and the bid upon which a Contract is signed.

1.3 REJECTION OF BIDS

- A. The undersigned agrees that the Owner shall have the right to accept or reject any or all bids

1.4 CONTRACT TIME

- A. If this Bid is accepted, we will:

Complete all the work covered by this Proposal with a commencement date of NO EARLIER THAN **Letter of Award** by Owner. Work shall be as indicated in Section 01100 Summary of Contracts Failure to complete each phase of work by dates indicated will result in liquidated damages as stated in the Agreement.

1.5 ADDENDA

- A. The following Addenda have been received. The modifications to the Bid Documents noted below have been considered and all costs are included in the Bid Sum.
 - 1. Addendum # _____ Dated _____.
 - 2. Addendum # _____ Dated _____.
 - 3. Addendum # _____ Dated _____.
 - 4. Addendum # _____ Dated _____.
 - 5. Addendum # _____ Dated _____.

1.6 BID FORM SUPPLEMENTS

- A. The following Supplements are attached to this Bid Form and are considered an integral part of this Bid Form:
 - 1. Refer to Greenwich Front End Documents for additional requirements.
 - 2. Section 00 4400 - Contractor's Qualification Statement.

1.7 BIDDER'S FURTHER AFFIRMATION AND DECLARATION

- A. The above name bidder and should this bid be a joint bid each party thereto, further affirm and declares:

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1. That said bidder is of lawful age and the only one interested in this bid; and that no other person, firm or corporation, except those herein above named, has any interest in this bid or in the contract proposed to be entered into.
2. That this bid is made without any understanding, agreement or connection with any other person, firm, or corporation making a bid for the same work, and is in all respects fair and without collusion or fraud.
3. That said bidder is not in arrears to the Greenwich Public Schools upon debt or contract, and is not a defaulter, as surety or otherwise upon any obligation to the said Greenwich Public Schools
4. That no member of the Greenwich Public Schools or any officer or employee of the Greenwich Public Schools or person whose salary is payable in whole or in part from the said school district treasury, or the spouse of any foregoing is or shall be or become interested, directly or indirectly, as a contracting party, partner, stockholder, surety or otherwise, in this bid, or in the performance of the Contract, or in the supplies, materials or equipment and work or labor to which it relates, or in any portion of the profits thereof.
5. That he/she has carefully examined the site of the work and that, from his/her own investigations, he/she has satisfied him/herself as to the nature and location of the work, and character, quality and quantity of materials, and all difficulties likely to be encountered, the kind and extent of equipment and other facilities needed for the performance of the work, the general and local conditions, and all other items which may, in any way, affect the work or its performance.
6. That if a corporation, this bid or proposal containing the Non-Collusive Binding Certification and the foregoing Affirmation and Declaration has been authorized by the Board of Directors of such Corporation, which authorization includes the signing and submission of this bid or proposal and the inclusion therein of the said Certificate of Non-Collusion and Affirmation and Declaration as the Act and Deed of the Corporation.

1.8 BID FORM SIGNATURE(S)

Signature Corporate Seal

The Corporate Seal of

Company Name: _____

was hereunto affixed in the presence of:

(Authorized signing officer, Title)

(Seal)

(Authorized signing officer, Title)

If the Bid is a joint venture or partnership, add additional forms of execution for each member of the joint venture in the appropriate form or forms as above.

Subscribed and sworn before me this day of ____ 2025

Notary Public: _____

My Commission Expire: _____

END OF BID FORM

GREENWICH PUBLIC SCHOOLS
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SELECT DOOR REPLACEMENT AND RELATED WORK
QUALIFICATION OF BIDDERS

**SECTION 00 4401
QUALIFICATION OF BIDDERS**

1.1 REQUIREMENTS

- A. The Undersigned certifies under oath that the information provided herein is true and sufficiently complete so as not to be misleading.
- B. Refer to Greenwich Public Schools front end sections for additional information.
- C. Contractor(s) whose bid exceeds \$500,000.00 shall hold a current "DAS" Contractor Prequalification Certificate" (not a predetermination letter) from the Department of Administrative Services of the State of Connecticut according to Connecticut General Statutes Section 4a-100, 4b-101 and 4b-91 previously stated as Public Act 03-215 and as amended by Public Act 04-141. Bidders shall submit with their bids, unless noted otherwise, a "DAS Contractor Prequalification Certificate" along with a current "Update (bid) Statement". Failure to submit those items with the bid will result in disqualification of the bidder. If you have any questions regarding these requirements contact the State of CT.DAS, at telephone number 860-713-5280 or visit their web site at www.das.state.ct.us.
- D. With the submittal of the Bid Proposal Form, **the bidder shall attach this Qualification of Bidders** and shall answer all the questions and provide all information requested herein. Failure to answer these questions or provide information requested in full may be cause for rejection of the bidder's proposal. If more space is needed, attach additional sheets with reference to subject paragraph.
- E. The Owner reserves the right to consider, but not limited to, the financial responsibility, experience and reputation in the construction industry, as well as the specific qualifications listed below and elsewhere in this document in considering bids and awarding the contract. The Board of Education reserves the right to waive any informalities if, at its discretion the interest of the Greenwich Public Schools will be better served.
- F. To demonstrate qualification for performing the Work of this Contract, bidders may be requested to submit written evidence of financial position and current commitments. .
- G. Each Company (Bidder) shall have been in existence under the same name for no less than five (5) years.
- H. Each Company (Bidder) shall have a successfully completed three (3) School projects within the last Five (5) years substantially **similar in scope, size, complexity and dollar value** to the work of this project.
- I. The contractor shall furnish, on the attached forms, the two (2) projects of that it has performed during the most recent Five (5) years including, but not limited to, the name and address of the project, the name of the awarding entity/owner, the name of the awarding entity's/owner's representative, construction manager and architect, current telephone numbers where each can be reached, the description of the project, general scope of the contractor's work, contract price, dates of performance, whether the contract was terminated for cause or convenience, whether the contract was completed on time and whether liquidated damages were assessed against the contractor, and if any items above provide a written explanation.
 - 1. The Owner reserves the right to require additional information it deems appropriate concerning the history of the contractor's performance of each such contract.
- J. The final determination of whether the contractor possesses the requisite experience rests in the sole discretion of the Owner.
- K. To be considered qualified, in addition to the items listed in the Qualification of Bidders, bidder must demonstrate to the Owner's satisfaction:
 - 1. The Corporation, partnership, sole proprietorship of the entity in whose name the bid is submitted has no less than the previous Five (5) years performing or coordinating the Work which they are bidding on.
 - 2. The bidder is capable of and intends and intends to perform the work with its own employees in accordance with Article 5.2.5 of the General Conditions.

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3. The bidder is capable of and intends to perform the work with its own employees in accordance with the following:
 - a. Notwithstanding any other provisions of the Contract Documents, General Contractor shall perform at least twenty-five (25)% of the field work by its own employees.
4. The bidder will perform the work with sufficient personnel as required to comply with the schedule.
5. Each subcontractor must have a minimum of five (5) years experience in the work and/or applicable trade.
6. Field Superintendent must have at least five (5) years experience as a working field superintendent and must speak English or have a translator available at all times at no cost to the Owner.

1.2 QUESTIONNAIRE:

Submitted to: Greenwich Public Schools

Address: 290 Greenwich Avenue

City/Town: Greenwich CT 06830

Submitted By: _____

Corporation _____ Partnership _____ Individual _____

Address: _____

Principal Office: _____

Other: _____

Name of Project: Exterior Door Replacement Project and Related Work
Hamilton Avenue School

Type of Work: (file separate for each Classification of Work)
General Construction and Related Work.

1.3 ORGANIZATION

- A. How many years has your organization been in business as a Contractor? _____
 1. How many years has your organization been in business under its present business name? _____
 2. Under what other or former names has your organization operated?

- B. What is the firm's bonding range?
Single _____
Aggregate _____
- C. If your organization is a corporation, answer the following:
 1. Date of Incorporation: _____
 - a. State of Incorporation: _____
 - b. President's Name: _____
 - c. Vice-president's name(s): _____
 - d. Secretary's name: _____
 - e. Treasurer's name: _____
- D. If your organization is a partnership, answer the following:
 1. Date of organization: _____
 - a. Type of partnership (if applicable): _____
 - b. Name(s) of general partner(s):

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- E. If your organization is individually owned, answer the following:
1. Date of organization: _____
 2. Name of owner: _____
- F. If the form of your organization is other than those listed above, describe it and name the principals:
- _____
- _____

1.4 OWNERSHIP, MANAGEMENT, AFFILIATION

- A. Identify each person who is or has been, within the past five years, an owner of 5.0% or more of the firm's shares, one of the five largest shareholders, a director, an officer, a partner or the proprietor, or a managerial employee.

First Name: _____ MI _____ Last Name _____ DOB _____

% Owned: ____ Director: Yes ____ No ____ Officer: Yes ____ No ____ Title _____ Partner: Yes ____ No ____

First Name: _____ MI _____ Last Name _____ DOB _____

% Owned: ____ Director: Yes ____ No ____ Officer: Yes ____ No ____ Title _____ Partner: Yes ____ No ____

First Name: _____ MI _____ Last Name _____ DOB _____

% Owned: ____ Director: Yes ____ No ____ Officer: Yes ____ No ____ Title _____ Partner: Yes ____ No ____

- B. Joint Ventures: Provide information for all firms involved. Fill in name, % owned, office held; indicate by Y or N whether director, officer, partner and title

First Name: _____ MI _____ Last Name _____ DOB _____

% Owned: ____ Director: Yes ____ No ____ Officer: Yes ____ No ____ Title _____ Partner: Yes ____ No ____

First Name: _____ MI _____ Last Name _____ DOB _____

% Owned: ____ Director: Yes ____ No ____ Officer: Yes ____ No ____ Title _____ Partner: Yes ____ No ____

First Name: _____ MI _____ Last Name _____ DOB _____

% Owned: ____ Director: Yes ____ No ____ Officer: Yes ____ No ____ Title _____ Partner: Yes ____ No ____

- C. Has the firm or any firm listed in response to questions above defaulted or been terminated and its surety called upon to complete, any contract awarded within the past five years Yes ____ No ____ If yes, give date(s), agency (ies)/owner(s), project(s), contract numbers, and describe including the result:
- _____
- _____

- D. List below any projects performed by the bidder in the past five (5) years on which any of the following events occurred:
1. Were any extension of time were requested by the contractor, Yes ____ No ____ and were such requests granted? Yes ____ No ____
 2. Was litigation and/or arbitration commenced by either the Owner or the bidder as a result of the work of the project performed by the bidder? Yes ____ No ____
 3. Were any liens filed on the project by subcontractors or material suppliers of the bidder? Yes ____ No ____
 4. Did the bidder make any claims for extra work on the project, and did said claim result in a change order? Yes ____ No ____
 5. If Yes:
- Project Name/Address _____
- Type of Event _____
- Name & Phone # of Owner: _____

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Contact Person at Owner: _____

- E. For all contracts within the past five years: (a) List all liens or claims over \$25,000 filed against the firm and remaining undischarged or unsatisfied for more than 90 days; and (b) list and describe all liquidated damages assessed: _____

1.5 FINANCIAL INFORMATION

- A. Submit firm's most recent annual financial statement and Dun and Bradstreet Report..

1.6 OTHER INFORMATION

- A. Within the past five years has the firm, any affiliate, any predecessor company or entity or any person identified in questions number 1.1 through 1.2 above been the subject of any of the following: (Respond to each question and describe in detail the circumstances of each affirmative answer: (Attach additional pages if necessary).
1. A judgment of conviction for any business-related conduct constituting a crime under state or federal law No__ Yes__
 2. A criminal investigation or indictment for any business-related conduct constituting a crime under state or federal law? No__ Yes__
 3. A grant of immunity for any business-related conduct constituting a crime under state and federal law? No__ Yes__
 4. A federal or state suspension or debarment? No__ Yes__
 5. A rejection of any bid for lack of qualifications, responsibility or because of the submission of an informal, non-responsive or incomplete bid? No__ Yes__
 6. A denial or revocation of prequalification? No__ Yes__
 7. A voluntary exclusion from bidding/contracting agreement? No__ Yes__
 8. Any administrative proceeding or civil action seeking specific performance or restitution in connection with any public works contract except any disputed work proceeding? No__ Yes__
 9. An OSHA Citation and Notification of Penalty containing a violation classified as serious? No__ Yes__
 10. An OSHA Citation or Notification of Penalty containing a violation classified as willful? No__ Yes__
 11. A prevailing wage or supplement payment violation? No__ Yes__
 12. A State Labor Law violation deemed willful? No__ Yes__
 13. Any other federal or state Citations, Notices, violation orders, pending administrative hearings or proceedings or determinations of a violation of any labor law or regulation? No__ Yes__
 14. Any criminal investigation, felony indictment or conviction concerning formation of or any business association with, an allegedly false or fraudulent women's, minority or disadvantaged business enterprise? No__ Yes__
 15. Any denial, desertification, revocation or forfeiture of Women's Business Enterprise, Minority Business Enterprise or Disadvantaged Business Enterprise status? No__ Yes__
 16. Rejection of a low bid on a State contract for failure to meet statutory affirmative action M/WBE requirements? No__ Yes__
 17. A consent order with the NYS Department of Environmental Conservation or a federal, state or local government enforcement determination involving a violation of federal or state environmental laws? No__ Yes__
 18. Any bankruptcy proceeding? No__ Yes__
 19. Any suspension or revocation of any business or professional license? No__ Yes__
 20. Any citations, notices, violation orders, pending administrative hearings or proceedings or determinations for violation of hearings or proceedings or determinations for violation of:
 - a. Federal, state or local health laws, rules or regulations? No__ Yes__

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- b. Federal, state or local environmental laws, rules and regulations? No__ Yes__
 - c. Unemployment insurance or workers compensation coverage or claim requirements.
No__ Yes__
 - d. ERISA (Employee Retirement Income Security Act) No__ Yes__
 - e. Federal, state or local human rights laws. No__ Yes__
 - f. Federal, state or local labor laws. No__ Yes__
 - g. Federal or state security laws. No__ Yes__
 - h. Withdrawal or an agreement to withdraw a bid submitted to a public owner or a request by a public owner to withdraw a bid? No__ Yes__
- B. During the five year period preceding the submissions of this bid, has the bidder been named as a party in any lawsuit in an action involving a claim for personal injury or wrongful death arising from performance of work related to any project in which it has been engaged? If the answer to this question is yes, list all such lawsuits, the index number associated with said suit and the status of the lawsuit at the time of the submission of this bid. No__ Yes__
- C. During the five year period preceding the submission of this bid, has the bidder been the subject of proceedings before the Department of Labor for alleged violations of the Labor Law as it relates to the payment of prevailing wages and/or supplemental payment requirements? If the answer to this question is yes, please list each such instance of the commencement of a Department of Labor proceeding, for which project such proceeding was commenced, and the status of the proceeding at the time of the submission of this bid. No__ Yes__
- D. During the five year period preceding the bidder's submission of this bid, has the bidder been the subject of proceedings involving allegations that it violated the Worker's Compensation Law including but not limited to the failure to provide proof of worker's compensation or disability coverage and/or any lapses thereof. If the answer to this question is yes, list such instance of violation and the status of the claimed violation at the time of disposition of this bid. No__ Yes__
- E. Has the bidder, its officers, directors, owner and/or managerial employees been convicted of a crime or been the subject of a criminal indictment during the five years preceding the submission of this bid? If the answer to this question is yes, list the name of the individual convicted or indicted the charge against the individual and the date of submission of the charge. No__ Yes__
- F. During the five year period preceding the bidder's submission of this bid, has the bidder been charged with and/or found guilty of any violations of federal, state, or municipal environmental and/or health laws, codes, rules and/or regulations. If the answer to this question is yes, list the nature of the charge against the bidder, the date of the charge, and the status of the charge at the time of the submission of this bid. No__ Yes__
- G. Has the bidder ever defaulted or had its surety called upon to complete any contract awarded within the past five years. If the answer to this question is yes, list the projects, the dates and the nature of the termination (convenience, suspension, for cause). No__ Yes__
- H. Has any officer or partner of the bidder's organization ever defaulted or had its surety called upon to complete any contract awarded within the past five years or been an officer or partner of some other organization that has been terminated from a project by an owner? If yes, state: No__ Yes__
- I. Name of Individual(s) _____ Name of Organization(s) Reason(s) _____

1.7 LICENSING

- A. List jurisdictions and trade categories in which your organization is legally qualified to do business, and indicate registration of license numbers, if applicable. _____

- B. List jurisdictions in which your organization's partnership or trade name is filed: _____

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- C. Has any director, officer, owner or managerial employee had any professional license suspended or revoked? If the answer is yes, list the name of the individual, the professional license he/she formally had, whether the license was revoked or suspended and the date of the revocation or suspension. No__ Yes__

1.8 EXPERIENCE

- A. List the categories of work that your organization will perform with its own forces: _____
- B. Claims and Suits. (If the answer of any of the questions below is yes, please attach details.)
1. Have you or has any director, officer, owner or managerial employee ever failed to complete any work awarded to them? If yes, list the project(s) the date(s) and the reason(s) for the failure to complete. No__ Yes__
 2. Are there any judgments, claims, arbitration proceedings or suits pending or outstanding against your organization or its officers? No__ Yes__
 3. Has your organization filed any law suits or requested arbitration with regard to construction contracts within the last five years? No__ Yes__
 4. Within the last five years, has any officer or principal of your organization ever been an officer or principal of another organization when it failed to complete a construction contract? (If the answer is yes, please attach details.) No__ Yes__
- C. On a separate sheet, list all construction projects presently your organization has in progress or completed, giving the name of project, owner, architect, contract amount, percent complete and scheduled completion date.
- D. State total worth of work in progress and under contract: _____
- E. On the separate sheets, list all projects, not listed above, that your organization has completed or in progress in the past five years, giving the name of the project, owner, architect, contract amount, date of completion and percentage of the cost of the work performed with your own forces.
- F. State average annual amount of construction work performed during the past five years: _____
- G. On a separate sheet, list the construction experience and present commitment of the key individuals of your organization.

1.9 APPRENTICE PROGRAM

- A. Has the Firm have in place apprenticeship agreements appropriate for the type and scope of work to be performed, that have been registered with, and approved by, the Commissioner of the New York State Department of Labor pursuant to the requirements found in Article 23 of the Labor Law. No__ Yes__

1.10 REFERENCES

- A. Trade reference: _____
- B. Bank references: _____
- C. Surety: _____
1. Name of present bonding company: _____
 2. Name and address of agent: _____
 3. Name or previous bonding company: _____

1.11 CERTIFICATION

- A. The undersigned recognizes that this questionnaire is submitted for the purpose of the Greenwich Public Schools awarding a contract or approving a subcontract; acknowledges that the Owner may in its discretion, by means which it may choose, determine the truth and accuracy of all statements made herein; acknowledge that intentional submission of false or misleading information may constitute a felony under

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Penal Law §210.40 or a misdemeanor under Penal Law §210.35 or §210.45, and may also be punishable by a fine of up to \$10,000 or imprisonment of up to five years under 18 U.S.C. §1001; and states that the information submitted in this questionnaire any attached pages is true, accurate and complete.

Dated at this day of _____

Name of Organization: _____

By: _____ Title _____

being duly sworn deposes and says that the information provided herein is true and sufficiently complete so as not to be misleading. Subscribed and sworn before me this day of: _____

Notary Public: _____ My Commission Expire: _____

1.12 See Three (3) Project Qualification of Bidder Information Forms attached - Fill In.

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Project Name: _____

Company work was performed under: _____

Who was Co. Principal in charge: _____

Location: _____

Cost of Contract: _____ **Final Cost of Work:** _____

Description of work: _____

Owners Name: _____

Owner Contact: Name _____ **phone** _____ **e.mail** _____

CM Name(if applicable): _____

CM Contact: Name _____ **phone** _____ **e.mail** _____

Architect Firm: _____

Architect Contact: _____ **phone** _____ **e.mail** _____

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Project Name: _____

Company work was performed under: _____

Who was Co. Principal in charge: _____

Location: _____

Cost of Contract: _____ **Final Cost of Work:** _____

Description of work: _____

Owners Name: _____

Owner Contact: Name _____ **phone** _____ **e.mail** _____

CM Name(if applicable): _____

CM Contact: Name _____ **phone** _____ **e.mail** _____

Architect Firm: _____

Architect Contact: _____ **phone** _____ **e.mail** _____

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Project Name: _____

Company work was performed under: _____

Who was Co. Principal in charge: _____

Location: _____

Cost of Contract: _____ **Final Cost of Work:** _____

Description of work: _____

Owners Name: _____

Owner Contact: Name _____ **phone** _____ **e.mail** _____

CM Name(if applicable): _____

CM Contact: Name _____ **phone** _____ **e.mail** _____

Architect Firm: _____

Architect Contact: _____ **phone** _____ **e.mail** _____

END OF SECTION

**SECTION 00 7300
SUPPLEMENTARY CONDITIONS**

PART 1 GENERAL

1.1 SUMMARY

- A. These Supplementary Conditions amend and supplement the Agreement and other provisions of the Contract Documents as indicated below. All provisions that are not so amended or supplemented remain in full force and effect.
- B. The terms used in these Supplementary Conditions that are defined in the Agreement Information for Bidders, have the meanings assigned to them in the Agreement.

1.2 RELATED SECTIONS

- A. Section 01 1000 - Summary of Contract for additional definitions.

1.3 MODIFICATIONS TO INFORMATION To BIDDERS PART 2

- A. Insurance Procedure - Insurance Requirements, Par G: Certificate Holder: Add the following: "Fuller and D'Angelo, P.C. Architects and Planners and their Consultants. Add to all applicable insurance policies"

1.4 MODIFICATIONS TO THE AGREEMENT

- A. Article 1 Definitions
 - 1. Add "Supplements to Bid Form" to list of documents which constitute the "Contract"
- B. Article 20 Permits
 - 1. Delete and substitute the following:
"Permits: The Owner will obtain and pay for all permits required for this project. Contractor shall provide all insurance certificates to local officials, as required, to activate the permits."
- C. Article 27 Moneys May Be Retained
 - 1. Add the following: Refer to Section 01 2000 - Price and Payment Procedures for retainage and other additional requirements."
- D. Article 27
 - 1. Extra Work, Add at the end of the Paragraph, "that no Extra Work, in the form of Change Order Work to the project is to take place without formal written consent from the Owner. The Contractor at the Owners request is to expeditiously obtain pricing both labor and materials and OH+P for the full total amount of additional work and present same to the Owner and Construction Manager for review and approvals of the work prior to executing the work except in the case of emergency as decided by the Contractor, Owner and Construction Management Team. All standard Extra Work performed shall started only after written approval of the formal Change Order by the Owner. Extra Work performed by the Contractor prior to written consent is subject to not being fully and or partially reimbursed to the Contractor if approvals are not acquired prior to performing the work."
- E. Add New Article
 - 1. "Article 37 Sub-contractor/Vendor Town Review and Approval: The Contractor Prior to awarding a subcontractor or making purchases from a vendor who will be performing the work requires to have their credentials produced for the Town's review.
- F. Add New Article 38
 - "Abandonment of Work or other Default: If the work shall be abandoned, or any part thereof shall be sublet without previous written consent of the Town/Board of Education, or the contract or any monies payable hereunder shall be assigned otherwise than as herein specified, or if at any time the Superintendent or designee shall be of the opinion and shall so certify in writing, that the conditions herein specified as to rate of progress are not being complied with, or that the work or

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any part thereof is being unnecessarily or unreasonably delayed, or that the Contractor has violated or is in default under any of the provisions of the contract, or if the Contractor becomes bankrupt or insolvent or goes or is put into liquidation or dissolution, either voluntarily or involuntarily, or petitions for an arrangement or reorganization under the bankruptcy act, or makes a general assignment for the benefit of creditors or otherwise acknowledges insolvency, the happening of any of which shall be and constitute a default under the contract, the Town/Board of Education may designate, and the Town/Board of Education may, upon giving such notice, by contract or otherwise as it may determine, complete the work of such part thereof and charge the entire cost and expense of so completing the work, the Town/Board of Education shall be entitled to reimbursement from the Contractor and the Contractor agrees to pay to the Town/Board of Education any losses, damages, costs and expenses, including attorney's fees, sustained or incurred by the Town/Board of Education by reason of any of the foregoing causes. For the purpose of such completion, the Town/Board of Education may for itself or for any Contractors employed by the Town/Board of Education, take possession of and use or cause to be used, any and all materials, equipment, plant, machinery, appliances, tools, supplies and such other items of every description that may be found or located at the site of the work.

All costs, expenses, losses, damages, attorney's fees, and any and all other charges incurred by the Town/Board of Education under this deducted and/or paid by the Town/Board of Education out of any monies due or article shall be charged against the Contractor and deducted and/or paid by the Town/Board of Education out of any monies due to payable or to become due or payable under the Contract to the Contractor. In computing the amounts chargeable to the Contractor, the Town/Board of Education shall not be held to a basis of the lowest prices for which the completion of the work or any part thereof might have been accomplished, but all sums actually paid or obligated therefore to effect is prompt completion shall be charged to and against the account of the Contractor. In case the costs, expenses, losses, damages, attorneys' fees and other charges together with all payments therefore made to and for the account of the Contractor are less than the sum which would have been payable under the contract if the work had been properly performed and completed by the Contractor, the Contractor shall be entitled to receive the difference, and in case such costs, expenses, losses, damages, attorneys' fees and other charges, together with all payments, theretofore made to or for the account of the Contractor shall exceed the said sum, the Contractor shall pay the amount of the excess to the Town/Board of Education.

PART 2 PRODUCTS - NOT USED

PART 3 EXECUTION - NOT USED

END OF SECTION

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SUMMARY OF CONTRACT

**SECTION 01 1000
SUMMARY OF CONTRACT**

PART 1 GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General Conditions and other Division 1 Specification Sections, apply to this Section.

1.2 PROJECT

- A. Owner's Name: Greenwich Public Schools
290 Greenwich Avenue
Greenwich CT 06830
- B. Architect's Name: Fuller and D'Angelo, P.C.
45 Knollwood Road
Elmsford, NY 10523

1.3 PROJECT DESCRIPTION

- A. The Project consists of the alteration of Exterior Door Replacement Project and Related Work, Hamilton Avenue School, 184 Hamilton Avenue, Greenwich CT 06830.

1.4 DEFINITIONS

- A. General: Refer to Agreement for additional Basic Contract definitions.
- B. Owner: The term "Owner" shall mean Greenwich Public Schools and their duly authorized representative.
- C. The word "Owner" and the words "School Board", "City School District", "Board of Education", "Union Free School District", "Central School District", "Town/School Board" etc., shall have the same meaning.
- D. Architect: The term "Architect" or "Engineer" or the words "Architect/Engineer" shall mean the Professional Engineer/Architect responsible for the contract documents Fuller & D'Angelo, P.C. Architects & Planners 45 Knollwood Road, Elmsford, N.Y. 10523.
- E. Owner's Representative: The term Owner's Representative shall mean Dan Watson, Director of Facilities.
- F. Contractor for Construction: The term "Contractor for Construction", "General Contractor", "Mechanical Contractor", "Contractor for General Work", "Construction Contractor", "Plumbing Contractor", "Electrical Contractor", and "Roofing Contractor" shall have the same meaning.
- G. "Approved": The term "approved," when used in conjunction with Architect's action on Contractor's submittals, applications, and requests, is limited to Architect's duties and responsibilities as stated in the Section 01 3000 - Administrative Requirements.
- H. "Directed": Terms such as "directed," "requested," "authorized," "selected," "approved," "required," and "permitted" mean directed or requested by Contracting Officer or Agency, and similar phrases.
- I. "Indicated": The term "indicated" refers to graphic representations, notes, or schedules on Drawings; or to other paragraphs or schedules in Specifications and similar requirements in the Contract Documents. Terms such as "shown," "noted," "scheduled," and "specified" are used to help the user locate the reference.
- J. "Regulations": 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.
- K. "Furnish": The term "furnish" means to supply and deliver to Project site, ready for unloading, unpacking, assembly, installation, and similar operations.

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- L. "Install": The term "install" describes operations at Project site including unloading, temporary storage, unpacking, assembling, erecting, placing, anchoring, applying, working to dimension, finishing, curing, protecting, cleaning, and similar operations.
- M. "Provide": The term "provide" means to furnish and install, complete and ready for the intended use.
- N. "Installer": An installer is Contractor or another entity engaged by Contractor, as an employee, subcontractor, or contractor of lower tier, to perform a particular construction operation, including installation, erection, application, and similar operations.
- O. The term "experienced," when used with the term "installer," means having successfully completed a minimum of five previous projects similar in size and scope to this Project; being familiar with the special requirements indicated; and having complied with requirements of authorities having jurisdiction.
 - 1. Using a term such as "carpentry" does not imply that certain construction activities must be performed by accredited or unionized individuals of a corresponding generic name, such as "carpenter." It also does not imply that requirements specified apply exclusively to trades people of the corresponding generic name.
- P. "Project site" is the space available for performing construction activities, either exclusively or in conjunction with others performing other work as part of Project. The extent of Project site is shown on the Drawings and may or may not be identical with the description of the land on which Project is to be built.
- Q. The term "Building Code" shall mean the Building Code of the State of Connecticut including all amendments and reference standards to date.
- R. "Work" - Labor, materials, equipment, apparatus, controls, accessories, and all other items customarily furnished and/or required for proper and complete disconnection and reconnection, installation of new work.
- S. "Wiring" - Conduit, fittings, wire, junction and outlet boxes, switches, cutouts, and receptacles and all items necessary or required in connection with or relating to such wiring.
- T. "Concealed" - Embedded in masonry or other construction, installed behind wall furring, within double partitions, or hung ceilings, in trenches, or in crawl spaces.
- U. "Exposed" - Not installed underground or "Concealed" as defined above.

1.5 CONTRACT DESCRIPTION

- A. Contract Type: A single prime contract based on a Stipulated Price as described in the Form of Agreement .
- B. Local custom and trade-union jurisdictional settlements do not control the scope of Work included in each prime contract. When a potential jurisdictional dispute or similar interruption of work is first identified or threatened, the affected prime contracts shall promptly negotiate a reasonable settlement to avoid or minimize the pending interruption and delays.
- C. Liquidated Damages - See 01 1000 Article 1.13.

1.6 SUBCONTRACTORS/SUPPLIERS

- A. Submittal of Primary Sub Contractors and Suppliers include but not limited to the following:
- B. General Contractor:
 - 1. Removals
 - 2. Concrete
 - 3. Cold Formed Metal Framing and Gyp board.
 - 4. Fire Doors and Frames.
 - 5. Roof leader rework location
 - 6. Hardware Supplier and Installer.
 - 7. Acoustical Tile/ Grid

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- 8. Cutting and Patching
- 9. Painting
- 10. Security and Access Controls

1.7 DESCRIPTION OF ALTERATIONS WORK

- A. Scope of selective removal work is shown on drawings and is specified .
- B. Scope of Remove and Provide Fire Doors and Frame replacements as indicated in Construction Documents.
- C. Patio cleaning of current drain system
- D. Corrections to patio concrete scupper (remove and replace with proper pitch)

1.8 WORK SCHEDULE

- A. Project is designed for Removals and Installations of Patio work are scheduled for Summer 2025 School Recess - Door Replacement for Fall or Winter break 2025.. No work shall be performed when School is fully occupied.

1.9 OWNER OCCUPANCY

- A. Greenwich Public Schools intends to occupy the Project at all times. The construction completion date is July 27, 2026 for Exterior doors and frames and August 26, 2025 for Patio related work (all other work scope) . Close-out documents due by August 26, 2026 See other Milestone dates below.
- B. Cooperate with Greenwich Public Schools to minimize conflict and to facilitate Greenwich Public Schools's operations. Coordinate any shut downs with the District Five (5) days in advance, no shut downs will be permitted without prior authorization.
- C. Schedule the Work to accommodate Owner's occupancy.

1.10 CONTRACTOR USE OF SITE AND PREMISES

- A. Construction Operations: Limited to areas noted on Drawings.
- B. Arrange use of site and premises to allow:
 - 1. Greenwich Public Schools occupancy.
 - 2. Use of site and premises by the public.
- C. Provide access to and from site as required by law and by Greenwich Public Schools:
 - 1. Emergency Building Exits During Construction: Keep all exits required by code open during construction period; provide temporary exit signs if exit routes are temporarily altered.
 - 2. Do not obstruct roadways, sidewalks, or other public ways without Owner permission and coordination.
- D. Time Restrictions:
 - 1. Limit conduct of especially noisy exterior work to when the building is unoccupied.
 - 2. Contractors shall comply with Local Noise Ordinance. Work disrupting the community must be performed with the following hours:
 - a. Monday thru Friday: 8 AM to 8 PM.
 - b. Saturdays: 9 AM to 6 PM
 - c. Sundays: No Work on the Exterior
- E. Construction deliveries shall not occur during the hours of 7:30 AM and 9:00 AM and 2:00 PM and 3:00 PM, when school buses are arriving or leaving the school grounds, or for Summer events.
- F. Only materials and equipment, which are to be used directly in the work, shall be brought to and stored on the project site by the Contractor. After equipment is no longer required for the work, it shall be promptly removed from the project site. Protection of construction materials and equipment stored at the project site from weather, theft, damage and all other adversity is solely the responsibility of the Contractors.

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- G. Contractor shall ensure that the work, at all times, is performed in a manner that affords reasonable access, both vehicular and pedestrian, to the site of the work and all adjacent areas. The work shall be performed, to the fullest extent reasonably possible, in such a manner that public areas adjacent to the site of the work shall be free from all debris, building materials and equipment likely to cause hazardous conditions. Without limitation of any other provision of the Contract Documents, the contractor shall use its best efforts to minimize any interference with the occupancy or beneficial use of:
 - 1. Any areas and buildings adjacent to the site of the work or;
 - 2. The Building in the event of partial occupancy as more..
- H. Without prior approval of the Owner, the Contractor shall not permit any workers to use any existing facilities at the Project site, including, without limitations, lavatories, toilets, entrances and parking areas other than those designated by the Owner. Without limitation of any other provision of the Contract Documents, the Contractor shall use its best efforts to comply with the rules and regulations promulgated by the Owner in connection with the use and occupancy of the Project Site, and the Building, as amended from time to time. The Contractor shall immediately notify the Owner in writing if during the performance of the Work, the Contractor finds compliance with any portion of such rules and regulations to be impracticable, setting forth the problems of such compliance and suggesting alternatives through which the same results intended by such portions of the rules and regulations can be achieved. The Owner may, in the Owner's sole discretion, adopt such suggestions, develop new alternatives or require compliance with the existing requirements of the rules and regulations. The Contractor shall also comply with all insurance requirements, applicable to use, and occupancy of the Project Site and the Building.
- I. Schedule deliveries to minimize space and time requirements for storage of materials and equipment on-site.
- J. Lock automotive type vehicles such as passenger cars and trucks and other types of mechanized and motorized construction equipment, when parked and unattended, to prevent unauthorized use. Do not leave such vehicles or equipment unattended with the motor running or the ignition key in place.
- K. Keep public areas such as hallways, stairs, elevator lobbies and toilet rooms free from accumulation of waste material, rubbish or construction debris.
- L. Smoking, drinking of alcoholic beverages or open fires will not be permitted on the project site.

1.11 AVAILABILITY OF EXISTING SITE

- A. The existing building and site work areas for Base Bid and Alternate Work will be available to the Contractors as follows:
 - 1. June 26, 2025 through August 28, 2025 and for Doors and Frames June 29, 2026 through July 27, 2026: Dawn to Dusk subject to Local Noise ordinance for work other than the doors Doors Schedule between November 23, 2025 and December 31, 2025, the exact removal and installation dates need to be mutually acceptable and not interfere with the Educational Program of the School.
 - 2. **While school is not in session** school holidays, summer school recess and weekends work hours Monday through Saturday are:
 - a. 7:00 AM thru 10:00 PM
 - 3. School holidays, Summer School Recess and weekends work hours are: Monday through Saturday
 - a. 7:00 AM thru 10:00 PM
 - 4. The School shall be accessible for shop drawing field measurements following School protocols and only between 4pm and 10pm weekdays, or as arranged with District personnel.
- B. Upon request by the Contractor, the building may be made available, at the discretion of the Owner in addition to the above listed hours, before the formal contract date. A request for use during these off-regular hours must be made at least two (2) days before the use. Such off-hours may include Saturdays, and Holidays.
- C. If the Contractor requests the use of the facility for off-hours to maintain the scheduled completion date, the Contractor shall pay all additional costs in connection with opening, providing security and project

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management expenses incurred with no costs to the Owner. All expenses shall be deducted from the Contractors contract price. Comply with other portions of this Section.

1. Weekend, Holiday and Night Work:
 - a. The contractor shall make no claim for delay for the inability of the Owner to make the site available for off-hours work. Should the Owner make the site available during these hours at the contractor's request, the cost will be borne by the Contractor.
- D. THE CONTRACTOR SHALL BE REQUIRED TO PERFORM SCHEDULED WORK WITHIN THE EXISTING BUILDING ONLY DURING THE TIME PERIODS INDICATED AND SHALL INCLUDE IN THE BID ALL COSTS FOR LABOR, MATERIAL, ETC. INCLUDING PREMIUM TIME TO PERFORM THE WORK, PER THE TIME PERIOD.

1.12 WORK SEQUENCE

- A. Letter of Award of Contract.
- B. Start of Construction:
 1. PHASE 1 Administrative
 - a. Start Date: Letter of Award
 - a) Tasks: Schedule of Values, Progress Schedule, Contracts, Bonds and Insurance, Field verification of existing conditions, and submittals,
 - b. Completion Date: June 19, 2025
 2. PHASE 2 Procurement of Materials:
 - a. Start Date: Letter of Award.
 - a) Tasks: Procurement of shop drawings and materials for Summer 2025 work.
 - b. Completion Date: July 10, 2025
 - a) Tasks Procurement of shop Drawings for Doors and Frames for Summer 2026 work.
 - c. Completion Date: July 30, 2025
 3. PHASE 3 Project CONSTRUCTION START
 - a. START DATE: June 27, 2025 for Summer 2025 work scope.
 - b. TASKS: Patio related work, scupper, drains and leader
 - c. START DATE: June 29, 2026 for Summer 2026 related scope.
 - d. TASKS New Exterior Doors and Frame system and related work.
 - e. Punchlist ready by August 21, 2025 and July 21, 2026 respectively for related work scope.
 - f. CONSTRUCTION COMPLETION DATE SUMMER 2025 work: August 28, 2025
 - g. CONSTRUCTION COMPLETION DATE SUMMER 2026 work July 27, 2026
- C. Project Completion Date: September 2, 2026
- D. Coordinate construction schedule and operations with Owner and Construction Manager.
- E. **Owner is requiring that scheduled work long lead items, are procured in a a manner which allows for all doors, glass, frames and hardware to be installed fully by end of construction date. Contractor shall submit orders in written form to Owner and Architect, with executed date on same.**

1.13 CONTRACT NO. 1 - GENERAL CONSTRUCTION

- A. The work of the Contract includes but not limited to the following: Base Bid, Alternates, and Allowances
 1. All front end documentation, schedules, submittals, field measurements and preparation of shop drawings, followed by ordering of piping and equipment.
 2. Scoping of work area
 3. Removals.
 4. Concrete slab repairs
 5. Ceilings
 6. Doors and Frames

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7. Removal and installation of security/exit devices.
8. Sealants.
9. Painting
10. Cutting and Patching.
11. Temporary Protection of openings and work areas .
12. Provision of close out documents, including but not limited to as-builts, operations manuals and warranty /guarantees.
13. Maintenance Training.
14. Provision of close out documents, including but not limited to as-builts, operations manuals and warranty /guarantees.

1.14 LIQUIDATED DAMAGES

- A. Failure to meet the Schedule or Milestones shall have a \$1000 per day penalty applied by the Owner.
Should school start and work not be completed per the schedule, this amount increases to \$1500 per day.

PART 2 PRODUCTS - NOT USED

PART 3 EXECUTION - NOT USED

END OF SECTION

SECTION 01 2000
PRICE AND PAYMENT PROCEDURES

PART 1 GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General Conditions and other Division 1 Specification Sections, apply to this Section.

1.2 SECTION INCLUDES

- A. Procedures for preparation and submittal of applications for progress payments.
- B. Change procedures.
- C. Procedures for preparation and submittal of application for final payment.

1.3 RELATED REQUIREMENTS

- A. Owner's Agreement and Front End documents.

1.4 SCHEDULE OF VALUES

- A. Form to be used: AIA G702/ AIA G703.
- B. Forms filled out by hand will not be accepted.
- C. Submit Schedule of Values in duplicate within 10 days after date Notice of Award.
- D. Format: Utilize the Table of Contents of this Project Manual. Identify each line item with number and title of the specification Section.
- E. Revise schedule to list approved Change Orders, with each Application For Payment.
- F. Provide a separate line item for the following: (where applicable)
 - 1. Labor and materials, when payment is anticipated for material not yet installed
 - 2. Each Allowance.
 - 3. Bonds, if required.
 - 4. Each alternates
 - 5. As-built Drawings.
 - 6. Testing.
 - 7. Punch List
 - 8. Final Cleaning
 - 9. Closeout Documents
 - 10. Identify line items being performed by subcontractors.

1.5 APPLICATIONS FOR PROGRESS PAYMENTS

- A. Payment Period: Submit no more that two (2) payment per month until scheduled completion date. After completion date one payment per month
- B. Forms filled out by hand will not be accepted.
- C. For each item, provide a column for listing each of the following:
 - 1. Item Number.
 - 2. Description of work.
 - 3. Scheduled Value.
 - 4. Previous Applications.
 - 5. Work in Place and Stored Materials under this Application.
 - 6. Total Completed and Stored to Date of Application.
 - 7. Percentage of Completion.
 - 8. Balance to Finish.
 - 9. Retainage.

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- D. Execute certification by signature of authorized officer.
- E. Use data from approved Schedule of Values. Provide dollar value in each column for each line item for portion of work performed and for stored Products.
- F. List each authorized Change Order as a separate line item, listing Change Order number and dollar amount as for an original item of Work.
- G. Submit three copies of each Application for Payment.
- H. Include the following with the application:
 - 1. Transmittal letter as specified for Submittals in Section 01 3000.
 - 2. Construction progress schedule, revised and current as specified in Section 01 3000.
 - 3. Waivers of Mechanic's Lien: With each Application for Payment, submit waivers of mechanic's liens from contractor, subcontractors, sub-subcontractors, and suppliers for construction period covered by the previous application.
 - 4. Owner reserves the right to designate which entities involved in the Work must submit waivers.
 - 5. 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.
 - 6. Waiver Forms: Submit waivers of lien on forms, acceptable to Owner.
 - 7. Certified Payrolls; All Applications for Payment must be accompanied with certified payrolls for all Contract Work performed. In addition each contractor and sub-contractor shall submit to the Owner each application, a transcript of the original payroll record subscribed and affirmed as true under penalties of perjury. The Owners shall be required to receive and maintain such payroll records. The original payrolls or transcripts shall be preserved for three years from the completion of the work on the awarded project.
 - a. Submit certification that all personnel listed on certified payrolls have successfully completed an OSHA construction safety and health course of at least 10 hours prior to performing any work on the project.
- I. Project record documents as specified in Section 01 7800, shall be available for review by Greenwich Public Schools as a prerequisite for approval of payment.
- J. Affidavits attesting to off-site stored products.
- K. The Owner shall retain Five (5) percent of the amount of each payment.

1.6 INITIAL APPLICATION FOR PAYMENT:

- A. Administrative actions and submittals that must precede or coincide with submittal of first Application for Payment include the following:
 - 1. Names of full time project manager, on site superintendent, and foreman. Refer to the Agreement for addition requirements.
 - 2. List of subcontractors, suppliers and fabricators: Refer to Section 01 100 Summary of Contract(s) .
 - 3. Schedule of Values.
 - 4. Contractor's Construction Schedule (preliminary if not final).
 - 5. Products list.

1.7 APPLICATION FOR PAYMENT AT SUBSTANTIAL COMPLETION

- A. Refer to the Agreement and with Requirements of Section 01 7800 - Closeout Submittals.

1.8 MODIFICATION PROCEDURES

- A. Refer to the Agreement for requirements.
- B. The Contractor shall be responsible for informing others in it's employ, subcontractor's whose work is affected by any modifications.
- C. Computation of Change in Contract Amount:

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1. Refer to the Agreement.
- D. Execution of Change Orders: The Owner will issue Change Orders for signatures of parties as provided in the Conditions of the Contract.
- E. After execution of Change Order, promptly revise Schedule of Values and Application for Payment forms to record each authorized Change Order as a separate line item and adjust the Contract Sum.
- F. Promptly revise progress schedules to reflect any change in Contract Time, revise sub-schedules to adjust times for other items of work affected by the change, and resubmit.
- G. Promptly enter changes in Project Record Documents.

1.9 APPLICATION FOR PAYMENT AFTER SCHEDULED COMPLETION DATE

- A. In the event the work is not completed by the schedule date, listed in Section 01 1000 - Summary of Contract, and in addition to the other remedies described, the Architect will not review progress payment requisitions submitted after the construction completion date, and the District will not issue any progress payments after that date, until all work is completed.
 1. Only one requisition for work performed after the construction completion date may be submitted, and it may be submitted only when all work is complete and a Punch List inspection is conducted; said requisition may be submitted when the work at 100% complete, less 5% retainage.

1.10 APPLICATION FOR FINAL PAYMENT

- A. Submit Affidavit for Final Payment included in the Project Manual.
- B. Comply with Section 01 7800 - Closeout Submittals
- C. It is understood by the Contractor that the maximum payment due the contractor prior to final payment shall be Ninety (95%) of the Contract amount and the final Five (5%) will be due only after the completion and submittal of all requirements of Section 01 7800 - Closeout Submittals are met, including completion of all "punch list" items.

END OF SECTION

**SECTION 01 2100
ALLOWANCES**

PART 1 GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General Conditions and other Division 1 Specification Sections, apply to this Section.

1.2 SECTION INCLUDES

- A. Cash allowances.

1.3 RELATED REQUIREMENTS

- A. Section 01 2000 - Price and Payment Procedures: Additional payment and modification procedures.

1.4 CASH ALLOWANCES

- A. Contractor's costs for products, delivery, installation, labor, insurance, payroll, taxes, bonding, equipment rental, overhead and profit will be included in Change Orders authorizing expenditure of funds from this Cash Allowance.
- B. Fuller and D'Angelo, P.C. Responsibilities:
1. Consult with Architect, for consideration and selection of products, suppliers, and installers.
 2. Select products in consultation with Greenwich Public Schools and transmit decision to Contractor.
 3. Prepare Change Order.
- C. Contractor Responsibilities:
1. Assist Fuller and D'Angelo, P.C. in selection of products, suppliers, and installers.
 2. Obtain proposals from suppliers and installers and offer recommendations.
 3. On notification of which products have been selected, execute purchase agreement with designated supplier and installer.
 4. Arrange for and process shop drawings, product data, and samples. Arrange for delivery.
 5. Promptly inspect products upon delivery for completeness, damage, and defects. Submit claims for transportation damage.
- D. Differences in costs will be adjusted by Change Order.

1.5 ALLOWANCES SCHEDULE

A. CONTRACT - GENERAL CONTRACTOR

1. CASH ALLOWANCE

- a. Cash Allowance **GC-1**: Include an allowance of Ten Thousand 00/100 (\$10,000.00) DOLLARS for use according to the Owner's instructions.

TOTAL ALLOWANCES GENERAL CONSTRUCTION

Ten Thousand _____ (\$10,000.00)

DOLLARS

(Sum of 1.6.A..1 to be inserted on bid form). Section 01 2100 - Allowances to be submitted with bid and shown on bid form.

PART 2 PRODUCTS - NOT USED

PART 3 EXECUTION - NOT USED

END OF SECTION

SECTION 01 3000
ADMINISTRATIVE REQUIREMENTS

PART 1 GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General Conditions and other Division 1 Specification Sections, apply to this Section.

1.2 SECTION INCLUDES

- A. Preconstruction meeting.
- B. Progress meetings.
- C. Construction progress schedule.
- D. Submittals for review, information, and project closeout.
- E. Number of copies of submittals.
- F. Submittal procedures.

1.3 RELATED REQUIREMENTS

- A. Section 01 1000 - Summary of Contract: Work covered by .
- B. Section 01 3553 - Site Safety and Security Procedures
- C. Section 01 7000 - Execution: Additional coordination requirements.
- D. Section 01 7419 - Construction Waste Management and Disposal.
- E. Section 01 7800 - Closeout Submittals: Project record documents.

1.4 PROJECT COORDINATION

- A. Project Coordinator: Dan Watson, Director of Facilities .
- B. During construction, coordinate use of site and facilities through the Project Coordinator.
- C. Comply with Project Coordinator's procedures for intra-project communications; submittals, reports and records, schedules, coordination drawings, and recommendations; and resolution of ambiguities and conflicts.
- D. Comply with instructions of the Project Coordinator for use of temporary utilities and construction facilities.
- E. Make the following types of submittals to Owner's Representative.
 - 1. Requests for interpretation.
 - 2. Requests for substitution.
 - 3. Shop drawings, product data, and samples.
 - 4. Test and inspection reports.
 - 5. Design data.
 - 6. Manufacturer's instructions and field reports.
 - 7. Applications for payment and change order requests.
 - 8. Progress schedules.
 - 9. Correction Punch List and Final Correction Punch List for Substantial Completion.
 - 10. Closeout submittals.

PART 2 PRODUCTS - NOT USED

PART 3 EXECUTION

3.1 PRECONSTRUCTION MEETING

- A. Project Coordinator will schedule a meeting after Notice of Award.

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- B. Attendance Required:
 - 1. Greenwich Public Schools.
 - 2. Fuller and D'Angelo, P.C..
 - 3. Contractor and Major Sub- Contractors.
- C. Agenda:
 - 1. Letter of Award
 - 2. Execution of Greenwich Public Schools-Contractor Agreement.
 - 3. Submission of executed bonds and insurance certificates within 7 days after LOI.
 - 4. Distribution of Contract Documents.
 - 5. Submission of list of Subcontractors, schedule of values, and progress schedule within 7 days.
 - 6. Designation of personnel representing parties to Contract and Architect.
 - 7. Procedures and processing of field decisions, submittals, substitutions, applications for payments, proposal request, Change Orders, and Contract closeout procedures.
 - 8. Scheduling of the project.
 - 9. Use of premises by Greenwich Public Schools and Contractor(s) .
 - 10. Greenwich Public Schools's requirements and occupancy prior to completion.
 - 11. Construction facilities and controls provided by Greenwich Public Schools.
 - 12. Temporary utilities provided by Greenwich Public Schools.
 - 13. Survey existing facilities prior to starting construction.
 - 14. Security and housekeeping procedures.
 - 15. Procedures for testing.
- D. Owner's Representative or Architect will record minutes and distribute copies within five days after meeting to all participants. Objections to the Minutes should be submitted in writing within three business days otherwise they will be considered substantially correct. Contactor shall distribute to all entities of the Contractor affected by decisions made.

3.2 PROGRESS MEETINGS

- A. Schedule and administer meetings throughout progress of the Work at maximum at two week intervals.
- B. Attendance Required:
 - 1. Contractor.
 - 2. Greenwich Public Schools.
 - 3. Fuller and D'Angelo, P.C..
 - 4. Contractor's Superintendent.
 - 5. Major Subcontractors.
- C. Agenda:
 - 1. Review minutes of previous meetings.
 - 2. Review of Work progress.
 - 3. Field observations, problems, and decisions.
 - 4. Identification of problems that impede, or will impede, planned progress.
 - 5. Review of submittals schedule and status of submittals.
 - 6. Review construction safety programs.
 - 7. Review exiting and and separation of construction
 - 8. Maintenance of progress schedule.
 - 9. Corrective measures to regain projected schedules.
 - 10. Planned progress during succeeding work period.
 - 11. Coordination of projected progress.
 - 12. Maintenance of quality and work standards.

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13. Effect of proposed changes on progress schedule and coordination.
 14. Review change Orders, RFI's and Clarification Sketches.
 15. Other business relating to Work.
- D. Owner's Representative or Architect will record minutes and distribute copies within five days after meeting to all participants. Objections to the Minutes should be submitted in writing within three business days otherwise they will be considered substantially correct. Contractor shall distribute to all entities of the Contractor affected by decisions made.

3.3 COORDINATION MEETINGS

- A. The Contractor shall schedule and hold monthly general project coordination meetings with the Owner's Representative, to review the work schedule for the month in order to insure the planned work does not conflict with facility operations.
1. One week before the scheduled week, a detailed meeting shall be held to review various detailed aspects of the project.

3.4 CONSTRUCTION PROGRESS SCHEDULE

- A. Responsibility
1. The Contractor shall be responsible for preparing and updating the contract progress schedule.
 2. Within 15 days after date of the Notice of Award, the Contractor shall submit preliminary schedule.
 3. If preliminary schedule requires revision after review, submit revised schedule within 2 days.
 4. Within 1 day after joint review, submit complete schedule.
 5. Submit updated schedule with each Application for Payment.

3.5 SUBMITTALS FOR REVIEW

- A. All submittals are the product and the property of the Contractor. The Owner, Owner's Representative, or Architect shall not be responsible for the contractor's construction means, methods or techniques: safety precautions or programs; Acts or admissions; or failure to carry out the work in accordance to the contract documents
- B. Shop Drawing Submittals shall be submitted no later than fifteen (15) days after Letter of Award of Contract. No further payments will be made to the contractor until all of the following submittals are made:
- C. When the following are specified in individual sections, including but not limited to the following, submit them for review:
1. Schedule of Values
 2. Schedule
 3. Shop drawings and data sheets.
 4. Samples for verification.
- D. Submit to Fuller and D'Angelo, P.C. for review for the limited purpose of checking for conformance with information given and the design concept expressed in the contract documents.
- E. Samples will be reviewed only for aesthetic, color, or finish selection.
- F. The Architect shall review and approve or take other appropriate action on the Contractor submittals, such as shop drawings, product data, samples and other data, which the Contractor is required to submit, but only for the limited purpose of checking for conformance with the design concept and the information shown in the Construction Documents. This review shall not include review of the accuracy or completeness of details, such as quantities, dimensions, weights or gauges, fabrication processes, construction means or methods, coordination of the work with other trades or construction safety precautions, all of which are the sole responsibility of the Contractor. The Architect's review shall be conducted with reasonable promptness while allowing sufficient time in the Architect's judgment to permit adequate review. Review of a specific item shall not indicate that the Architect has reviewed the entire

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assembly of which the item is a component. The Architect shall not be responsible for any deviations from the Construction Documents not brought to the attention of the Architect, in writing, by the Contractor. The Architect shall not be required to review partial submissions or those for which submissions of correlated items have not been received.

- G. Marking or comments on shop drawings shall not be construed as relieving the Contractor from compliance with the contract project plans and specifications, nor departure therefrom. The contractor remains responsible for details and accuracy for conforming and correlating all quantities, verifying all dimensions, for selecting fabrication processes, for techniques of assembly and for performing their work satisfactorily and in a safe manner.
- H. Initial Review: Allow 5 working days for initial review of each submittal. Allow additional time if processing must be delayed to permit coordination with subsequent submittals. Architect will advise Contractor when a submittal being processed must be delayed for coordination.
- I. **Architect will review the original submittal and one (1) re submittal. Additional reviews will be additional services provided to the Owner and charged accordingly. The Owner will back charge the contractor accordingly.**
- J. No extension of the Contract Time will be authorized because of failure to transmit submittals enough in advance of the Work to permit processing.
- K. **Deviations: Highlight, encircle, or otherwise identify deviations from the Contract Documents on submittals.**

3.6 SUBMITTALS FOR INFORMATION

- A. When the following are specified in individual sections, submit them for information:
 - 1. Design data.
 - 2. Certificates.
 - 3. Test reports.
 - 4. Inspection reports.
 - 5. Manufacturer's instructions.
 - 6. Manufacturer's field reports.
 - 7. Other types indicated.
- B. Submit for Fuller and D'Angelo, P.C.'s knowledge as contract administrator or for Greenwich Public Schools. No action will be taken.

3.7 SUBMITTALS FOR PROJECT CLOSEOUT

- A. Refer to Section 01 7800 for requirements.

3.8 NUMBER OF COPIES OF SUBMITTALS

- A. All submittals shall be in electronic PDF format and conforming to the following:
 - 1. Each item shall be in a separate file.
 - 2. Each file name shall start with the specification section number and contain an abbreviated explanation of what it contains; for example:
 - a. 09 9000 Painting.
 - 3. Add Revision number (Rev2 Rev3, etc) to the file name when resubmitting items, for example:
 - a. 09 9000 Painting Rev 1.
 - 4. Use capital letters and spaces to make the names "readable" do not use special characters, underscores, hyphens, etc.
 - 5. Keep the file names short, no more than 25 characters.
 - 6. Provide a transmittal with each electronic submittal and list each item that's included.
 - 7. Provide a Cover Sheet with each item - in the same file as the technical submittal.
 - 8. Do not add dates to the file names, the files are automatically dated when created..

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9. Do not zip the files, and do not put the files in Folders.
 10. Do not email electronic submittal attachments larger than 5 MB.
 11. Do not email multiple electronic submittals- rather burn the submittals on a CD and send the CD via FedEx or other overnight mail.
 12. Make all technical submittals at one time per trade- refer to the specification for additional submittal requirements for example:
 - a. Concrete; Masonry; Miscellaneous Fabrications; Roofing; etc.
 13. Do not send MSDS with the technical submittals; collate all of the MSDS needed for the entire project in three ring binders, organized by specification section, and submit the binders to the Owner's Representative and maintain one copy at the project site.
- B. Documents for Information: Submit two copies.
- C. Samples: Submit the number specified in individual specification sections; one of which will be retained by Fuller and D'Angelo, P.C..
1. After review, produce duplicates.
 2. Approved sample will be retained at the project site.
 3. Retained samples will not be returned to Contractor unless specifically so stated.
 4. Submit with each sample, in electronic PDF, data, cuts, photos, color, charts, etc.

3.9 SUBMITTAL PROCEDURES

- A. Shop Drawing Procedures:
1. Prepare accurate, drawn-to-scale, original shop drawing documentation by interpreting the Contract Documents and coordinating related Work.
 2. Generic, non-project specific information submitted as shop drawings do not meet the requirements for shop drawings.
- B. Transmit each submittal with a copy of approved submittal form.
- C. Transmit each submittal with transmittal.
- D. Sequentially number the transmittal form. Revise submittals with original number and a sequential alphabetic suffix.
- E. Identify Project, Contractor, Subcontractor or supplier; pertinent drawing and detail number, and specification section number, as appropriate on each copy.
- F. Apply Contractor's stamp, signed or initialed certifying that review, approval, verification of Products required, field dimensions, adjacent construction Work, and coordination of information is in accordance with the requirements of the Work and Contract Documents.
1. Contractor's submittal of shop drawings certifies that the contractor has reviewed and coordinated this shop drawing and they are in conformance to the plans, specifications, applicable codes and other provisions of the Contract Documents.
- G. Deliver submittals to Architect at business address.
- H. Schedule submittals to expedite the Project, and coordinate submission of related items.
- I. Identify variations from Contract Documents and Product or system limitations that may be detrimental to successful performance of the completed Work.
- J. Provide space for and Fuller and D'Angelo, P.C. and consultants review stamps.
- K. When revised for resubmission, identify all changes made since previous submission.
- L. Distribute copies of reviewed submittals as appropriate. Instruct parties to promptly report any inability to comply with requirements.
- M. Submittals not requested will not be recognized or processed.

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3.10 ARCHITECT'S ACTION

- A. General: Architect will not review submittals that do not bear Contractor's approval stamp and will return them without action.
- B. General: Except for submittals for the record and similar purposes, where action and return on submittals is required or requested, the Architect/Engineer will review each submittal, mark with appropriate "Action".
- 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 follows:
- D. Final Unrestricted Release: Where the submittals are marked as follows, the work covered by the submittal may proceed provided it complies with the requirements of the contract documents; acceptance of the work will depend upon that compliance.
 - 1. Marking: "No Exceptions Taken"
- E. Final-But-Restricted Release: When the submittals are marked as follows, the work covered by the submittal may proceed provided it complies with both the Architect's/Engineer's notations or corrections on the submittal and with the requirements of the contract documents; acceptance of the work will depend on that compliance.
 - 1. Markings: "Make Correction Noted"
- F. Returned for Re-submittal: When the submittal is marked as follows, do not proceed with the work covered by the submittal, including purchasing fabrication, delivery or other activity. Revise the submittal or prepare a new submittal in accordance with the Architect's/Engineer's notations stating the reasons for returning the submittal; resubmit the submittal without delay. Repeat if necessary to obtain a different action marking. Do not permit submittals with the following marking to be used at the project site, or elsewhere where work is in progress.
 - 1. Marking: "Revise and Resubmit"
- G. Marking: "Rejected".
- H. Other Action: Where the submittal is returned, marked with the Architect/Engineer's explanation, for special processing or other Contractor activity, or is primarily for information or record purposes, the submittal will not be marked.

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SUBMITTAL COVERSHEET

Greenwich Public Schools- Exterior Door Replacement Project and Related Work

Architect: **Owner:**
Fuller and D'Angelo, P.C. **Greenwich Public Schools**
45 Knollwood Rd. **290 Greewnich Avenue**
Elmsford, NY 10523 **Greenwich, CT 06830**
Contractor: _____ **Contract:** _____
Address: _____ **Telephone:** _____
_____ **Fax:** _____

Facility: **Hamilton Avenue School.**

Type of Submittal: Re-submittal: ☐ No ☐ Yes

☐ **Shop Drawings** ☐ **Product Data** ☐ **Schedule** ☐ **Sample**
☐ **Test Report** ☐ **Certificate** ☐ **Color Sample** ☐ **Warranty**

Submittal Description: _____

Product Name: _____

Manufacturer: _____

Subcontractor: _____

Supplier: _____

Spec. Section No.: _____ Drawing No(s): _____

Paragraph: _____ Rm. or Detail No(s): _____

Architect's Review Stamp

Contractor Review Statement: These documents have been checked for accuracy and coordinated with job conditions and Contract requirements by this office and have been found to comply with the provisions of the Contract Documents. Name: _____
Date: _____

Remarks: _____

END OF SECTION

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SECTION 01 3553
SITE SAFETY AND SECURITY PROCEDURES

PART 1 GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General Conditions and other Division 1 Specification Sections, apply to this Section.

1.2 SECTION INCLUDES

- A. The safety requirements, which must be followed by the Contractor during the execution of this contract.
- B. The Contractor agrees that the work will be completed with the greatest degree of safety and:
 - 1. To conform to the requirements of the Occupational Safety and Health Act (OSHA) and the Construction Safety Act including all standards and regulations that have been or shall be promulgated by the governmental authorities which administer such acts, and shall hold the Owner, Owner's Representative, the Architect, and all their employees, consultants and representatives harmless from and against and shall indemnify each and everyone of them for any and all claims, actions, liabilities, costs and expenses, including attorneys fees, which any of them may incur as a result of non-compliance.
- C. Security measures including entry control, personnel identification, and miscellaneous restrictions.

1.3 REFERENCES:

- A. Code of Federal Regulations OSHA Safety and Health.

1.4 RELATED REQUIREMENTS

- A. Section 01 1000 - Summary of Contract: Use of premises and occupancy.
- B. Section 01 5000 - Temporary Facilities and Controls: barriers and enclosures.
- C. Section 10 00250 - 10 00250
- D. Section 01 7000 - Execution.

1.5 DEFINITIONS

- A. Public shall mean anyone not involved with or employed by the contractor to perform the duties of this contract.
- B. Site shall mean the limits of the work area.
- C. Contractor shall mean the contractor, his/her subcontractors and any other person related to the contract execution.

1.6 ENTRY CONTROL

- A. The existing building contains a security alarm system maintained and operated by the Owner. Access into the existing building shall not be permitted unless the owner is notified and arrangements made to deactivate the system
- B. Restrict entrance of persons and vehicles into Project site and existing facilities.
- C. Allow entrance only to authorized persons with proper identification.
- D. Greenwich Public Schools will control entrance of persons and vehicles related to Greenwich Public Schools's operations.
- E. Coordinate access of Greenwich Public Schools's personnel to site in coordination with Greenwich Public Schools's security forces.
- F. Install substantial and durable general temporary enclosure of partially completed areas of construction. Provide locking entrances adequate to prevent unauthorized entrance, vandalism, theft and similar violations of project security. Ensure contractor accessibility to each working area not completed during the Summer months.

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G. Traffic Control

1. Contractor shall maintain access for emergency vehicles, fireman and pedestrians and protect from damage all persons and property within the limits of and for the duration of the contract; all in accordance with the plans and specifications.
2. Conduct construction operations so that the traveling public and pedestrian safety is subjected to a minimum of hazard and delay.
3. Contractor shall perform the following minimum requirements as directed by Owner's Representative, Owner, or Construction Manager.
 - a. Keep the surface of the traveled way free from mounds, depressions, and obstructions of any type which could present hazards or annoyance to traffic.
 - b. Keep the surface of all pavements used by the public free and clean of all dirt, debris, stone, timber or other obstructions to provide safe traveled ways.
 - c. Control dust and keep the traveled way free from materials spilled from hauling and construction equipment.
 - d. Provide all cones, barricades, signs and warning devices as may be required and/or as ordered by Dan Watson, Director of Facilities to safely carry out the foregoing. All such signs and devices shall be fabricated and placed in accordance with the latest "Federal Manual on Uniform Control Devices". Use of Open Flares Is Prohibited.
 - e. Contractor shall cover with proper materials all open trenches at the close of each work day. Such plates to abut each other and be wedged at each end of trench to prevent plates from sliding open.
4. Ingress and Egress
 - a. Contractor shall provide and maintain at all times safe and adequate ingress and egress to and from site at existing or at new access points consistent with work, unless otherwise authorized by the Owner's Representative or Construction Manager
5. If, upon notification by Owner's Representative or Construction Manager, and the contractor fails to correct any unsatisfactory condition within 24 hours of being so directed, Owner's Representative and Construction Manager will immediately proceed with adequate forces to properly maintain the project and the entire cost of such maintenance shall be deducted (back charged) from any moneys due the contractor
6. All traffic control costs shall include the base bid of furnishing all labor, material and equipment including the cost of any and all incidental required by job conditions as ordered by Greenwich Public Schools

1.7 FIRE PREVENTION AND CONTROL

- A. The Contractor shall provide Fire Extinguishers as follows: Provide type "A" fire extinguishers for temporary offices and similar spaces where there is minimal danger of electrical fires or grease-oil-flammable liquid fires. In other locations provide either type "ABC" dry chemical extinguishers, or a combination of several extinguishers of NFPA recommended types for the exposures in each case.
 1. All required exits, fire alarm, security, automatic temperature control, PA, sprinkler and similar systems shall be maintained and operable throughout the entire construction contract.
 - a. Contractor(s) will be back-charged for all fines imposed for false alarms or service calls.
- B. Free access to fire hydrants and standpipe connections shall be maintained at all times during construction operations. Portable fire extinguishers shall be provided by the Construction Contractor and made conveniently available throughout the construction site. Contractor(s) shall notify their employees of the location of the nearest fire alarm box at all locations where work is in progress.
- C. The Contractor shall take all possible precautions for the prevention of fires. Where flame cutting torches, blow torches, or welding tools are required to be used within the building, their use shall be as approved by the Construction Manager at the site. When welding tools or torches of any type are in use, have

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available in the immediate vicinity of the work a fire extinguisher of the dry chemical 20 lbs. Type. The fire extinguisher(s) shall be provided and maintained by the Contractor doing such work.

- D. Fuel for cutting and heating torches shall be gas only and shall be contained in Underwriters laboratory approved containers.
- E. Storage of gas shall be in locations as approved by the Owner and subject to Fire Department regulations and requirements.
- F. No volatile liquids shall be used for cleaning agents or as fuels for motorized equipment or tools within a building except with the express approval of the Owner and/or Architect and in accordance with local codes. On-site bulk storage of volatile liquids shall be outside the buildings at locations directed by the Owner, who shall determine the extent of volatile liquid allowed within the building at any given time.

1.8 PERSONNEL IDENTIFICATION

- A. Provide identification badge or other approved identification to each person authorized to enter premises.
- B. Maintain a list of accredited persons, submit copy to Greenwich Public Schools on request.
- C. Background checks and clearances shall be required for workers on this site, coordinate with Greenwich BOE.

1.9 RESTRICTIONS

- A. Do not allow cameras on site or photographs taken except by written approval of Greenwich Public Schools.

PART 2 PRODUCTS -

2.1 MATERIALS

- A. Refer to Section 01 5000 - Temporary Facilities and Controls for additional barrier requirements.

PART 3 EXECUTION

3.1 GENERAL

- A. In the performance of its contract, the Contractor shall exercise every precaution to prevent injury to workers and the public or damage to property.
 - 1. The Contractor shall, at their own expense, provide temporary structures, place watchmen, design and erect barricades, fences and railings, give warnings, display such lights, signals and signs, exercise such precautions against fire, adopt and enforce such rules and regulations, and take such other precautions as may be necessary, desirable or proper or as may be directed.
 - 2. The Contractor shall be responsible for initiating, maintaining and supervising all safety precautions and programs in connection with the work to be done under this contract. The Contractor shall take all necessary precautions for the safety of, and shall provide the necessary protection to prevent damage, injury or loss including but not limited to:
 - a. All employees working in connection with this contract, and other persons who may be affected thereby.
 - b. All the work materials and equipment to be incorporated therein whether in storage on or off site; and including trees, shrubs, lawns, walks, pavements, facilities not designated for removal, relocation or replacement in the course of construction.
- B. The Contractor's duties and responsibilities for the safety and protection of the work: shall continue until such time as all the work is completed and contractor has removed all workers, material and equipment from the site, or the issuance of the certificate of final completion, whichever shall occur last.
- C. The Contractor shall use only machinery and equipment adapted to operate with the least possible noise, and shall so conduct his operations that annoyance to occupants of the site and nearby homes and facilities shall be reduced to a minimum

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- D. It shall be the responsibility of the Contractor to insure that all employees of the contractor and all subcontractors, and any other persons associated with the performance of their contract shall comply with the provisions of this specification.
- E. The Contractor shall clean up the site daily and keep the site free of debris, refuse, rubbish, and scrap materials. The site shall be kept in a neat and orderly fashion. Before the termination of the contract. The Contractor shall remove all surplus materials, falsework, temporary fences, temporary structures, including foundations thereof.
- F. The Contractor shall follow all rules and regulations put forth in the Code of Federal Regulations (OSHA Safety and Health Standards).
- G. The Contractor shall follow all CDC Covid 19 protocols required.

END OF SECTION

SECTION 01 4000
QUALITY REQUIREMENTS

PART 1 GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General Conditions and Division 1 Specification Sections, apply to this Section.

1.2 SECTION INCLUDES

- A. Submittals.
- B. Testing and inspection agencies and services.
- C. Control of installation.
- D. Mock-ups.
- E. Manufacturers' field services.
- F. Defect Assessment.

1.3 RELATED REQUIREMENTS

- A. Section 01 2100 - Allowances: Allowance for payment of noted services.
- B. Section 01 3000 - Administrative Requirements: Submittal procedures.
- C. Section 01 4219 - Reference Standards.
- D. Section 01 6000 - Product Requirements: Requirements for material and product quality.

1.4 REFERENCE STANDARDS

- A. ASTM C1021 - Standard Practice for Laboratories Engaged in Testing of Building Sealants; 2008 (Reapproved 2014).

1.5 SUBMITTALS

- A. See Section 01 3000 - Administrative Requirements, for submittal procedures.
- B. Access control - Test and Wiring Termination Reports: After each test/inspection, promptly submit two copies of report to Owner and Fuller and D'Angelo, P.C. and to Owners Representative.
 - 1. Include:
 - a. Date issued.
 - b. Project title and number.
 - c. Name of inspector.
 - d. Date and time of sampling or inspection.
 - e. Identification of product and specifications section.
 - f. Location in the Project.
 - g. Type of test/inspection.
 - h. Date of test/inspection.
 - i. Results of test/inspection.
 - j. Compliance with Contract Documents.
 - k. When requested by Fuller and D'Angelo, P.C., provide interpretation of results.
- C. Certificates: When specified in individual specification sections, submit certification by the manufacturer and or installation/application subcontractor to Owner and Fuller and D'Angelo, P.C., in quantities specified for Product Data.
 - 1. Certificates may be recent or previous test results on material or product, but must be acceptable to Owner and Fuller and D'Angelo, P.C..
- D. Manufacturer's Instructions: When specified in individual specification sections, submit printed instructions for delivery, storage, assembly, installation, adjusting, and finishing, for the Greenwich

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Public Schools's information. Indicate special procedures, perimeter conditions requiring special attention, and special environmental criteria required for application or installation.

- E. Manufacturer's Field Reports: Submit reports for Fuller and D'Angelo, P.C.'s benefit as contract administrator or for Greenwich Public Schools.
 - 1. Submit report in duplicate within 5 days of observation to Fuller and D'Angelo, P.C. for information.

1.6 REFERENCES AND STANDARDS - See Section 01 4219

- A. Should specified reference standards conflict with Contract Documents, request clarification from Fuller and D'Angelo, P.C. before proceeding.

1.7 TESTING AND INSPECTION AGENCIES AND SERVICES

- A. Greenwich Public Schools will employ services of an independent testing agency to perform certain specified testing; in addition to what is required by the contractor if required.
- B. Employment of agency in no way relieves Contractor of obligation to perform Work in accordance with requirements of Contract Documents.

PART 2 PRODUCTS - NOT USED

PART 3 EXECUTION

3.1 CONTROL OF INSTALLATION

- A. Monitor quality control over suppliers, manufacturers, products, services, site conditions, and workmanship, to produce Work of specified quality.
- B. Comply with manufacturers' instructions, including each step in sequence.
- C. Should manufacturers' instructions conflict with Contract Documents, request clarification from Fuller and D'Angelo, P.C. before proceeding.
- D. Comply with specified standards as minimum quality for the Work except where more stringent tolerances, codes, or specified requirements indicate higher standards or more precise workmanship.
- E. Have Work performed by persons qualified to produce required and specified quality.
- F. Verify that field measurements are as indicated on shop drawings or as instructed by the manufacturer.
- G. Secure products in place with positive anchorage devices designed and sized to withstand stresses, vibration, physical distortion, and disfigurement.

3.2 TESTING AND INSPECTION

- A. See individual specification sections for testing and inspection required.
- B. Limits on Testing/Inspection Agency Authority:
 - 1. Agency may not release, revoke, alter, or enlarge on requirements of Contract Documents.
 - 2. Agency may not approve or accept any portion of the Work.
 - 3. Agency may not assume any duties of Contractor.
 - 4. Agency has no authority to stop the Work.
- C. Contractor Responsibilities:
 - 1. Cooperate with laboratory personnel, and provide access to the Work and to manufacturers' facilities.
 - 2. Provide incidental labor and facilities:
 - a. To provide access to Work to be tested/inspected.
 - b. To obtain and handle samples at the site or at source of Products to be tested/inspected.
 - c. To facilitate tests/inspections.
 - 3. Notify Owner and Fuller and D'Angelo, P.C. and laboratory 24 hours prior to expected time for operations requiring testing/inspection services.

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4. Employ services of an independent qualified testing laboratory and pay for additional samples, tests, and inspections required by Contractor beyond specified requirements.
5. Arrange with Greenwich Public Schools's agency and pay for additional samples, tests, and inspections required by Contractor beyond specified requirements.
- D. Re-testing required because of non-conformance to specified requirements shall be performed by the same agency on instructions by Fuller and D'Angelo, P.C.. Payment for re testing will be charged to the Contractor by deducting testing charges from the Contract Price.

3.3 CONTRACTOR'S TESTING AND INSPECTION

- A. Testing and Inspections shall be conducted by a qualified testing agency or special inspector as required by authorities having jurisdiction and as indicated in individual Specification Sections as the contractor's responsibility including:
 1. Verifying that manufacturer maintains detailed fabrication and quality-control procedures and reviewing the completeness and adequacy of those procedures to perform the Work.
 2. Notifying Owner's Representative, Contractor , or Architect promptly of irregularities and deficiencies observed in the work during performance of its services.
 3. Submitting a certified written report of each test, inspection, and similar quality-control service to Architect, through Owner's Representative, with copy to Contractor and to authorities having jurisdiction.
 4. Submitting again a final wiring termination report book of special tests and inspections at Substantial Completion, which includes a list of unresolved deficiencies.
 5. Interpreting tests and inspections and stating in each report whether tested and inspected work complies with or deviates from the Contract Documents.
 6. Retesting and re-inspecting corrected work.

3.4 MANUFACTURERS' FIELD SERVICES

- A. When specified in individual specification sections, require material or product suppliers or manufacturers to provide qualified staff personnel to observe site conditions, conditions of surfaces and installation, quality of workmanship, as applicable, and to initiate instructions when necessary.
- B. Submit qualifications of observer to Fuller and D'Angelo, P.C. 10 days in advance of required observations.
 1. Observer subject to approval of Greenwich Public Schools.
- C. Report observations and site decisions or instructions given to applicators or installers that are supplemental or contrary to manufacturers' written instructions.

3.5 DEFECT ASSESSMENT

- A. Replace Work or portions of the Work not conforming to specified requirements.

END OF SECTION

SECTION 01 4219
REFERENCE STANDARDS

PART 1 GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General Conditions and other Division 1 Specification Sections, apply to this Section.

1.2 SECTION INCLUDES

- A. Requirements relating to referenced standards.

1.3 QUALITY ASSURANCE

- A. For products or workmanship specified by reference to a document or documents not included in the Project Manual, also referred to as reference standards, comply with requirements of the standard, except when more rigid requirements are specified or are required by applicable codes.
- B. Conform to reference standard of date of issue current on date for receiving bids, except where a specific date is established by applicable code.
- C. Obtain copies of standards when required by the Contract Documents.
- D. Maintain copy at project site during submittals, planning, and progress of the specific work, until Date of Substantial Completion.
- E. Should specified reference standards conflict with Contract Documents, request clarification from the Fuller and D'Angelo, P.C. before proceeding.
- F. Neither the contractual relationships, duties, or responsibilities of the parties in Contract nor those of the Fuller and D'Angelo, P.C. shall be altered by the Contract Documents by mention or inference otherwise in any reference document.

1.4 DEFINITIONS

- A. General: Basic Contract definitions are included in the Agreement and Section 01100 Summary of Contracts.

1.5 INDUSTRY STANDARDS

- A. Applicability of Standards: Unless the Contract Documents, including reference standards in codes having jurisdiction, include more stringent requirements, applicable construction industry standards have the same force and effect as if bound or copied directly into the Contract Documents to the extent referenced. Such standards are made a part of the Contract Documents by reference.
- B. Minimum Quantity or Quality Levels: The quantity or quality level shown or specified shall be the minimum provided or performed. The actual installation may comply exactly with the minimum quantity or quality specified, or it may exceed the minimum within reasonable limits. To comply with these requirements, indicated numeric values are minimum or maximum, as appropriate, for the context of the requirements. Refer uncertainties to Architect for a decision before proceeding.
- C. Copies of Standards: Each entity engaged in construction on Project must be familiar with industry standards applicable to its construction activity. Copies of applicable standards are not bound with the Contract Documents.
- D. Where copies of standards are needed to perform a required construction activity, obtain copies directly from the publication source and make them available on request.

PART 2 CONSTRUCTION INDUSTRY ORGANIZATION DOCUMENTS

2.1 ABBREVIATIONS AND NAMES:

- A. Abbreviations and acronyms are frequently used in the Specifications and other Contract Documents to represent the name of a trade association, standards-developing organization, authorities having jurisdiction, or other entity in the context of referencing a standard or publication. Where abbreviations

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and acronyms are used in the Specifications or other Contract Documents, they mean the recognized name of these entities. Refer to Gale Research's "Encyclopedia of Associations" or Columbia Books' "National Trade & Professional Associations of the U.S.," which are available in most libraries.

LIST OF REFERENCES

3.1 AA -- ALUMINUM ASSOCIATION, INC.

- A. AA DAF-45 - Designation System for Aluminum Finishes; 2003 (R2009).
- B. AA SAAA-46 - Standards for Anodized Architectural Aluminum; 1978.

3.2 ACA -- AMERICAN COATINGS ASSOCIATION

3.3 AIA -- THE AMERICAN INSTITUTE OF ARCHITECTS

- A. AIA G702 - Application and Certificate for Payment; 1992.
- B. AIA G703 - Continuation Sheet; 1992.
- C. AIA G704 - Certificate of Substantial Completion; 2000.

3.4 CISCA -- CEILINGS & INTERIOR SYSTEMS CONSTRUCTION ASSOCIATION

- A. CISCA (AC) - Acoustical Ceilings: Use and Practice; 1999.

3.5 ICC-ES -- ICC EVALUATION SERVICE, INC.

- A. ICC-ES AC01 - Acceptance Criteria for Expansion Anchors in Masonry Elements; 2012.

3.6 NAAMM -- THE NATIONAL ASSOCIATION OF ARCHITECTURAL METAL MANUFACTURERS

3.7 NEMA -- NATIONAL ELECTRICAL MANUFACTURERS ASSOCIATION

3.8 NFPA -- NATIONAL FIRE PROTECTION ASSOCIATION

- A. NFPA 70 - National Electrical Code; Most Recent Edition Adopted by Authority Having Jurisdiction, Including All Applicable Amendments and Supplements.
- B. NFPA 101 - Life Safety Code; 2015.
- C. NFPA 105 - Standard for Smoke Door Assemblies and Other Opening Protectives; 2016.
- D. NFPA 241 - Standard for Safeguarding Construction, Alteration, and Demolition Operations; 2013.

3.9 SSPC -- SOCIETY FOR PROTECTIVE COATINGS

- A. SSPC V1 (PM1) - Good Painting Practice: Painting Manual, Volume 1; Fourth Edition.
- B. SSPC-Paint 20 - Zinc-Rich Primers (Type I, "Inorganic," and Type II, "Organic"); 2002 (Ed. 2004).
- C. SSPC-SP 13 - Surface Preparation of Concrete; (Reaffirmed 2015); 2003.

3.10 TMS -- THE MASONRY SOCIETY

3.11 UL -- UNDERWRITERS LABORATORIES INC.

- A. UL 9 - Standard for Fire Tests of Window Assemblies; Current Edition, Including All Revisions.
- B. UL 10B - Standard for Fire Tests of Door Assemblies; Current Edition, Including All Revisions.
- C. UL 10C - Standard for Positive Pressure Fire Tests of Door Assemblies; Current Edition, Including All Revisions.

3.12 WCLIB -- WEST COAST LUMBER INSPECTION BUREAU

- A. WCLIB (GR) - Standard Grading Rules for West Coast Lumber No. 17; 2004, and supplements.

END OF SECTION

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SECTION 01 5000
TEMPORARY FACILITIES AND CONTROLS

PART 1 GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of each prime contract, including General Conditions and other Division 1 Specification Sections, apply to this Section.

1.2 SECTION INCLUDES

- A. Temporary sanitary facilities.
- B. Temporary Controls: Barriers, enclosures, and fencing.
- C. Temporary enclosures.
- D. Waste removal facilities and services enclosed by fencing.
- E. Construction aids and miscellaneous services and facilities.
- F. Environmental protection.

1.3 RELATED REQUIREMENTS

- A. Section 01 3553 - Site Safety and Security Procedures
- B. Section 01 3000 - Administrative Requirements for Submittals.
- C. Section 01 7000 - Execution for Progress cleaning requirements.

1.4 SITE PLAN

- A. Provide site plan indicating exiting, fencing, staging areas, and parking areas for construction personnel.

1.5 REPORTS:

- A. During the progress of the work, contractor shall submit copies of reports required by governing authorities, or necessary for the installation and efficient operation of temporary services and facilities.

1.6 QUALITY ASSURANCE

- A. Regulations: The contractor shall comply with industry standards and with applicable laws and regulations of authorities having jurisdiction including, but not limited to, the following:
 - 1. Building code requirements.
 - 2. Health and safety regulations.
 - 3. Police, fire department and rescue squad rules.
 - 4. Environmental protection regulations
- B. Standards: The contractor shall comply with NFPA 241 "Standard for Safeguarding Construction, Alterations, and Demolition Operations," ANSI-A10 Series standards for "Safety Requirements for Construction and Demolition," and NECA Electrical Design Library "Temporary Electrical Facilities."

1.7 PROJECT CONDITIONS

- A. General: The Contractor shall provide each temporary service and facility ready for use at each location, when first needed to avoid delays in performance of work. Maintain, expand as required, and modify as needed throughout the progress of the work. Do not remove until services or facilities are no longer needed, or are replaced by the authorized use of completed permanent facilities.
- B. Temporary Use of Permanent Facilities: Regardless of previously assigned responsibilities for temporary services and facilities, the Installer of each temporary service or facility shall assume responsibility for its operation, maintenance and protection during use as a construction service or facility prior to the Owner's acceptance and operation of the facility.
- C. Conditions of Use: Operate temporary services and facilities in a safe and efficient manner. Do not overload, and do not permit temporary services and facilities to interfere with the progress of work, or

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occupancy of existing facility by owner. Do not allow unsanitary conditions, public nuisances or hazardous conditions to develop or persist on the site.

- D. Temporary Utilities: Do not permit freezing of pipes, flooding or intrusion of any water from the elements.
- E. Temporary Construction and Support Facilities: Maintain temporary facilities in a manner to prevent discomfort to users. Take necessary fire prevention measures. Maintain temporary facilities in a sanitary manner so as to avoid health problems.
- F. Security and Protection: Maintain site security and protection facilities in a safe, lawful, publicly acceptable manner. Take measures necessary to prevent site erosion.

1.8 TEMPORARY UTILITIES

- A. Provide all electrical power, lighting, water, and ventilation required for construction purposes.
- B. Existing facilities may be used.
- C. New permanent facilities may be used.
- D. Use trigger-operated nozzles for water hoses, to avoid waste of water.

1.9 DIVISION OF RESPONSIBILITIES

- A. The Contractor is responsible for the following:
 - 1. Installation, operation, maintenance, and removal of each temporary facility usually considered as its own normal construction activity, as well as the costs and use charges associated with each facility.
 - 2. Plug-in electric power cords and extension cords.
 - 3. Supplementary plug-in task lighting, and special lighting necessary exclusively for its own activities.
 - 4. Special power requirements for installation of its own work.
 - 5. Its own tool storage boxes.
 - 6. Hoisting can be coordinated with District, all hoisting of equipment is to be coordinated and provided by contractor, all openings required to install equipment to be reviewed and provided by contractor.
 - 7. Collection of general waste and debris and disposing into containers provided by the Contractor.
 - 8. Secure lockup of its own tools, materials and equipment.
 - 9. Construction aids and miscellaneous services and facilities necessary exclusively for its own construction activities.
- B. The Contractor is responsible and shall pay costs for the following:
 - 1. Temporary toilets, including disposable supplies.
 - 2. Containers for non-hazardous waste and debris.
 - 3. Temporary enclosures of openings.
 - 4. Disposal of wastes containers.
 - 5. Barricades, warning signs, and lights.
 - 6. Site/construction enclosure fence, around dumpsters.
 - 7. Environmental protection.
 - 8. Temporary Fire Protection
 - 9. Temporary dustproof protection when making dust.
- C. The Contractor shall maintain all existing systems, including but not limited to, power, lighting, fire alarm, intercom, PA etc., within the existing building operational at all times for Owner occupancy and construction.

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1.10 USE CHARGES

- A. General: Cost or use charges for temporary facilities are not chargeable to the Owner or Architect the Owner's Representative. The Architect and Owner will not accept a prime contractor's cost or use charges for temporary services or facilities as a basis of claim for an adjustment in the Contract Sum or the Contract Time.
 - 1. Water Service Use Charges: Water from the Owner's existing water system may be used without metering, and without payment for use charges.
 - 2. Electric Power Service Use Charges: Electric power from the Owner's existing system may be used without payment of use charges.
 - 3. Temporary Utility Services: Where Owner's existing services is inadequate or would disrupt owners use of the existing facility, contractor shall provide utility services for the temporary use at the project site from the utility company, and pay all costs, including use charges.

1.11 TELECOMMUNICATIONS SERVICES

- A. Provide, maintain, and pay for telecommunications services to field office at time of project mobilization.
- B. Telecommunications services shall include:
 - 1. Cellular phone connection for on site superintendent at minimum.
 - 2. Email: Account/address reserved for project use.
 - 3. Facsimile Service: Fax-to-email software on personal computer.

1.12 TEMPORARY SANITARY FACILITIES

- A. Contractor shall provide and maintain required facilities and enclosures. Provide at time of project mobilization.
- B. The Contractor shall maintain daily in clean and sanitary condition.
- C. Sanitary Facilities: Sanitary facilities include temporary toilets, wash facilities and drinking water fixtures. Comply with governing regulations including safety and health codes for the type, number, location, operation and maintenance of fixtures and facilities; provide not less than specified requirements. Install in locations which will best serve the project's needs.
 - 1. Supply and maintain toilet tissue, paper towels, paper cups and other disposable materials as appropriate for each facility, including Owner's Representative's temporary offices. Provide covered waste containers for used material.
 - 2. Install self-contained toilets to the extent permitted by governing regulations.

1.13 BARRIERS

- A. The Contractor shall, provide Barricades, Warning Signs and Lights: Comply with recognized standards and code requirements for erection of substantial, structurally adequate barricades where needed to prevent accidents and losses. Paint with appropriate colors, graphics and warning signs to inform personnel at the site and the public, of the hazard being protected against. Provide lighting where appropriate and needed for recognition of the facility, including flashing red lights where appropriate
 - 1. Sign Materials: For signs and directory boards, provide exterior type, Grade B-B High Density Concrete Form Overlay Plywood conforming to PS-1, of sizes and thickness indicated. Provide exterior grade acrylic-latex-base enamel for painting sign panels and applying graphics.
- B. The Contractor shall, Provide barriers to prevent unauthorized entry to construction areas, to prevent access to areas that could be hazardous to workers or the public, to allow for owner's use of site and to protect existing facilities and adjacent properties from damage from construction operations .
- C. Plywood: For temporary safety barriers, walls and doors and similar direct-contact uses, provide exterior type, 5/8" thick minimum prime and finish painted plywood, over wood stud back-up.

1.14 FENCING

- A. The Contractor shall be responsible for its own fencing as required to secure stored material and waste containers.

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- B. Construction: Commercial grade chain link fence.
- C. Provide 6 foot high fence around construction waste containers and the work areas on site. .
- D. Locate where indicated, or if not indicated, enclosed portions of the site determined to be sufficient to accommodate construction operations. Install in a manner that will prevent people, dogs and other animals from easily entering the site, except through entrance gates.
 - 1. Material:
 - a. Steel fencing: Galvanized Chain Link and galvanized gates (non-climbable size).
 - b. Fabric: No. 9 GA galvanized, steel wire mesh, furnish one-piece fabric widths for fencing up to 6' in height indicated in the Contract Documents.
 - c. Framing and Accessories: End, Corner and Pull posts: 2.375" OD steel pipe.
 - d. Line Posts: Space 10'-0" O.C. maximum. 1.90" steel pipe or 1.875" x 1.625 C-sections.
 - e. Fence Rails: Locate at top and bottom of fabric. Post brace assembly - manufacturer's standard.
 - f. Wire ties: For tying fabric to line posts use wire ties spaced 12" O.C.
 - g. Height: 6'

1.15 INTERIOR DUST PROTECTION AND CONTROL

- A. Where construction operation create dust provide plastic coverings, 6 mil plastic, covering door openings, office computers, racks, cabinetry, shelving and other items not removed from work area. Tape all edges tight.
 - 1. Seal all UV, supply and return registers.
 - 2. Schedule and coordinated with Greenwich Public School District.
 - 3. Refer to 01 7000 - Execution for final cleaning requirements.
 - 4. Maintain ventilation systems and HV systems as long as possible, finish work on same as soon as possible and make HV / HVAC systems operate with the understanding that time is of the essence to provide an air circulation atmosphere for the existing system. Schedule and coordinate with Owner so as not to interfere with Owners occupancy requirements.
- B. Provide temporary partitions as indicated or required to separate work areas from Greenwich Public Schools-occupied areas, to prevent access and penetration of dust and moisture into Greenwich Public Schools-occupied areas, and to prevent damage to existing/new materials and equipment.

1.16 SECURITY

- A. The contractor shall secure and protect facilities and services and shall be the responsible for and pay for all costs in their bid.
- B. Provide security and facilities to protect Work, existing facilities, and Greenwich Public Schools's operations from unauthorized entry, vandalism, or theft.
- C. Temporary Fire Protection: The Contractor shall provide Fire Extinguishers as follows:: Provide type "A" fire extinguishers for temporary offices and similar spaces where there is minimal danger of electrical fires or grease-oil-flammable liquid fires. In other locations provide either type "ABC" dry chemical extinguishers, or a combination of several extinguishers of NFPA recommended types for the exposures in each case
- D. The existing building contains a security alarm system maintained and operated by the Owner. Access into the existing building shall not be permitted unless the owner is notified and arrangements made to deactivate the system.

1.17 VEHICULAR ACCESS AND PARKING

- A. The contractor shall Coordinate access and haul routes with governing authorities and Greenwich Public Schools.
- B. The contractor shall Provide and maintain access to fire hydrants free of obstructions.

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- C. Provide means of removing mud from vehicle wheels before entering streets.
- D. Provide temporary parking areas to accommodate construction personnel. When site space is not adequate, provide additional off-site parking.

1.18 WASTE REMOVAL

- A. The Contractor shall provide containers, at grade, sufficient for the depositing of non-hazardous/non-toxic waste materials, and shall remove such waste materials from project site as required or directed by the Owner's representative.
 - 1. Comply with requirements in NFPA 241 for removal of combustible waste materials and debris.
 - 2. Contractors shall not utilize the Owner's bins or dumpsters.
- B. The Contractor shall broom clean the site work area at the end of each work day.
 - 1. If the contractor fails to clean areas at the end of each work day the Owner shall perform the cleaning and back charge the contractor accordingly.
- C. The contractor shall be responsible for daily cleaning up of spillage and debris resulting from its operations and from those of its subcontractors; and shall be responsible for complete removal and disposition of hazardous and toxic waste materials.
 - 1. Remove liquid spills promptly.
 - 2. Where dust would impair proper execution of the Work, broom-clean or vacuum the entire work area, as appropriate.
- D. Burying or burning of waste materials on the site will not be permitted. Washing waste materials down sewers or into waterways will not be permitted.
- E. Site: The Contractor shall maintain Project site free of waste materials and debris.
- F. Installed Work: Keep installed work clean. The Contractor shall clean installed surfaces according to written instructions of manufacturer or fabricator of product installed, using only cleaning materials specifically recommended. If specific cleaning materials are not recommended, use cleaning materials that are not hazardous to health or property and that will not damage exposed surfaces.

1.19 MISCELLANEOUS PROVISIONS

- A. Dewatering Facilities and Drains: General: For temporary drainage and dewatering facilities and operations not directly associated with performance of work included under individual work sections, comply with dewatering requirements of applicable sections. Where feasible, utilize the same facilities. Maintain site excavations and construction free of water.

1.20 REMOVAL OF UTILITIES, FACILITIES, AND CONTROLS

- A. Remove temporary utilities, equipment, facilities, materials, prior to Date of Substantial Completion inspection.
- B. Clean and repair damage caused by installation or use of temporary work.
- C. Restore existing facilities used during construction to original condition.
- D. Restore new permanent facilities used during construction to specified condition.

PART 2 PRODUCTS - NOT USED

PART 3 EXECUTION - NOT USED

END OF SECTION

SECTION 01 6000
PRODUCT REQUIREMENTS

PART 1 GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General Conditions and other Division 1 Specification Sections, apply to this Section.

1.2 SECTION INCLUDES

- A. General product requirements.
- B. Re-use of existing products.
- C. Transportation, handling, storage and protection.
- D. Product option requirements.
- E. Substitution limitations and procedures.
- F. Maintenance materials, including extra materials, spare parts, tools, and software.

1.3 RELATED REQUIREMENTS

- A. Section 01 4000 - Quality Requirements: Product quality monitoring.
- B. Section 01 6116 - Volatile Organic Compound (VOC) Content Restrictions: Requirements for VOC-restricted product categories.
- C. Section 01 7419 - Construction Waste Management and Disposal: Waste disposal requirements potentially affecting packaging and substitutions.

1.4 DEFINITIONS

- A. Products: Items purchased for incorporating into the Work, whether purchased for Project or taken from previously purchased stock. The term "product" includes the terms "material," "equipment," "system," and terms of similar intent.
- B. Named Products: Items identified by manufacturer's product name, including make or model number or other designation, shown or listed in manufacturer's published product literature, that is current as of date of the Contract Documents.
- C. Comparable Product: Product that is demonstrated and approved through submittal process, or where indicated as a product substitution, to have the indicated qualities related to type, function, dimension, in-service performance, physical properties, appearance, and other characteristics that equal or exceed those of specified product.
- D. Manufacturer's Warranty: Preprinted written warranty published by individual manufacturer for a particular product and specifically endorsed by manufacturer to Owner.

1.5 SUBMITTALS Refer to Section 01 3000

- A. Proposed Products List: Submit list of major products proposed for use, with name of manufacturer, trade name, and model number of each product.
 - 1. Submit within 7 days after date of Letter of Award.
- B. Product Data Submittals: Submit manufacturer's standard published data. Mark each copy to identify applicable products, models, options, and other data. Supplement manufacturers' standard data to provide information specific to this Project.
- C. Shop Drawing Submittals: Prepared specifically for this Project; indicate utility, HVAC and electrical characteristics, utility connection requirements, and location of utility outlets for service for functional equipment and appliances.
- D. Sample Submittals: Illustrate functional and aesthetic characteristics of the product, with integral parts and attachment devices. Coordinate sample submittals for interfacing work.

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1. For selection from standard finishes, submit samples of the full range of the manufacturer's standard colors, textures, and patterns.

1.6 ASBESTOS

- A. All products, materials, etc. used in conjunction with this Project shall be Asbestos Free.
 1. **Contractor shall provide a letter to the Owner stating that no asbestos containing material has been used in this project.**

PART 2 PRODUCTS

2.1 EXISTING PRODUCTS

- A. Do not use materials and equipment removed from existing premises .
- B. Existing materials and equipment indicated to be removed, but not to be re-used, relocated, reinstalled, delivered to the Greenwich Public Schools, or otherwise indicated as to remain the property of the Greenwich Public Schools, become the property of the Contractor; remove from site.

2.2 NEW PRODUCTS

- A. Provide all new products.
- B. DO NOT USE products having any of the following characteristics:
 1. Made outside the United States, its territories, Canada, or Mexico.
 2. Made using or containing CFC's or HCFC's.
 3. Containing lead, cadmium, asbestos.

2.3 PRODUCT OPTIONS

- A. Products Specified by Reference Standards or by Description Only: Use any product meeting those standards or description.
- B. Products Specified by Naming One or More Manufacturers with a Provision for Substitutions: Submit a request for substitution for any manufacturer not named. Submit on form attached and in accordance with Information to Bidders.

PART 3 EXECUTION

3.1 SUBSTITUTION PROCEDURES

- A. Refer to Instruction to Bidders.
- B. Document each request with complete data substantiating compliance of proposed substitution with Contract Documents.
- C. A request for substitution constitutes a representation that the submitter:
 1. Has investigated proposed product and determined that it meets or exceeds the quality level of the specified product.
 2. Agrees to provide the same warranty for the substitution as for the specified product.
 3. Agrees to coordinate installation and make changes to other Work that may be required for the Work to be complete with no additional cost to Greenwich Public Schools.
 4. Waives claims for additional costs or time extension that may subsequently become apparent.
- D. Substitutions will not be considered when they are indicated or implied on shop drawing or product data submittals, without separate written request, or when acceptance will require revision to the Contract Documents.

3.2 TRANSPORTATION AND HANDLING

- A. Package products for shipment in manner to prevent damage; for equipment, package to avoid loss of factory calibration.
- B. If special precautions are required, attach instructions prominently and legibly on outside of packaging.

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- C. Coordinate schedule of product delivery to designated prepared areas in order to minimize site storage time and potential damage to stored materials.
- D. Transport and handle products in accordance with manufacturer's instructions.
- E. Transport materials in covered trucks to prevent contamination of product and littering of surrounding areas.
- F. Promptly inspect shipments to ensure that products comply with requirements, quantities are correct, and products are undamaged.
- G. Provide equipment and personnel to handle products by methods to prevent soiling, disfigurement, or damage, and to minimize handling.
- H. Arrange for the return of packing materials, such as wood pallets, where economically feasible.

3.3 STORAGE AND PROTECTION

- A. Designate receiving/storage areas for incoming products so that they are delivered according to installation schedule and placed convenient to work area in order to minimize waste due to excessive materials handling and misapplication.
- B. Store and protect products in accordance with manufacturers' instructions.
- C. Store with seals and labels intact and legible.
- D. Store sensitive products in weather tight, climate controlled, enclosures in an environment favorable to product.
- E. Provide off-site storage and protection when site does not permit on-site storage or protection.
- F. Protect products from damage or deterioration due to construction operations, weather, precipitation, humidity, temperature, sunlight and ultraviolet light, dirt, dust, and other contaminants.
- G. Comply with manufacturer's warranty conditions, if any.
- H. Cover products subject to deterioration with impervious sheet covering. Provide ventilation to prevent condensation and degradation of products.
- I. Prevent contact with material that may cause corrosion, discoloration, or staining.
- J. Provide equipment and personnel to store products by methods to prevent soiling, disfigurement, or damage.
- K. Arrange storage of products to permit access for inspection. Periodically inspect to verify products are undamaged and are maintained in acceptable condition.

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SUBSTITUTION REQUEST FORM

SUBSTITUTION REQUEST No. _____

(After the Bidding Phase)

Project: Exterior Door Replacement Project and Related Work

Substitution Request Number: _____

From: _____

Date: _____

A/E Project Number: 2243-19

Contract For: General Construction

Specification Title: _____ Description: _____

Section: _____ Page: _____ Article/Paragraph: _____

Proposed Substitution:

Manufacturer: _____ Address: _____ Phone: _____

model no.: _____

Installer: _____ Address: _____ Phone: _____

History: _____ New product _____ 2-5 years old _____ 5-10 yrs old _____ More than 10 years old

Differences between proposed substitution and specified product:

Point-by-point comparative data attached - REQUIRED

Reason for not providing specified item: _____

Similar Installation:

Project: _____ Architect: _____

Address: _____ Owner: _____

Date Installed: _____

Proposed substitution affects other parts of Work: ____ No ____ Yes; explain

Savings to Owner for accepting substitution: _____ (\$ _____)

Proposed substitution changes Contract Time: ____ No ____ Yes Add _____ Deduct _____ days.

Supporting Data Attached: ____ Drawings ____ Product Data ____ Samples ____ Tests Reports

The Undersigned certifies:

Proposed substitution has been fully investigated and determined to be equal or superior in all respects to specified product.

Same warranty will be furnished for proposed substitution as for specified product.

Same maintenance service and source of replacement parts, as applicable, is available.

Proposed substitution will have no adverse effect on other trades and will not affect or delay progress schedule.

Cost data as stated above is complete. Claims for additional costs related to accepted substitution which may subsequently become apparent are to be waived.

Proposed substitution does not affect dimensions and functional clearances.

Payment will be made for changes to building design, including A/E design, detailing, and construction costs caused by the substitution.

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Coordination, installation, and changes in the Work as necessary for accepted substitution will be complete in all respects.

Submitted by: _____

Signed by: _____

Firm: _____

Address: _____

Telephone: _____

Attachments:

OWNER/ARCHITECT/CM REVIEW AND ACTION

____ Substitution approved - Make submittals in accordance with Specification Section 01330

____ Substitution approved as noted - Make submittals in accordance with Specification Section 01330.

____ Substitution rejected - Use specified materials.

____ Substitution Request received too late - Use specified materials.

: _____ Date: _____

Additional Comments: __ Contractor __ Subcontractor __ Supplier __ Manufacturer __ A/E

END OF SECTION

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SELECT DOOR REPLACEMENT AND RELATED WORK
VOLATILE ORGANIC COMPOUND (VOC) CONTENT RESTRICTIONS

SECTION 01 6116
VOLATILE ORGANIC COMPOUND (VOC) CONTENT RESTRICTIONS

PART 1 GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General Conditions and other Division 1 Specification Sections, apply to this Section.

1.2 SECTION INCLUDES

- A. Requirement for installer certification that they did not use any non-compliant products.
- B. VOC restrictions for product categories listed below under "DEFINITIONS."
- C. All products of each category that are installed in the project must comply; Greenwich Public Schools's project goals do not allow for partial compliance.

1.3 RELATED REQUIREMENTS

- A. Section 01 3000 - Administrative Requirements: Submittal procedures.
- B. Section 01 4000 - Quality Requirements: Procedures for testing and certifications.
- C. Section 01 5721 - Indoor Air Quality Controls: Procedures and testing.
- D. Section 01 6000 - Product Requirements: Fundamental product requirements, substitutions and product options, delivery, storage, and handling.
- E. Section 07 9200 - Joint Sealants: Emissions-compliant sealants.

1.4 DEFINITIONS

- A. Indoor-Emissions-Restricted Products: All products in the following product categories, whether specified or not:
 - 1. Interior paints and coatings.
 - 2. Interior adhesives and sealants, including flooring adhesives.
 - 3. Products making up wall and ceiling assemblies.
 - 4. Thermal and acoustical insulation.
- B. VOC-Content-Restricted Products: All products in the following product categories, whether specified or not:
 - 1. Interior paints and coatings.
 - 2. Interior adhesives and sealants, including flooring adhesives.
 - 3. Wet-applied roofing and waterproofing.
- C. Interior of Building: Anywhere inside the exterior weather barrier.
- D. Adhesives: All gunnable, trowelable, liquid-applied, and aerosol adhesives, whether specified or not; including flooring adhesives, resilient base adhesives, and pipe jointing adhesives.
- E. Sealants: All gunnable, trowelable, and liquid-applied joint sealants and sealant primers, whether specified or not; including firestopping sealants and duct joint sealers.

1.5 REFERENCE STANDARDS

- A. 40 CFR 59, Subpart D - National Volatile Organic Compound Emission Standards for Architectural Coatings; U.S. Environmental Protection Agency; current edition.
- B. ASTM D3960 - Standard Practice for Determining Volatile Organic Compound (VOC) Content of Paints and Related Coatings; 2005 (Reapproved 2013).
- C. CAL (CDPH SM) - Standard Method for the Testing and Evaluation of Volatile Organic Chemical Emissions From Indoor Sources Using Environmental Chambers; California Department of Public Health; v1.1, 2010.

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1.6 SUBMITTALS

- A. See Section 01 3000 - Administrative Requirements, for submittal procedures.
- B. Product Data: For each VOC-restricted product used in the project, submit evidence of compliance.
- C. Installer Certifications Regarding Prohibited Content: Require each installer of any type of product (not just the products for which VOC restrictions are specified) to certify that either 1) no adhesives, joint sealants, paints, coatings, or composite wood or agrifiber products have been used in the installation of his products, or 2) that such products used comply with these requirements.

1.7 QUALITY ASSURANCE

- A. Indoor Emissions Standard and Test Method: CAL (CDPH SM), using Standard Private Office exposure scenario and the allowable concentrations specified in the method, and range of total VOC's after 14 days.
 - 1. Wet-Applied Products: State amount applied in mass per surface area.
 - 2. Paints and Coatings: Test tinted products, not just tinting bases.
 - 3. Product data submittal showing VOC content is NOT acceptable evidence.
 - 4. Manufacturer's certification without test report by independent agency is NOT acceptable evidence.
- B. VOC Content Test Method: 40 CFR 59, Subpart D (EPA Method 24), or ASTM D3960, unless otherwise indicated.
 - 1. Evidence of Compliance: Acceptable types of evidence are:
 - a. Report of laboratory testing performed in accordance with requirements.
- C. Testing Agency Qualifications: Independent firm specializing in performing testing and inspections of the type specified in this section.

PART 2 PRODUCTS

2.1 MATERIALS

- A. VOC-Content-Restricted Products: VOC content not greater than required by the following:
 - 1. Adhesives, Including Flooring Adhesives: SCAQMD 1168 Rule.
 - 2. Joint Sealants: SCAQMD 1168 Rule.
 - 3. Paints and Coatings: Each color; most stringent of the following:
 - a. 40 CFR 59, Subpart D.
 - b. SCAQMD 1113 Rule.
 - c. CARB (SCM).
 - 4. Wet-Applied Roofing and Waterproofing: Comply with requirements for paints and coatings.

PART 3 EXECUTION

3.1 FIELD QUALITY CONTROL

- A. Greenwich Public Schools reserves the right to reject non-compliant products, whether installed or not, and require their removal and replacement with compliant products at no extra cost to Greenwich Public Schools.
- B. Additional costs to restore indoor air quality due to installation of non-compliant products will be borne by Contractor.

END OF SECTION

**SECTION 01 7000
EXECUTION**

PART 1 GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General Conditions and other Division 1 Specification Sections, apply to this Section.

1.2 SECTION INCLUDES

- A. Inspections prior to start of work.
- B. Examination, preparation, and general installation procedures.
- C. Requirements for replacement work, including selective removals.
- D. Pre-installation meetings.
- E. Field engineering and surveying.
- F. General installation of products.
- G. Progress cleaning.
- H. Protection of installed construction.
- I. Correction of the Work.
- J. Surveying for laying out the work.
- K. Cleaning and protection.
- L. Final Cleaning.
- M. Closeout procedures, including Contractor's Correction Punch List, except payment procedures.
- N. General requirements for maintenance service.

1.3 RELATED REQUIREMENTS

- A. Section 01 1000 - Summary of Contract: Limitations on working in existing building, continued occupancy, work sequence, identification of salvaged materials., and relocated materials.
- B. Section 01 3000 - Administrative Requirements: Submittals procedures, Electronic document submittal service.
- C. Section 01 4000 - Quality Requirements: Testing and inspection procedures.
- D. Section 01 5000 - Temporary Facilities and Controls: Temporary exterior enclosures.
- E. Section 017132 - Selective Removals for removals and cutting and patching.
- F. Section 01 7800 - Closeout Submittals: Project record documents, operation and maintenance data, warranties .
- G. Individual Product Specification Sections:
 - 1. Advance notification to other sections of openings required in work of those sections.

1.4 SUBMITTALS

- A. See Section 01 3000 - Administrative Requirements, for submittal procedures.

1.5 PROJECT CONDITIONS

- A. Dust Control: Execute work by methods to minimize raising dust from construction operations. Provide positive means to prevent air-borne dust from dispersing into atmosphere and over adjacent property.
- B. Noise Control: Provide methods, means, and facilities to minimize noise produced by construction operations.
 - 1. Outdoors: Limit conduct of especially noisy exterior work to hours permitted under the local Noise Ordinance.

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- C. Pest and Rodent Control: Provide methods, means, and facilities to prevent pests and insects from damaging the work.

1.6 COORDINATION

- A. Coordinate scheduling, submittals, and work of the various sections of the Project Manual to ensure efficient and orderly sequence of installation of interdependent construction elements.
- B. Verify that utility requirements and characteristics of new operating equipment are compatible with building utilities. Coordinate work of various sections having interdependent responsibilities for installing, connecting to, and placing in service, such equipment.
- C. Coordinate space requirements, supports, and installation of mechanical and electrical work that are indicated diagrammatically on Drawings. Follow routing shown for pipes, ducts, and conduit, as closely as practicable; place runs parallel with lines of building. Utilize spaces efficiently to maximize accessibility for other installations, for maintenance, and for repairs.
- D. In finished areas except as otherwise indicated, conceal pipes, ducts, and wiring within the construction. Coordinate locations of fixtures and outlets with finish elements.
- E. Coordinate completion and clean-up of work of separate sections.
- F. After Greenwich Public Schools occupancy of premises, coordinate access to site for correction of defective work and work not in accordance with Contract Documents, to minimize disruption of Greenwich Public Schools's activities.
- G. Alterations: Where applicable, requirements of the contract documents apply to alteration work in the same manner as to new construction. Refer to drawings for specific requirements of alteration work. Primarily, alterations can be described as normal architectural, mechanical and electrical alterations. Contractors shall review phasing and scheduling of the work to understand that certain areas of work must be completed and occupied prior to start of other work. This is essential to the Owner in their ability to maintain the educational programs during construction.

1.7 CODES, PERMITS, FEES, ETC.

- A. Refer to Owner Contractor Agreement for additional requirements.
- B. **The Owner shall file and obtain and pay for the Building Permit.**
- C. The contractor(s) and sub- Contractors shall pick-up the Building Permits at Town Hall, Building Department and submit all required insurances etc. to same to "pull" permits for each trade required.
- D. The Contractor shall furnish and pay for all permits, fees and other installation costs required for the various installations by governing authorities and utility companies; prepare and file drawings and diagrams required; arrange for inspections of any and all parts of the work required by the authorities and furnish all certificates necessary to the Owner and Construction Manager as evidence that the work installed under this Section of the Specifications conforms with all applicable requirements of the Municipal and State Codes, National Board of Fire Underwriters, National Electric Code, as applicable.
- E. Any items of work specified herein and shown on the drawings which conflict with aforementioned rules, regulations and requirements, shall be referred to the Owner and Construction Manager for decision, which decision shall be final and binding.
- F. The building is to be constructed under the following Rules and Regulations of the Building Codes of the State of Connecticut and consist of the following
 - 1. Current Building Code of State of Connecticut

1.8 MANDATORY OSHA CONSTRUCTION SAFETY AND HEALTH TRAINING

- A. All laborers, workers and mechanics working on the site are required to be certified as having successfully completed an OSHA construction safety and health course of at least 10 hours prior to performing any work on the project.

PART 2 PRODUCTS

2.1 PATCHING MATERIALS

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

PART 3 EXECUTION

3.1 EXAMINATION

- A. Prior to start of construction take photographs, videos or similar documentation as evidence of existing project conditions as follows:
 - 1. Exterior views: Spaces adjacent to all work areas.
- B. Verify that existing substrate surfaces are acceptable for subsequent work. Start of work means acceptance of existing conditions.
- C. Examine and verify specific conditions described in individual specification sections.

3.2 PREPARATION

- A. Apply manufacturer required or recommended substrate primer, sealer, or conditioner prior to applying any new material or substance in contact or bond, for new walls or opening in-fills and for all painting tasks.

3.3 PREINSTALLATION MEETINGS

- A. When required in individual specification sections, convene a preinstallation meeting at the site prior to commencing work of the section.
- B. Require attendance of parties directly affecting, or affected by, work of the specific section.
- C. Notify Owner and Construction Manager four days in advance of meeting date.
- D. Prepare agenda and preside at meeting:
 - 1. Review conditions of examination, preparation and installation procedures.
 - 2. Review coordination with related work.
- E. Record minutes and distribute copies within two days after meeting to participants, with two copies to Fuller and D'Angelo, P.C., Greenwich Public Schools, participants, and those affected by decisions made.

3.4 GENERAL INSTALLATION REQUIREMENTS

- A. Install products as specified in individual sections, in accordance with manufacturer's instructions and recommendations, and so as to avoid waste due to necessity for replacement.
- B. Make vertical elements plumb and horizontal elements level, unless otherwise indicated.
- C. Make neat transitions between different surfaces, maintaining texture and appearance.

3.5 ALTERATIONS

- A. Drawings showing existing construction and utilities are based on casual field observation only.
 - 1. Verify that construction and utility arrangements are as shown.
 - 2. Report discrepancies to Owner's Representative, Construction Manager, and Architect before disturbing existing installation.
 - 3. Beginning of alterations work constitutes acceptance of existing conditions.
- B. Remove existing work as indicated and as required to accomplish new work.
 - 1. Remove items indicated on drawings.
 - 2. Where new surface finishes are to be applied to existing work, perform removals, patch, and prepare existing surfaces as required to receive new finish; remove existing finish if necessary for successful application of new finish.
- C. Protect existing work to remain.

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1. Perform cutting to accomplish removals neatly and as specified for cutting new work.
 2. Repair adjacent construction and finishes damaged during removal work.
 3. Patch as specified for patching new work.
- D. Adapt existing work to fit new work: Make as neat and smooth transition as possible.
1. When existing finished surfaces are cut so that a smooth transition with new work is not possible, terminate existing surface along a straight line at a natural line of division and make recommendation to Fuller and D'Angelo, P.C..
- E. Patching: Where the existing surface is not indicated to be refinished, patch to match the surface finish that existed prior to cutting. Where the surface is indicated to be refinished, patch so that the substrate is ready for the new finish.
- F. Remove debris and abandoned items from alterations areas and dispose of off-site; do not burn or bury.
- G. Do not begin new construction in alterations areas before removals are complete.
- H. Comply with all other applicable requirements of this section.

3.6 CUTTING AND PATCHING

- A. See Alterations article above for additional requirements.
- B. Perform whatever cutting and patching is necessary to:
1. Complete the work.
 2. Fit products together to integrate with other work.
 3. Provide openings for penetration of, electrical, and other services.
 4. Match work that has been cut to adjacent work.
 5. Repair areas adjacent to cuts to required condition.
 6. Repair new work damaged by subsequent work.
 7. Remove samples of installed work for testing when requested.
 8. Remove and replace defective and non-conforming work.
- C. Execute work by methods that avoid damage to other work and that will provide appropriate surfaces to receive patching and finishing. In existing work, minimize damage and restore to original condition.
- D. Restore work with new products in accordance with requirements of Contract Documents.
- E. Patching:
1. Finish patched surfaces to match finish that existed prior to patching. On continuous surfaces, refinish to nearest intersection or natural break. For an assembly, refinish entire unit.
 2. Match color, texture, and appearance.
 3. Repair patched surfaces that are damaged, lifted, discolored, or showing other imperfections due to patching work. If defects are due to condition of substrate, repair substrate prior to repairing finish.
- F. Make neat transitions. Patch work to match adjacent work in texture and appearance. Where new work abuts or aligns with existing, perform a smooth and even transition.

3.7 MISCELLANEOUS PROVISIONS:

- A. Except as otherwise indicated comply with applicable requirements of Division- 23 sections for mechanical provisions within units of general (Divisions 2-14) work. Except as otherwise indicated, comply with applicable requirements of Division-26 sections for electrical provisions within units of general (Divisions 2-14) work.

3.8 FIRE PREVENTION AND CONTROL Refer to Section 01 3553

3.9 WATCHMAN

- A. The Owner will not provide watchman. The Contractor will be held responsible for loss or injury to persons or property or work where his work is involved and shall provide such watchman and take such precautionary measures as he may deem necessary to protect his own interests.

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3.10 SECURITY SYSTEM

- A. The existing building contains a security alarm system maintained and operated by the Owner. Access into the existing building shall not be permitted unless the owner is notified and arrangements made to deactivate the system.

3.11 SALVAGEABLE MATERIALS:

- A. The Owner will prepare a list of other than below salvageable items it wishes to retain. All salvageable items shall be delivered by the Contractor to a storage area designated by the Owner on site. All demolished equipment etc., except those items specifically requested by the Owner shall become the Contractor's property and shall be removed from the premises.
- B. Salvage all FOBS and access control related devices.
- C. Salvage all security system related devices.

3.12 PROGRESS CLEANING

- A. Maintain areas free of waste materials, debris, and rubbish. Maintain site in a clean and orderly condition.
- B. Remove debris and rubbish from pipe chases, plenums, attics, crawl spaces, and other closed or remote spaces, prior to enclosing the space.
- C. Broom and vacuum clean interior areas prior to start of surface finishing, and continue cleaning to eliminate dust.
- D. Collect and remove waste materials, debris, and trash/rubbish from site periodically and dispose off-site; do not burn or bury.
- E. The Contractor is responsible for their own daily debris removal into containers provided by the Contractor. Working areas are to be broom swept on a daily basis by the Contractor.
- F. The Contractor is responsible to provide dust protection for their construction-related activities.

3.13 PROTECTION OF INSTALLED WORK

- A. Protect installed work from damage by construction operations.
- B. Provide special protection where specified in individual specification sections.
- C. Provide temporary and removable protection for installed products. Control activity in immediate work area to prevent damage.

3.14 ADJUSTING

- A. Adjust operating products and equipment to ensure smooth and unhindered operation.
- B. Balance all systems
- C. Test and adjust BMS systems

3.15 FINAL CLEANING

- A. Final cleaning shall be the responsibility of the Contractor and all costs for final cleaning shall be included in the Base Bid. Final cleaning responsibility shall be limited to all new additions and areas where renovations occur.
- B. Execute final cleaning prior to final project assessment.
- C. Remove waste, surplus materials, trash/rubbish, and construction facilities from the site; dispose of in legal manner; do not burn or bury.
- D. Remove labels that are not permanent.
- E. Leave Project clean and ready for occupancy.
- F. 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.

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3.16 CLOSEOUT PROCEDURES Refer to Section 01 7800

3.17 MAINTENANCE

- A. Provide service and maintenance of components indicated in specification sections.

SECTION 01 7800
CLOSEOUT SUBMITTALS

PART 1 GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of each prime Contract, including General Conditions and other Division-1 Specification sections, apply to work of this section.

1.2 SECTION INCLUDES

- A. Project Record Documents.
- B. Maintenance Data.
- C. Warranties and Bonds.

1.3 RELATED REQUIREMENTS

- A. Agreement.
- B. Section 01 3000 - Administrative Requirements: Submittals procedures, shop drawings, product data, and samples.
- C. Individual Product Sections: Specific requirements for operation and/or maintenance data.
- D. Individual Product Sections: Warranties required for specific products or Work.

1.4 SUBSTANTIAL COMPLETION

- A. Refer to the Agreement for additional requirements.
- B. Preliminary Procedures: Before requesting inspection for determining date of Substantial Completion:
 - 1. Prepare a list of items to be completed and corrected, the value of items on the list, and reasons why the Work is not complete.
 - 2. Advise Owner, Architect, and Construction Manager of pending insurance changeover requirements.
 - 3. Obtain and submit releases permitting Owner's Representative, Architect, and Construction Manager unrestricted use of the Work and access to services and utilities. Include occupancy permits, operating certificates, and similar releases.
- C. Prior to issuance of the Certificate of Substantial Completion, submit, in writing, a request to the Owner, Owner's Representative, and Architect a request to perform site inspection for the purpose of preparing a "punch list".
- D. On receipt of request Owner's Representative, Architect, and Construction Manager will prepare a punch list. Certificate of Substantial Completion after completion of all punch list items or will notify Contractor of items, either punch list list or additional items identified by Architect, that must be completed or corrected before certificate will be issued
- E. Certificate of Substantial Completion will be issued after completion of all punch list items. Owner's Representative, Architect, and Construction Manager will notify Contractor of items, either punch list or additional items identified by Architect, that must be completed or corrected before certificate will be issued. After completion of "punch list" items submit the following:
 - 1. Application for Payment showing 100 percent completion for portion of the Work claimed as substantially completed the following:
 - 2. Warranties (guarantees).
 - 3. Maintenance Manuals and instructions.
 - 4. Indoor Quality Report
 - 5. Final cleaning.
 - 6. List of incomplete Work, recognized as exceptions to Architect's "punch list". .

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7. Architect's punch list certifying all punch list items have been completed and signed off by the Owner's Representative, Construction Manager, and Contractor.
 8. Removal of temporary facilities and services.
 9. Removal of surplus materials, rubbish and similar elements.
- F. Request re inspection when the Work identified in previous inspections as incomplete is completed or corrected, after one reinspection further architectural charges will be back-charged to the contractor on a T+M basis.
1. If necessary, re inspection will be repeated and the contractor shall pay for all additional inspections.

1.5 FINAL COMPLETION

- A. Refer to the Agreement for additional requirements.
- B. Preliminary Procedures: Before requesting final inspection for determining date of Final Completion, complete the following:
1. Inspection: Submit a written request for final inspection for acceptance. On receipt of request, Owner's Representative, Architect, and Construction Manager will either proceed with inspection or notify Contractor of unfulfilled requirements. Architect will not process a final Certificate for Payment until after the inspection or will notify Contractor of construction that must be completed or corrected before certificate will be issued.
- C. Following Final Inspection acceptance of work submit the following:
1. Submit Owners Affidavit of Final Payment.
 2. Submit a final Application for Payment.
 3. Submit certified copy of Architect's Substantial Completion punch list items endorsed and dated Contractor and Owner's Representative certifying each item has been completed or otherwise resolved for acceptance.
 4. Release of liens from contractor and all entitles of contractor.
 5. Consent of Surety to Final Payment.
 6. Final Liquidated Damages settlement statement, if applicable.
 7. Contractor's Affidavit of Release of Liens (AIA G706A).
 8. Contractors Affidavit of Payment of Debts and Claims (AIA G706)
 9. Certification of Payment of Prevailing Wage Rates.
 10. Contractor's certified statement that no asbestos containing material was incorporated into the project.
 11. HVAC and Plumbing sub contractors must provide test results upon completion from a State of Connecticut accredited testing lab certifying that all pipe insulation and joints on this project contain no asbestos.
 - a. This certification shall be based on a sampling of 10% of all linear feet of pipe insulation (unless manufacturer's certificate is submitted).
 12. All items per checklist at end of this section (no retainage reductions will be allowed until all closeout paperwork is received).

1.6 SUBMITTALS

- A. Contractor shall submit all documentation identified in this section within thirty (30) days from the time the Contractor submits the list of items to be corrected, as referred to in the Agreement in addition to other rights of the Owner set forth elsewhere in the Contract Documents, to include but not limited to withholding of final payment. If the documentation has not been submitted within thirty (30) day period, the Owner will obtain such through whatever means necessary. The Contractor shall solely be responsible for all expenses incurred by the Owner, provided the Owner has advised the Contractor of this action thirty 30 days prior to the culmination date and again, seven 7 days prior to the culmination date by written notice

- B. Project Record Documents: Submit documents to Fuller and D'Angelo, P.C. with claim for final Application for Payment.

PART 2 PRODUCTS - NOT USED

PART 3 EXECUTION

3.1 PROJECT RECORD DOCUMENTS

- A. Maintain on site one set of the following record documents; record actual revisions to the Work:
 - 1. Drawings.
 - 2. Specifications.
 - 3. Addenda.
 - 4. Change Orders and other modifications to the Contract.
 - 5. Reviewed shop drawings, product data, and samples.
 - 6. Manufacturer's instruction for assembly, installation, and adjusting.
- B. Ensure entries are complete and accurate, enabling future reference by Greenwich Public Schools.
- C. Store record documents separate from documents used for construction.
- D. Record information concurrent with construction progress.
- E. Specifications: Legibly mark and record at each product section description of actual products installed, including the following:
 - 1. Changes made by Addenda and modifications.
- F. Record Drawings and Shop Drawings: Legibly mark each item to record actual construction including:
 - 1. Field changes of dimension and detail.
 - 2. Details not on original Contract drawings.

3.2 RECORD DRAWINGS

- A. Record Prints: Maintain one set of blue- or black-line white prints of the Contract Drawings and approved Shop Drawings at the project site.
- B. Preparation: Mark Record Prints to show the actual installation where installation varies from that shown originally. Require individual or entity who obtained record data, whether individual or entity is Installer, subcontractor, or similar entity, to prepare the marked-up Record Prints.
 - 1. Accurately, neatly and clearly record information in an understandable drawing technique.
- C. Content: Types of items requiring marking include, but are not limited to, the following:
 - 1. Dimensional changes to Drawings.
 - 2. Locations and depths of underground utilities.
 - 3. Changes made by Change Order or Construction Change Directive.
 - 4. Details not on the original Contract Drawings.
- D. Mark the Contract Drawings or Shop Drawings, whichever is most capable of showing actual physical conditions, completely and accurately. If Shop Drawings are marked, show cross-reference on the Contract Drawings.
- E. Note Construction Change Directive numbers, alternate numbers, Change Order numbers, and similar identification, where applicable.
- F. Provide final record drawings on CD in PDF format.

3.3 FORMAT

- A. Identify and date each Record Drawing; include the designation "PROJECT RECORD DRAWING" in a prominent location. Contractor shall certify and sign. Provide one B+W set on full size set.
- B. Identify Record Drawing as follows:
 - 1. Project name.

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- a. Date.
- b. Designation "PROJECT RECORD DRAWINGS."
- c. Name of Architect and Owner's Representative.
- d. Name of Contractor.
- e. Contractor shall certify and sign each drawing

3.4 MAINTENANCE DATA FOR MATERIALS AND FINISHES

- A. For Each Product, Applied Material, and Finish:
- B. Instructions for Care and Maintenance: Manufacturer's recommendations for cleaning agents and methods, precautions against detrimental cleaning agents and methods, and recommended schedule for cleaning and maintenance.

3.5 ASSEMBLY OF OPERATION AND MAINTENANCE MANUALS

- A. Assemble operation and maintenance data into durable manuals for Greenwich Public Schools's personnel use, with data arranged in the same sequence as, and identified by, the specification sections.
- B. Where systems involve more than one specification section, provide separate tabbed divider for each system.
- C. Prepare instructions and data by personnel experienced in maintenance and operation of described products.
- D. Prepare data in the form of an instructional manual.
- E. Binders: Commercial quality, 8-1/2 by 11 inch three D side ring binders with durable plastic covers; 2 inch maximum ring size. When multiple binders are used, correlate data into related consistent groupings.
- F. Cover: Identify each binder with typed or printed title OPERATION AND MAINTENANCE INSTRUCTIONS; identify title of Project; identify subject matter of contents.
- G. Project Directory: Title and address of Project; names, addresses, and telephone numbers of Fuller and D'Angelo, P.C., Consultants, Contractor and subcontractors, with names of responsible parties.
- H. Tables of Contents: List every item separated by a divider, using the same identification as on the divider tab; where multiple volumes are required, include all volumes Tables of Contents in each volume, with the current volume clearly identified.
- I. Dividers: Provide tabbed dividers for each separate product and system; identify the contents on the divider tab; immediately following the divider tab include a description of product and major component parts of equipment.
- J. Text: Manufacturer's printed data, or typewritten data on 24 pound paper.
- K. Drawings: Provide with reinforced punched binder tab. Bind in with text; fold larger drawings to size of text pages.
- L. Arrange content by systems under section numbers and sequence of Table of Contents of this Project Manual.

3.6 WARRANTIES

- A. Obtain warranties executed in duplicate by responsible Subcontractors, suppliers, and manufacturers, within 10 days after completion of the applicable item of work. Except for items put into use with Greenwich Public Schools's permission, leave date of beginning of time of warranty until the Date of Substantial completion is determined.
- B. Verify that documents are in proper form, contain full information, and are notarized.
- C. Co-execute submittals when required.
- D. Retain warranties until time specified for submittal.

**CHECKLIST FOR PROJECT CLOSEOUT
AND PROCESSING OF FINAL PAYMENT**

**JOB TITLE: - Greenwich Public Schools Exterior Door Replacement Project and Related Work
Hamilton Avenue School**

CLOSE-OUT SUBMITTALS: (As Applicable)

[] WAGE & SUPPLEMENTS VERIFICATION FORM (COPY ATTACHED).

**THREE (3) 3-RING BINDER BROCHURES OF OPERATION AND MAINTENANCE
MANUALS FOR ALL EQUIPMENT INSTALLED ON THE PROJECT INCLUDING
THE FOLLOWING:**

[] ALL APPROVED SHOP DRAWINGS.

**[] NOTARIZED STATEMENT THAT ONLY NON-ASBESTOS MATERIALS
WERE INSTALLED ON THIS PROJECT.**

**[] FULLY EXECUTED CERTIFICATE OF SUBSTANTIAL COMPLETION: AIA
G704.**

**[] CONTRACTOR'S WRITTEN TWO-YEAR WARRANTY AND EXTENDED
WARRANTIES (IF ANY REQUIRED).**

[] PROJECT RECORD DOCUMENTS: SECTION 01 7800.

[] AS-BUILT DRAWINGS.

EVIDENCE OF PAYMENT AND RELEASE OF LIEN

[] CONTRACTOR'S AFFIDAVIT OF PAYMENT OF DEBTS AND CLAIMS: AIA G706.

**[] CONTRACTOR'S AFFIDAVIT OF RELEASE OF LIENS - AIA G706A PRIME
CONTRACTORS AND SUBCONTRACTORS.**

[] CONSENT OF SURETY TO FINAL PAYMENT AIA G707.

**REFER TO SECTION 017800 PAR 1.4 AND 1.5 FOR ADDITIONAL REQUIREMENTS. FINAL
PAYMENT WILL NOT BE PROCESSED UNTIL ALL ITEMS INDICATED ARE RECEIVED
IN ACCORDANCE WITH SECTION 01 7800 - CLOSEOUT SUBMITTALS.**

GREENWICH PUBLIC SCHOOLS
HAMILTON AVENUE SCHOOL
SELECT DOOR REPLACEMENT AND RELATED WORK
CLOSEOUT SUBMITTALS

Greenwich Public Schools
Contractor Wage and Supplement Certification

I _____ am an officer
of _____ (Prime Contractor
and am duly authorized to make this affidavit for the Public Contract for the Ossining Union Free School
District.

That I fully comprehend the terms and provisions of section 220-1 of the Labor Law.

That I have been issued a copy of the schedule of Wages and Supplements, as specified in the project
manual.

That I agree to pay the applicable Prevailing Wage and will pay or provide the supplements specified.

Contractor Signature President

Print Name

ACKNOWLEDGMENT:

STATE OF NEW YORK

COUNTY OF _____:SS.:

**On this _____ day of _____, 20____ before me personally came
_____ to me known and known to me to be the person described in and
who executed the foregoing instrument and acknowledged that he executed the same.**

Notary Public

County

GREENWICH PUBLIC SCHOOLS
HAMILTON AVENUE SCHOOL
SELECT DOOR REPLACEMENT AND RELATED WORK
CLOSEOUT SUBMITTALS

Greenwich Public Schools
Subcontractor Wage and Supplement Certification

That I am an officer of _____ and am duly authorized to make
this affidavit on behalf of the Subcontract to _____
(Prime Contractor) on Public Contract for the Greenwich Public School District.

That I fully comprehend the terms and provisions of section 220-1 of the Labor Law.

That I have been issued a copy of the schedule of Wages and Supplements, as specified in the project
manual.

That I agree to pay the applicable Prevailing Wage and will pay or provide the supplements specified.

Subcontractor

Signature

Print Name

President

ACKNOWLEDGMENT:

STATE OF NEW YORK

COUNTY OF _____:SS.:

**On this _____ day of _____, 20__ before me personally came
_____ to me known and known to me to be the person described in and
who executed the foregoing instrument and acknowledged that he executed the same.**

Notary Public

County

END OF SECTION

SECTION 03 3000
CAST-IN-PLACE CONCRETE

PART 1 GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 1 Specification Sections, apply to this Section.

1.2 SECTION INCLUDES

- A. Partial slab Removals.
- B. Patching of Slabs on patio.
- C. Reinforcing for new slabs patches to existing patio.
- D. Concrete reinforcement.
- E. Joint devices associated with concrete work.
- F. Finishes.
- G. Mix design.
- H. Placement procedure.

1.3 RELATED REQUIREMENTS

- A. Section 07 9200 - Joint Sealants: Products and installation for sealants and joint fillers for saw cut joints and isolation joints in slabs.
- B. Section 09 6725 - Epoxy Resin Flooring.
- C. REFERENCE STANDARDS
 - 1. ACI 117 - Standard Specifications for Tolerances for Concrete Construction and Materials; 2010.
 - 2. ACI 301 - Specifications for Structural Concrete; 2010 (Errata 2012).
 - 3. ACI 304R - Guide for Measuring, Mixing, Transporting, and Placing Concrete; 2000.
 - 4. ACI 308R - Guide to Curing Concrete; 2001 (Reapproved 2008).
 - 5. ASTM A775/A775M - Standard Specification for Epoxy-Coated Steel Reinforcing Bars; 2007b (Reapproved 2014).
 - 6. ASTM A884/A884M - Standard Specification for Epoxy-Coated Steel Wire and Welded Wire Reinforcement; 2014.
 - 7. ASTM A1064/A1064M - Standard Specification for Carbon-Steel Wire and Welded Wire Reinforcement, Plain and Deformed, for Concrete; 2015.
 - 8. ASTM C1602/C1602M - Standard Specification for Mixing Water Used in the Production of Hydraulic Cement Concrete; 2012.
 - 9. ASTM C33/C33M - Standard Specification for Concrete Aggregates; 2013.
 - 10. ASTM C94/C94M - Standard Specification for Ready-Mixed Concrete; 2015.
 - 11. ASTM C171 - Standard Specification for Sheet Materials for Curing Concrete; 2007.
 - 12. ASTM C685/C685M - Standard Specification for Concrete Made by Volumetric Batching and Continuous Mixing; 2014.
 - 13. ASTM C1059/C1059M - Standard Specification for Latex Agents for Bonding Fresh to Hardened Concrete; 2013.
- D. ASTM D2103 - Standard Specification for Polyethylene Film and Sheeting; 2015.
 - 1. ASTM D3963/D3963M - Standard Specification for Fabrication and Jobsite Handling of Epoxy-Coated Reinforcing Steel Bars; 2001 (Reapproved 2007).
- E. SUBMITTALS
 - 1. See Section 01 3000 - Administrative Requirements, for submittal procedures.

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HAMILTON AVENUE SCHOOL
SELECT DOOR REPLACEMENT AND RELATED WORK
CAST-IN-PLACE CONCRETE

2. Product Data: Submit manufacturers' data on manufactured products showing compliance with specified requirements and installation instructions.
 3. For curing compounds, provide data on method of removal in the event of incompatibility with floor covering adhesives.
 4. Mix Design: Submit proposed concrete mix design.
 - a. Indicate proposed mix design complies with requirements of ACI 301, Section 4 - Concrete Mixtures.
 5. Test Reports: Submit report for each test or series of tests specified.
- F. Material Certificates: For each of the following, signed by manufacturers:
1. Cementitious materials.
 2. Admixtures.
 3. Steel reinforcement and accessories.
 4. Curing compounds.
 5. Bonding agents.
 6. Adhesives.
 7. Joint-filler strips.
 8. Repair materials.

1.4 QUALITY ASSURANCE

- A. Perform work of this section in accordance with ACI 301 and ACI 318.
- B. Follow recommendations of ACI 305R when concreting during hot weather.
- C. Source Limitations: Obtain each type or class of cementitious material of the same brand from the same manufacturer's plant, obtain aggregate from one source, and obtain admixtures through one source from a single manufacturer.

1.5 DELIVERY, STORAGE, AND HANDLING

- A. Steel Reinforcement: Deliver, store, and handle steel reinforcement to prevent bending and damage.

1.6 PROJECT CONDITIONS

- A. Coordinate with the work of all other sections and separate contracts.

PART 2 PRODUCTS

2.1 FORMWORK

- A. Formwork Design and Construction: Comply with guidelines of ACI 347R to provide formwork that will produce concrete complying with tolerances of ACI 117. **Do not disturb existing piping with formwork.**

2.2 REINFORCEMENT MATERIALS

- A. Comply with requirements of Section 03 2000.
- B. Steel Welded Wire Reinforcement (WWR): Galvanized, plain type, ASTM A1064/A1064M.
 1. Form: Flat Sheets.
 2. Mesh Size: 1 x 1 .
 3. Wire .035

2.3 CONCRETE MATERIALS

- A. Cement: ASTM C150/C150M, Type I - Normal Portland type.
- B. Fine and Coarse Aggregates: ASTM C33/C33M.
- C. Water: ASTM C1602/C1602M; clean, potable, and not detrimental to concrete.

2.4 BONDING AND JOINTING PRODUCTS

- A. Latex Bonding Agent: Non-redispersable acrylic latex, complying with ASTM C1059/C1059M, Type II.

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CAST-IN-PLACE CONCRETE

1. Manufacturers:
 - a. Kaufman Products Inc; SureBond: www.kaufmanproducts.net/#sle.
 - b. SpecChem, LLC; Strong Bond Acrylic Bonder: www.specchemllc.com/#sle.
 - c. W. R. Meadows, Inc; ACRY-LOK-: www.wrmeadows.com/#sle.
 - d. Substitutions: See Section 01 2500 Substitution Procedures.
- B. Slab Isolation Joint Filler: 1/2 inch thick, height equal to slab thickness, with removable top section that will form 1/2 inch deep sealant pocket after removal.

2.5 CURING MATERIALS

- A. Moisture-Retaining Sheet: ASTM C171.
 1. Polyethylene film, clear, minimum nominal thickness of 4 mil, 0.004 inch.
- B. Water: Potable, not detrimental to concrete.

2.6 CONCRETE MIX DESIGN

- A. Concrete Strength: 4,000 psi, Establish required average strength for concrete on the basis of field experience, as specified in ACI 301.
 1. Aggregate: Well-graded, washed gravel, 1/8 to 1/4 inch (3 to 6 mm) or coarse sand as recommended by underlayment manufacturer.
 2. Compressive Strength: Not less than 4000 psi (29 MPa) at 28 days when tested according to ASTM C 109/C 109M.
- B. Normal Weight Concrete:
 1. Water-Cement Ratio: Maximum 0.45 .
 2. Total Air Content: 6 percent, determined in accordance with ASTM C173/C173M.
 3. Maximum Slump: 4 inches.
 4. Maximum Aggregate Size: 1/4 inch.
 5. Use bonding agent to adhere to existing slabs

2.7 MIXING

- A. On Project Site: Mix in drum type batch mixer, complying with ASTM C685/C685M. Mix each batch not less than 1-1/2 minutes and not more than 5 minutes.
- B. Adding Water: If concrete arrives on-site with slump less than suitable for placement, do not add water that exceeds the maximum water-cement ratio or exceeds the maximum permissible slump.

PART 3 EXECUTION

3.1 EXAMINATION

- A. Verify lines, levels, and dimensions before proceeding with work of this section.

3.2 PREPARATION

- A. Formwork: Comply with requirements of ACI 301. Design and fabricate forms to support all applied loads until concrete is cured, and for easy removal without damage to concrete.
- B. Coordinate placement of embedded items with erection of concrete and placement of accessories.
- C. Where new concrete is to be bonded to previously placed concrete, prepare existing surface by cleaning and applying bonding agent in according to bonding agent manufacturer's instructions.
 1. Use latex bonding agent only for non-load-bearing applications.
- D. In locations where new concrete is doweled to existing work, drill holes in existing concrete, insert steel dowels and pack solid with non-shrink grout.
- E. Interior Slabs on Grade: Install vapor retarder under interior slabs on grade. Lap joints minimum 6 inches. Seal joints, seams and penetrations watertight with manufacturer's recommended products and follow manufacturer's written instructions. Repair damaged vapor retarder before covering.

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CAST-IN-PLACE CONCRETE

1. Vapor Retarder Over Granular Fill: Install compactible granular fill before placing vapor retarder as indicated on drawings. Do not use sand.

3.3 INSTALLING REINFORCEMENT AND OTHER EMBEDDED ITEMS

- A. Fabricate and handle reinforcing in accordance with ASTM D3963/D3963M.
- B. Comply with requirements of ACI 301. Clean reinforcement of loose rust and mill scale, and accurately position, support, and secure in place to achieve not less than minimum concrete coverage required for protection.
- C. Install welded wire reinforcement in maximum possible lengths, and offset end laps in both directions. Splice laps with tie wire.

3.4 PLACING CONCRETE

- A. Place concrete for floor slabs in accordance with ACI 302.1R. Place atop pipes and sidewalls of scupper opening.
- B. Ensure reinforcement and formed construction joint devices will not be disturbed during concrete placement.
- C. Place concrete continuously without construction (cold) joints wherever possible; where construction joints are necessary, before next placement prepare joint surface by removing laitance and exposing the sand and sound surface mortar, by sandblasting or high-pressure water jetting.
- D. Finish floors level and flat, unless otherwise indicated, within the tolerances specified below.
- E. Finish floors level with adjacent existing concrete floors
- F. Prep for finish flooring as required.

3.5 SLAB JOINTING

- A. Locate joints as indicated on drawings.
- B. Anchor joint fillers and devices to prevent movement during concrete placement.

3.6 SEPARATE FLOOR TOPPINGS

- A. Prior to placing floor topping, roughen substrate concrete surface and remove deleterious material. Broom and vacuum clean.
- B. Place required dividers, edge strips, reinforcing, and other items to be cast in.
- C. Apply bonding agent to substrate in accordance with manufacturer's instructions.
- D. Place concrete floor toppings to required lines and levels.

3.7 MISCELLANEOUS CONCRETE ITEMS

- A. Filling In: Fill in holes and openings left in concrete structures and existing concrete locker bases, unless otherwise indicated, after work of other trades is in place. Mix, place, and cure concrete, as specified, to blend with in-place construction. Provide other miscellaneous concrete filling indicated or required to complete Work.

3.8 CONCRETE FINISHING

- A. Repair surface defects, immediately after removing formwork.
- B. Unexposed Form Finish: Rub down or chip off fins or other raised areas 1/4 inch or more in height.
- C. Concrete Slabs: Finish to requirements of ACI 302.1R, and as follows:
 1. Surfaces to Receive Thin Floor Coverings: "Steel trowel" as described in ACI 302.1R; thin floor coverings include resilient flooring, thin set ceramic tile, and Epoxy flooring.

3.9 CURING AND PROTECTION

- A. Comply with requirements of ACI 308R. Immediately after placement, protect concrete from premature drying, excessively hot or cold temperatures, and mechanical injury.

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- B. Maintain concrete with minimal moisture loss at relatively constant temperature for period necessary for hydration of cement and hardening of concrete.
- C. Surfaces Not in Contact with Forms:
 - 1. Final Curing: Begin after initial curing but before surface is dry.
 - a. Moisture-Retaining Sheet: Lap strips not less than 3 inches and seal with waterproof tape or adhesive; secure at edges.

3.10 FIELD QUALITY CONTROL

- A. An independent testing agency may perform field quality control tests, as specified in Section 01 4000 - Quality Requirements.
- B. Submit proposed mix design of each class of concrete to inspection and testing firm for review prior to commencement of concrete operations.
- C. Tests of concrete and concrete materials may be performed at any time to ensure compliance with specified requirements.
- D. Compressive Strength Tests: ASTM C39/C39M, for each test, mold and cure three concrete test cylinders. Obtain test samples for every 100 cubic yards or less of each class of concrete placed.

3.11 DEFECTIVE CONCRETE

- A. Repair or replacement of defective concrete will be determined by the Fuller and D'Angelo, P.C.. The cost of additional testing shall be borne by Contractor when defective concrete is identified.
- B. Do not patch, fill, touch-up, repair, or replace exposed concrete except upon express direction of Fuller and D'Angelo, P.C. for each individual area.

3.12 PROTECTION

- A. Do not permit traffic over unprotected concrete floor surface until fully cured.

END OF SECTION

**SECTION 06 1000
ROUGH CARPENTRY**

PART 1 GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 1 Specification Sections, apply to this Section.

1.2 SECTION INCLUDES

- A. Rough opening framing for doors, and related work
- B. Concealed wood blocking, nailers, furring and supports.
- C. Miscellaneous wood nailers, furring, and grounds.

1.3 RELATED REQUIREMENTS

- A. Section 01 6116 - Volatile Organic Compound (VOC) Content Restrictions.

1.4 REFERENCE STANDARDS

- A. PS 20 - American Softwood Lumber Standard; 2010.
- B. WCLIB (GR) - Standard Grading Rules for West Coast Lumber No. 17; 2004, and supplements.
- C. WWPA G-5 - Western Lumber Grading Rules; 2011.

1.5 SUBMITTALS

- A. See Section 01 3000 - Administrative Requirements, for submittal procedures.
- B. Product Data: Provide technical data on each type of lumber and fastener.
- C. Material Safety Data Sheets.

1.6 QUALITY ASSURANCE

- A. Installer Qualifications:
 - 1. A firm (Installer) with not less than 5 years experience installing comparable carpentry work, employing personnel skilled in the work specified.
 - 2. Pre-Application Conference: Attend the pre-roofing conference to discuss how the carpentry work will be performed and coordinated with other related work
 - 3. Lumber: Comply with PS 20 and approved grading rules and inspection agencies.
 - a. Acceptable Lumber Inspection Agencies: Any agency with rules approved by American Lumber Standards Committee.

1.7 DELIVERY, STORAGE, AND HANDLING

- A. General: Cover wood products to protect against moisture. Support stacked products to prevent deformation and to allow air circulation.

1.8 WARRANTY

- A. See Section 01 7800 - Closeout Submittals, for additional warranty requirements.

1.9 WARRANTY

- A. See Section 01 7800 - Closeout Submittals for additional warranty requirements.
- B. Correct defective Work within a two (2) year period after Date of Substantial Completion.

PART 2 PRODUCTS

2.1 GENERAL REQUIREMENTS

- A. Dimension Lumber: Comply with PS 20 and requirements of specified grading agencies.
 - 1. Species: Douglas Fir, Structural Grade unless otherwise indicated.
- B. Lumber fabricated from old growth timber is not permitted.

2.2 DIMENSION LUMBER

- A. Grading Agency: Western Wood Products Association; WWPA G-5.
- B. Sizes: Nominal sizes as indicated on drawings, S4S.
- C. Moisture Content: Kiln-dry or MC15. Provide fire retardant material in all concealed spaces..

2.3 ACCESSORIES

- A. Fasteners and Anchors:
 - 1. Stainless steel.
 - 2. Use screws wherever possible, minimum size diameter #12. If nails are used they shall be annular ring shank type. Do not use dry wall screws to secure wood blocking assemblies.
 - 3. Use stainless steel threaded adhesive anchors for fastening wood blocking to masonry.
 - a. Hilti "HIT-HY 200A" or approved equal for solid masonry locations.
 - b. Hilti "HIT-HY 270" or approved equal with composite mesh sleeves, for hollow masonry locations.
 - 4. Metal and Finish: Stainless steel for all applications and locations.
 - 5. Anchors: Toggle bolt type for anchorage to hollow masonry.

PART 3 EXECUTION

3.1 PREPARATION

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

3.2 INSTALLATION - GENERAL

- A. Coordinate the installation of carpentry items with the installation of the door system, and related work.
- B. Set carpentry work plumb and true, except provide slope at the top surfaces of horizontal members as indicated.
- C. Space fasteners to achieve adequate holding power, generally as follows:
 - 1. Anchor bolts embedded in concrete, drilled anchors into concrete or masonry, minimum embedment 1" and minimum edge distance 2", screws into a steel deck or structural steel member, or screws into wood framing: 12 inches on center.
 - 2. Install two rows of fasteners on blocking wider than 6 inches.
 - 3. Fit carpentry work neatly scribed and cut to fit within 1/8 inch of adjoining materials. Position furring, nailers, blocking, shims and similar supports for the proper attachment of subsequent work.
 - 4. All fastening work to comply with wind loading of door frame system.

3.3 FRAMING INSTALLATION - TEMP WALLS

- A. Set structural members level, plumb, and true to line. Discard pieces with defects that would lower required strength.
- B. Make provisions for temporary construction loads, and provide temporary bracing sufficient to maintain structure in true alignment and safe condition until completion of erection and installation of permanent bracing.
- C. Install structural members full length without splices.
- D. Comply with member sizes, spacing, and configurations indicated, and fastener size and spacing indicated, but not less than required by applicable codes.
- E. Construct double joist headers at floor and ceiling openings and under wall stud partitions that are parallel to floor joists; use metal joist hangers unless otherwise detailed.
- F. Frame wall openings with two or more studs at each jamb; support headers on cripple studs for temp doors. Use painted A-C plywood for barriers.

3.4 BLOCKING, NAILERS, AND SUPPORTS

- A. Provide framing and blocking members as indicated or as required to support finishes, fixtures, specialty items, and trim.
- B. In metal stud walls, provide continuous blocking around door and window openings for anchorage of frames, securely attached to stud framing.
- C. Where ceiling-mounting is indicated, provide blocking and supplementary supports above ceiling, unless other method of support is explicitly indicated.
- D. Provide the following specific non-structural framing and blocking:
 - 1. Door Frame system as required..

3.5 FIELD QUALITY CONTROL

- A. See Section 01 4000 - Quality Requirements, for additional requirements.

3.6 CLEANING, PROTECTION AND WATERTIGHTNESS

- A. Conduct an inspection of the interior and exterior of the building and grounds, and submit a written report of any pre-existing leakage or damage, prior to performing any work.
- B. The Architect will conduct a similar inspection at the completion of the work, and the Contractor will be back-charged for all leakage or damage which was not documented in the Contractor's report, or repaired to the Owners satisfaction at the Contractor's expense.
- C. Provide any equipment, material and labor necessary to protect the site, the building, its contents and occupants, pedestrians, and surrounding landscaped and paved areas from damage due to the construction work or from inclement weather during construction.
- D. Do not perform work during inclement weather. Protect incomplete work and the building from damage by inclement weather which may occur unexpectedly. Make all work areas watertight at the end of each day's work.
- E. Frequently clean up all refuse, rubbish, scrap materials and debris so the work site presents a neat, orderly and workmanlike appearance.
- F. Carefully sweep areas of work to remove all residual debris upon the completion of all work. After cleaning the roof, thoroughly clean all drain sumps and drain lines, leader heads and leaders. Do not allow debris to enter the drain lines, leaders or underground drain lines

END OF SECTION

SECTION 07 6200
SHEET METAL FLASHINGS & SPECIALTIES

PART 1 GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the contract, including General and Supplementary Conditions and Division 1 Specification Sections, apply to this Section.

1.2 DESCRIPTION OF WORK

- A. Sheet metal work that is compatible with the roofing systems specified, gutters, leaders, and specialties.
- B. Provide concrete splashblock - custom size.

1.3 QUALITY ASSURANCE

- A. Installer Qualifications:
 - 1. A firm (Installer) with not less than 5 continuous years experience performing Sheet Metal work similar to that required for this project, employing personnel skilled in the specified work.
 - a. The Installer shall directly employ the personnel performing the work of this section.
 - b. The Installer shall have a full time supervisor/foreman on the roof when work is in progress. The Supervisor shall have a minimum of 5 years experience in work similar in nature and scope to this project, and speak fluent English.
 - 2. The Installer shall provide a reference list of at least three projects of comparable size and similar design, within a fifty mile radius of this project, which may be observed by representatives of the Owner:
 - a. The reference list shall include at a minimum, the completion date, a description of the work performed, the Owner's name - contact person - phone number and address and the Architect's name - contact person and phone number.
 - b. The Installer shall provide the reference list prior to contract award if requested.
- B. Material Quality:
 - 1. Obtain each product from a single Manufacturer which has manufactured the same product in the United States of America for not less than 5 continuous years.
 - 2. Obtain copper and pre-finished sheet metal items from the same mill run to maintain consistent color hue and surface finish.
- C. Pre-Work Conference: Meet at the project site approximately one week prior to starting work, with the Architect, Owner and other representatives concerned about the work, to discuss the following:
 - 1. Generally accepted industry practice, the Manufacturer's instructions for handling and installing his products, and specified work requirements.
 - 2. The condition of the substrate, curbs, penetrations and other preparatory work needed.
 - 3. Submittals, both completed and yet to be completed.
 - 4. The construction schedule, forecast weather, availability of materials, personnel, equipment and facilities needed to proceed and complete the work on schedule.

1.4 SUBMITTALS

- A. Submit the following items far enough in advance to obtain approval prior to performing any work:
 - 1. Shop drawings, or 2 foot long samples, for each sheet metal item, to show how it relates and fits on adjoining masonry and wood blocking assemblies, and with the roof, stripping, and flashings.
 - 2. A 6 inch square piece of each type of sheet metal to show surface finish, texture and color.
 - 3. Literature for each type of sheet metal, sealant and fastener, including the Manufacturer's instructions which show how to install the items, and form and seal joints.
- B. Simultaneously provide all technical submittals needed for this project, for all technical sections, collated by section.

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1. Technical submittals shall be prepared and made by the firm that will perform the actual work.
- C. Payment requisitions will not be processed until all submittals are received and approved.

1.5 GUARANTEE

- A. Provide a Contractor's written Guarantee which warrants that all work will remain free of material and workmanship defects and in a watertight condition for a two year period beginning upon Final Completion:
 1. Defective work includes but is not limited to the following types of failure: leakage, adhesive separation, splitting, cracking, and undue expansion.
 2. The Contractor's Guarantee shall provide that the Contractor will make the repairs and modifications necessary to enable the work to perform as warranted at his own expense.
 3. The Guarantee shall include the removal and replacement of items or materials installed as part of the original work, if removal is needed to affect guaranteed repairs.
- B. The Guarantee shall be issued no more than 30 days before the satisfactory completion of punch list work.

PART 2 PRODUCTS

2.1 MATERIALS

- A. Aluminum gutter #3105-H14 alloy aluminum, minimum thickness .040 inches unless otherwise indicated, factory finished with a Fluoropolymer Kynar 500 finish, color as selected by the Architect, to match from the full range of custom and standard colors.
- B. Fasteners: stainless steel, straps and fasteners or to match the sheet metal being fastened.
- C. Concrete splash block, custom size, see plans.

PART 3 EXECUTION

3.1 GENERAL

- A. Accurately reproduce the details and design shown, and form profiles, bends and intersections, sharp, true and even. Fabricate gutter metal in the shop whenever possible, and form joints, laps, splices and connections to shed water in the direction of flow.
- B. Provide any miscellaneous flashing and sheet metal work not shown on the drawings but otherwise needed to leave the project complete and entirely watertight, neatly and carefully executed in a thorough and workmanlike manner.

3.2 INSPECTION

- A. Examine surfaces to receive work of this section and report any defects to the Owner. Commencement of work will be construed as complete acceptance of surfaces.

3.3 INSTALLATION

- A. Fabricate and install gutter work in accordance with standard practice, unless otherwise indicated.
 1. Form all joints, except loose locked sealant filled expansion joints, to overlap 1/2 inches.
 2. Secure the joints with rivets spaced 1 inch on center positioned about 1/2 inch from the top edge of the joint, provide sealant within overlap.
- B. Securely fasten and anchor all work, and make provisions for thermal expansion. Submit details of expansion joints for approval. Install fasteners through one edge of metal only, use a hook strip on the other edge.
- C. Use stainless steel pin Zamac type nail-in fasteners, or stainless steel screws and washers with neoprene inserts where fasteners will be exposed.

3.4 CLEANING, PROTECTION AND WATERTIGHTNESS

- A. Conduct an inspection of the interior and exterior of the building and grounds, and submit a written report with photos to document any pre-existing leakage or damage, prior to performing any work.

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- B. The Owner will conduct a similar inspection at the completion of the work, and the Contractor will be charged for all leakage or damage which was not documented in the Contractor's report, or repaired to the Owners satisfaction at the Contractor's expense.
- C. Provide any equipment, material and labor necessary to protect the site, the building, its contents and occupants, pedestrians, and surrounding landscaped and paved areas from damage due to the construction work or from inclement weather during construction.
- D. Do not perform work during inclement weather. Protect incomplete work and the building from damage by inclement weather which may occur unexpectedly. Make all work areas watertight at the end of each day's work.
- E. Frequently clean up all refuse, rubbish, scrap materials and debris so the work site presents a neat, orderly and workmanlike appearance.
- F. Carefully clean the roof to remove all residual debris when work is complete. After cleaning the roof, thoroughly clean all drain sumps, drain lines, leader heads and leaders. Do not allow debris to enter the drainage system.

END OF SECTION

**SECTION 07 9200
JOINT SEALANTS**

PART 1 GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 1 Specification Sections, apply to this Section.

1.2 SECTION INCLUDES

- A. Nonsag gunnable joint sealants.
- B. Self-leveling pourable joint sealants.
- C. Joint Sealants under all sills
- D. Joint backings and accessories.

1.3 RELATED REQUIREMENTS

- A. Section 01 6116 - Volatile Organic Compound (VOC) Content Restrictions: Additional requirements for sealants and primers.
- B. Section 07 8400 - Firestopping: Firestopping sealants.
- C. Section 08 1116 - Aluminum Doors and Aluminum Frames.
- D. Section 08 7100 - Door Hardware: Setting exterior door thresholds in sealant.

1.4 REFERENCE STANDARDS

- A. ASTM C661 - Standard Test Method for Indentation Hardness of Elastomeric-Type Sealants by Means of a Durometer; 2006 (Reapproved 2011).
- B. ASTM C919 - Standard Practice for Use of Sealants in Acoustical Applications; 2012.
- C. ASTM C920 - Standard Specification for Elastomeric Joint Sealants; 2014.
- D. ASTM C1087 - Standard Test Method for Determining Compatibility of Liquid-Applied Sealants with Accessories Used in Structural Glazing Systems; 2000 (Reapproved 2011).
- E. ASTM C1193 - Standard Guide for Use of Joint Sealants; 2013.
- F. ASTM C1330 - Standard Specification for Cylindrical Sealant Backing for Use with Cold Liquid-Applied Sealants; 2002 (Reapproved 2013).

1.5 SUBMITTALS

- A. See Section 01 3000 - Administrative Requirements, for submittal procedures.
- B. Product Data for Sealants: Submit manufacturer's technical data sheets for each product to be used, that includes the following.
 - 1. Physical characteristics, including movement capability, VOC content, hardness, cure time, and color availability.
 - 2. List of backing materials approved for use with the specific product.
 - 3. Substrates that product is known to satisfactorily adhere to and with which it is compatible.
 - 4. Substrates the product should not be used on.
 - 5. Substrates for which use of primer is required.
 - 6. Sample product warranty.
 - 7. Certification by manufacturer indicating that product complies with specification requirements.
- C. Product Data for Accessory Products: Submit manufacturer's technical data sheet for each product to be used, including physical characteristics, installation instructions, and recommended tools.
- D. Color Cards for Selection: Where sealant color is not specified, submit manufacturer's color cards showing standard colors available for selection.

1.6 QUALITY ASSURANCE

- A. Manufacturer Qualifications: Company specializing in manufacturing the products specified in this section with minimum five (5) years documented experience.
- B. Installer Qualifications: Company specializing in performing the work of this section and with at least three years of documented experience.
- C. Field Quality Control Plan:
 - 1. Visual inspection of entire length of sealant joints.

1.7 MOCK-UP

- A. Mockups: Before installing joint sealants, apply elastomeric sealants as follows to verify selections made under sample submittals and to demonstrate aesthetic effects and qualities of materials and execution:
 - 1. Joints in mockups of assemblies specified in other Sections that are indicated to receive elastomeric joint sealants, which are specified by reference to this Section.
- B. Construct mock-up with specified sealant types and with other components noted.
- C. Locate where directed.
- D. Mock-up may remain as part of the Work.

1.8 WARRANTY

- A. See Section 01 7800 - Closeout Submittals, for additional warranty requirements.
- B. Correct defective work within a five year period after Date of Substantial Completion.
- C. Warranty: Include coverage for installed sealants and accessories that fail to achieve watertight seal, exhibit loss of adhesion or cohesion, or do not cure.

PART 2 PRODUCTS

2.1 MANUFACTURERS

- A. Non-Sag Sealants: Permits application in joints on vertical surfaces without sagging or slumping.
 - 1. Dow Corning Corporation: www.dowcorning.com/construction/#sle.
 - 2. Sika Corporation: www.usa-sika.com.
 - 3. W.R. Meadows, Inc: www.wrmeadows.com/sle.
- B. Self-Leveling Sealants: Pourable or self-leveling sealant that has sufficient flow to form a smooth, level surface when applied in a horizontal joint.
 - 1. Sika Corporation: www.usa-sika.com/#sle.
 - 2. W.R. Meadows, Inc: www.wrmeadows.com/#sle.

2.2 JOINT SEALANT APPLICATIONS

- A. Scope:
 - 1. Exterior Joints: Seal open joints, whether or not the joint is indicated on drawings, unless specifically indicated not to be sealed. Exterior joints to be sealed include, but are not limited to, the following items.
 - a. Joints between door, window, and other frames and adjacent construction.
 - b. Other joints indicated.
 - 2. Interior Joints: Do not seal interior joints unless specifically indicated to be sealed. Interior joints to be sealed include, but are not limited to, the following items.
 - a. Joints between door, window, and other frames and adjacent construction.
 - b. Other joints indicated below.
 - 3. Do not seal the following types of joints.
 - a. Joints indicated to be treated with manufactured expansion joint cover or some other type of sealing device.

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- b. Joints where sealant is specified to be provided by manufacturer of product to be sealed.
 - c. Joints where installation of sealant is specified in another section.
 - d. Joints between suspended panel ceilings/grid and walls.
- B. Vertical Exterior Joints: Use non-sag non-staining silicone sealant, unless otherwise indicated.
- C. Interior Vertical Joints: Use non-sag non-staining silicone sealant, unless otherwise indicated.
 - 1. Joints between Fixtures in Wet Areas and Floors, Walls, and Ceilings: Mildew-resistant silicone sealant; white.
- D. Sealant for Expansion Joints located at Door sills
 - 1. Use non sag sealant

2.3 JOINT SEALANTS - GENERAL

- A. Sealants and Primers: Provide products with levels of volatile organic compound (VOC) content as indicated in Section 01 6116.

2.4 NONSAG JOINT SEALANTS

- A. Mildew-Resistant Silicone Sealant: ASTM C920, Grade NS, Uses M and A; single component, mildew resistant; not expected to withstand continuous water immersion or traffic.
 - 1. Color: varies.
 - 2. Applications: Use for:
 - a. Use for all perimeter joints of exterior applications around doors.. Color to be reviewed
 - b. Use under door sills. Color to be reviewed
 - 3. Manufacturers:
 - a. 786 Mildew Resistant; Dow Corning.
 - b. Sika Corporation; Sikasil GP: www.usa-sika.com/#sle.
 - 4. Substitutions: 01 2500 - Substitution Procedures

2.5 SELF-LEVELING SEALANTS

- A. Self-Leveling Silicone Sealant: ASTM C920, Grade P, Uses M and A; single or multicomponent, explicitly approved by manufacturer for traffic exposure when recessed below traffic surface; not expected to withstand continuous water immersion.
 - 1. Movement Capability: Plus 100 percent, minus 50 percent, minimum.
 - 2. Hardness Range: 0 to 15, Shore A, when tested in accordance with ASTM C661.
 - 3. Color: To be selected by Fuller and D'Angelo, P.C. from manufacturer's standard range.
 - 4. Service Temperature Range: Minus 40 to 180 degrees F.
 - 5. Manufacturers:
 - a. Sika Corporation; Sikaflex 1c SL: www.usa-sika.com/#sle.
 - b. Use for all horizontal exterior joints and under saddles.
 - c. Substitutions: 01 2500 - Substitution Procedures

2.6 ACCESSORIES

- A. Backer Rod: Cylindrical cellular foam rod with surface that sealant will not adhere to, compatible with specific sealant used, and recommended by backing and sealant manufacturers for specific application.
 - 1. Type for Joints Not Subject to Pedestrian or Vehicular Traffic: ASTM C1330; Type O - Open Cell Polyurethane.
 - 2. Type for Joints Subject to Pedestrian or Vehicular Traffic: ASTM C1330; Type C - Closed Cell Polyethylene.
 - 3. Open Cell: 40 to 50 percent larger in diameter than joint width. (Not to be used in flat or horizontal joints)
 - 4. Closed Cell and Bi-Cellular: 25 to 33 percent larger in diameter than joint width. (Use for flat and horizontal joints)

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- B. Backing Tape: Self-adhesive polyethylene tape with surface that sealant will not adhere to and recommended by tape and sealant manufacturers for specific application.
- C. Masking Tape: Self-adhesive, nonabsorbent, non-staining, removable without adhesive residue, and compatible with surfaces adjacent to joints and sealants.
- D. Primers: Type recommended by sealant manufacturer to suit application; non-staining.

PART 3 EXECUTION

3.1 EXAMINATION

- A. Verify that joints are ready to receive work.
- B. Verify that backing materials are compatible with sealants.
- C. Verify that backer rods are of the correct size.

3.2 PREPARATION

- A. Remove loose materials and foreign matter that could impair adhesion of sealant.
- B. Clean joints, and prime as necessary, in accordance with manufacturer's instructions.
- C. Perform preparation in accordance with manufacturer's instructions and ASTM C1193.
- D. Mask elements and surfaces adjacent to joints from damage and disfigurement due to sealant work; be aware that sealant drips and smears may not be completely removable.

3.3 INSTALLATION

- A. Perform work in accordance with sealant manufacturer's requirements for preparation of surfaces and material installation instructions.
- B. Perform installation in accordance with ASTM C1193.
- C. Measure joint dimensions and size joint backers to achieve width-to-depth ratio, neck dimension, and surface bond area as recommended by manufacturer, except where specific dimensions are indicated.
- D. Install bond breaker backing tape where backer rod cannot be used.
- E. Install sealant free of air pockets, foreign embedded matter, ridges, and sags, and without getting sealant on adjacent surfaces.
- F. Do not install sealant when ambient temperature is outside manufacturer's recommended temperature range, or will be outside that range during the entire curing period, unless manufacturer's approval is obtained and instructions are followed.
- G. Nonsag Sealants: Tool surface concave, unless otherwise indicated; remove masking tape immediately after tooling sealant surface.
- H. Self-leveling joints: Recess joint depth as recommended by the sealant manufacturer.

3.4 FIELD QUALITY CONTROL

- A. See Section 01 4000 - Quality Requirements for additional requirements.
- B. Perform field quality control inspection/testing as specified in PART 1 under QUALITY ASSURANCE article.
- C. Remove and replace failed portions of sealants using same materials and procedures as indicated for original installation.

END OF SECTION

SECTION 08 4313
ALUMINUM-FRAMED STOREFRONTS

PART 1 GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General Conditions and Division 1 Specification Sections, apply to this Section.

1.2 SECTION INCLUDES

- A. Fire rated Aluminum framed storefronts
- B. Infill panels of glass
- C. Aluminum doors and frames.
- D. Weatherstripping.
- E. Foam framing seal.
- F. Connections to building structure, metal framing and gypsum board, anchors, shims, fasteners, inserts, accessories, and support brackets.

1.3 RELATED REQUIREMENTS

- A. Section 07 8400 - Firestopping: Firestop at system junction with structure.
- B. Section 07 9200 - Joint Sealants: Sealing joints between frames and adjacent construction.
- C. Section 08 7100 - Door Hardware: Hardware items other than specified in this section.
- D. Section 08 8000 - Glazing: Glass, Fire rated Glass and glazing accessories.
- E. Section 09 9123 - Interior Painting: .

1.4 REFERENCE STANDARDS

- A. Aluminum Association (AA)
 - 1. Aluminum Construction Manual
 - 2. Specifications for Aluminum Structures
- B. AAMA CW-10 - Care and Handling of Architectural Aluminum From Shop to Site; 2015.
- C. AAMA 501.2 - Field Check of Metal Storefronts, Curtain Walls, and Sloped Glazing Systems for Water Leakage; 2009.
- D. AAMA 503-92 Voluntary Specification for Field Testing of Metal Storefronts, Curtain Wall and Sloped Glazing Systems
- E. AAMA 1503 - Voluntary Test Method for Thermal Transmittance and Condensation Resistance of Windows, Doors and Glazed Wall Sections; 2009.
- F. ASTM B209/B209M - Standard Specification for Aluminum and Aluminum-Alloy Sheet and Plate; 2021.
- G. ASTM B209 - Standard Specification for Aluminum and Aluminum-Alloy Sheet and Plate; 2014.
- H. ASTM B221 - Standard Specification for Aluminum and Aluminum-Alloy Extruded Bars, Rods, Wire, Profiles, and Tubes; 2014.
- I. ASTM C 509 Specification for cellular Elastomeric Preformed Gasket and Sealing
- J. ASTM C 864 Specification for Dense Elastomeric Compression Seal Gasket and Material
- K. ASTM D 2240 Standard Test Method for Rubber Property - Durometer Hardness.
- L. ASTM E783 - Standard Test Method for Field Measurement of Air Leakage Through Installed Exterior Windows and Doors; 2002 (Reapproved 2010).
- M. ASTM E 774 Specification for Sealed Insulating Glass
- N. AISC American Institute for Steel Construction Manual of Steel Construction

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- O. ANSI Z 97.1 Glazing Materials Used in Buildings, Safety Performance Specifications and Methods of Test
- P. DWS 1.1 Structural Welding Code

1.5 ADMINISTRATIVE REQUIREMENTS

- A. Coordinate with installation of other components that comprise the exterior enclosure.
- B. Preinstallation Meeting: Conduct a preinstallation meeting one week before starting work of this section; require attendance by all affected installers.

1.6 SUBMITTALS

- A. See Section 01 3000 - Administrative Requirements for submittal procedures.
- B. Product Data: Provide component dimensions, describe components within assembly, anchorage and fasteners, glass and infill, internal drainage details.
- C. Shop Drawings: Indicate system dimensions, framed opening requirements and tolerances, affected related work, expansion and contraction joint location and details, and field welding required.
- D. Samples: Submit two samples, 12"x12" in size illustrating finished aluminum surface, glass infill panels,, glazing materials.
- E. Manufacturer's Certificate: Certify that the products supplied meet or exceed the specified requirements.
- F. Design Data: Provide framing member structural and physical characteristics, engineering calculations, dimensional limitations and anchorage..
- G. Hardware Schedule: Complete itemization of each item of hardware to be provided for each door, cross-referenced to door identification numbers in Contract Documents.
- H. Field Quality Control Submittals: Report of field testing for water penetration and air leakage.
- I. Designer's qualification statement.
- J. Manufacturer's qualification statement.
- K. Installer's qualification statement.
- L. Specimen warranty.
- M. Product Test Reports: Provide comprehensive test reports not more than four years old prepared by a qualified testing agency for each window type being used on the project. Test reports based on the use of downsized test units will not be accepted
- N. Warranty: Submit manufacturer warranty and ensure forms have been completed in Greenwich Public Schools's name and registered with manufacturer.
- O. Warranty Period: Manufacturer's and installers shall provide Two (2) years from Date of Substantial Completion of the project.

1.7 QUALITY ASSURANCE

- A. Manufacturer Qualifications: Company specializing in performing work of type specified and with at least three years of documented experience.
- B. Installer Qualifications: Company specializing in performing work of type specified and with at least three years of documented experience.

1.8 PRE-INSTALLATION MEETING

- A. Conduct pre installation meeting one week prior to installation.

1.9 DELIVERY, STORAGE, AND HANDLING

- A. Handle products of this section in accordance with AAMA CW-10.
- B. Protect finished aluminum surfaces with wrapping. Do not use adhesive papers or sprayed coatings that bond to aluminum when exposed to sunlight or weather.

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1.10 FIELD CONDITIONS

- A. Do not install sealants when ambient temperature is less than 40 degrees F. Maintain this minimum temperature during and 48 hours after installation.

1.11 WARRANTY

- A. See Section 01 7800 - Closeout Submittals for additional warranty requirements.
- B. Correct defective Work within a five year period after Date of Substantial Completion for aluminum doors.
- C. Correct defective Work within a ten year period after Date of Substantial Completion.
- D. Provide 10 year manufacturer warranty against failure of glass seal on insulating glass units, including interpane dusting or misting. Include provision for replacement of failed units.
- E. Provide 10 year manufacturer warranty against excessive degradation of exterior finish. Include provision for replacement of units with excessive fading, chalking, or flaking.
- F. In addition the manufacturer further certifies that they have factory installed all hardware and such hardware is also guaranteed not to come loose during the guarantee period.

PART 2 PRODUCTS

2.1 MANUFACTURERS

- A. Fire rated Aluminum Storefront System:
 - 1. SAFTIFIRST Safety and Fire Technology Inc.
www.safti.com 888.653.3333
SuperLite II-XL 45 IGU glass per indicated rating (See glazing Section)
 - 2. Exterior location, Basis of Design:
 - a. GPX Architectural Series Framing, 45 Minute Fire Resistive GPX openings
 - b. 2-1/2" x 4-1/2" frame
 - c. GPX Builder Series fire protective doors, and transoms, 45 minute rated
 - d. Glass, Super lite 11-XL 45 IGU Starphire Ultra-Clear® Glass by Vitro
 - e. Weather stripping
 - f. Fire Rated Frame and Fire Rated Glass to come as one component system from SaftiFirst
- B. Substitutions: See Section 01 2500 - Substitution Procedures.

2.2 COMPONENTS

- A. EXTERIOR SYSTEM AND EXTERIOR WINDOWS AS INDICATED ON THE DRAWINGS.
 - 1. 45 minute fire rated system: (See SAFTIFIRST above) Factory fabricated, factory finished aluminum framing members with glass infill, and related, anchorage and attachment devices.
 - a. Framing Members: Tubular aluminum sections.
 - b. Unitized, shop assembly.
 - c. Glazing Rabbet: For 1 3/4" fire resistive safety glazing.
 - d. Finish: High performance organic coatings.
 - a) Factory finish all surfaces that will be exposed in completed assemblies.
 - e. **Finish Color:** As selected by the Architect from the manufacturers standard and premium range of colors. Include all metallic colors. .
 - f. Fabrication: Joints and corners flush, hairline, and weatherproof, accurately fitted and secured; prepared to receive anchors and hardware; fasteners and attachments concealed from view; reinforced as required for imposed loads.
 - g. Construction: Eliminate noises caused by wind and thermal movement, prevent vibration harmonics, and prevent "stack effect" in internal spaces.

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- h. Movement: Allow for movement between storefront and adjacent construction, without damage to components or deterioration of seals.
- i. Perimeter Clearance: Minimize space between framing members and adjacent construction while allowing expected movement.

2. Performance Requirements

2.3 MATERIALS

- A. Extruded Aluminum: ASTM B221 (ASTM B221M).
- B. Sheet Aluminum: ASTM B209/B209M.
- C. Structural Supporting Anchors Attached to Structural Steel: Design for bolted attachment.
- D. Meeting stiles, on pairs of doors, are to have pile weather stripping in an adjustable astragal.
- E. Fasteners: Stainless steel.
- F. Perimeter Sealant: Type specified in Section 07 9200 - Joint Sealants.

2.4 FINISHES

- A. High Performance Organic Coating: AAMA 2604; multiple coats, thermally cured fluoropolymer system.
 - 1. Manufacturers:
 - a. Sherwin-Williams Company; Powdura 4000: oem.sherwin-williams.com/#sle.

2.5 HARDWARE

- A. Door Hardware: As specified in Section 08 7100.

2.6 FABRICATION

- A. Fabricate components with minimum clearances and shim space around perimeter of assembly, yet enabling installation and dynamic movement of perimeter seal.
- B. Accurately fit and secure joints and corners. Make joints flush, hairline and weatherproof.
- C. General: Fabricate aluminum entrance and storefront components and swing doors to designs, sizes and thickness indicated and to comply with indicated standards. Sizes and profile requirements are indicated on the drawings. Variable dimensions are indicated, with maximum and minimum dimensions required, to achieve design requirements and coordination with other work.
- D. Thermal-Break Construction: Fabricate storefront framing system with an internally concealed, low-conductible thermal barrier, located between exterior materials and exposed interior members to eliminate direct metal-to-metal contact. Use manufacturer's standard construction that has been in use for similar projects for period of not less than 3 years.
- E. Dissimilar Metals: Separate dissimilar metals with bituminous paint, or a suitable sealant, or a non-absorptive plastic or elastomeric tape, or a gasket between the surfaces. Do not use coatings containing lead

PART 3 EXECUTION

3.1 EXAMINATION

- A. Verify dimensions, tolerances, and method of attachment with other work.
- B. Verify that storefront wall openings and adjoining water-resistive and/or air barrier seal materials are ready to receive work of this section.

3.2 INSTALLATION

- A. Install wall system in accordance with manufacturer's instructions.
- B. Attach to structure to permit sufficient adjustment to accommodate construction tolerances and other irregularities.
- C. Provide alignment attachments and shims to permanently fasten system to building structure.

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- D. Align assembly plumb and level, free of warp or twist. Maintain assembly dimensional tolerances, aligning with adjacent work.
- E. Provide thermal isolation where components penetrate or disrupt building insulation.
- F. Install sill flashings. Turn up ends and edges; seal to adjacent work to form water tight dam.
- G. Where fasteners penetrate sill flashings, make watertight by seating and sealing fastener heads to sill flashing.
- H. Pack fibrous insulation in shim spaces at perimeter of assembly to maintain continuity of thermal barrier.
- I. Set thresholds in bed of sealant and secure.
- J. See Section 08 7100 for hardware installation requirements.
- K. Install glass and infill panels using glazing method required to achieve performance criteria; see Section 08 8000.
- L. Install perimeter sealant in accordance with Section 07 9200 - Joint Sealants.
- M. Touch-up minor damage to factory applied finish; replace components that cannot be satisfactorily repaired.

3.3 TOLERANCES

- A. Maximum Variation from Plumb: 0.06 inch per 3 feet non-cumulative or 0.06 inch per 10 feet, whichever is less.
- B. Maximum Misalignment of Two Adjoining Members Abutting in Plane: 1/32 inch.
- C. Offset from Alignment: The maximum offset from true alignment between two identical members abutting end to end in line shall not exceed 1/16 inch.
- D. Diagonal Measurements: The maximum difference in diagonal measurements shall not exceed 1/8 inch.
- E. Offset at Corners: The maximum out-of-plane offset of framing at corners shall not exceed 1/32 inch

3.4 FIELD QUALITY CONTROL

- A. Provide services of storefront manufacturer's field representative to observe for proper installation of system and submit report.
- B. See Section 01 4000 - Quality Requirements for general testing and inspection requirements.
- C. Water-Spray Test: Provide water spray quality test of installed storefront components in accordance with AAMA 501.2 during construction process and before installation of interior finishes.
 - 1. Perform a minimum of two tests in each designated area as indicated on drawings.
 - 2. Conduct tests in each area prior to 10 percent and 50 percent completion of this work.
- D. Field test for air leakage in accordance with ASTM E783 with uniform static air pressure difference of 1.57 psf.
- E. Repair or replace storefront components that have failed designated field testing, and retest to verify performance complies with specified requirements.

3.5 ADJUSTING

- A. Adjust operating hardware and sash for smooth operation.

3.6 CLEANING

- A. Remove protective material from pre-finished aluminum surfaces.
- B. Provide protective treatment and other precautions required through the remainder of the construction period, to ensure that the doors and frames will be without damage or deterioration (other than normal weathering) at the time of acceptance
- C. Wash down surfaces with a solution of mild detergent in warm water, applied with soft, clean wiping cloths, and take care to remove dirt from corners and to wipe surfaces clean.

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- D. Remove excess sealant by method acceptable to sealant manufacturer.

3.7 PROTECTION

- A. Protect installed products from damage until Date of Substantial Completion.
- B. Protect finished work from damage.

END OF SECTION

**SECTION 08 7100
DOOR HARDWARE**

PART 1 GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 1 Specification Sections, apply to this Section.

1.2 SECTION INCLUDES

- A. Work of this Section includes all labor, materials, equipment and services necessary to furnish all the finish hardware as shown on the drawings and specified herein, including but not limited to the following:
 - 1. Hardware for fire-rated doors **Match Existing**.
 - 2. Lock cylinders for doors **Match existing**
 - 3. Thresholds.
 - 4. Weatherstripping, seals and door gaskets.

1.3 RELATED REQUIREMENTS

- A. Section 06 1000 - Rough Carpentry.
- B. Section 07 9200 - Joint Sealants for sealant requirements applicable to threshold installation specified in this section.
- C. Section 08 4313 : Aluminum- Framed Storefronts.
- D. Section 09 9123 - Interior Painting.

1.4 REFERENCE STANDARDS

- A. American National Standards Institute - ANSI 156.18 - Materials and Finishes.
- B. ANSI/ICC A117.1 - American National Standard for Accessible and Usable Buildings and Facilities; International Code Council; 2009.
- C. BHMA - Builders Hardware Manufacturers Association.
- D. DHI - Door and Hardware Institute.
 - 1. Sequence and Format for the Hardware Schedule
 - 2. Recommended Locations for Builders Hardware
 - 3. Key Systems and Nomenclature
- E. NFPA 70 - National Electrical Code.
- F. State Building Codes, Local Amendments.
- G. UL - Underwriters Laboratories.
 - 1. UL 10B - Fire Test of Door Assemblies
 - 2. UL 305 – Panic Hardware.
 - 3. ULC-S132, Emergency Exit and Emergency Fire Exit Hardware.
 - 4. ULC-S533 – Egress Door Securing and Releasing Devices.
 - 5. ANSI/UL 437- Key Locks.
 - 6. ULC-S328, - Burglary Resistant Key Locks.
 - 7. UL 10C - Positive Pressure Test of Fire Door Assemblies
 - 8. UL 1784 - Air Leakage Tests of Door Assemblies
 - 9. UL 305 - Panic Hardware
- H. Connecticut Building Code.
- I. ICC/IBC - International Building Code
- J. ANSI/BHMA Certified Product Standards - A156 Series

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- K. BHMA A156.31 - American National Standard for Electric Strikes and Frame Mounted Actuators; 2013.
- L. NFPA 80 - Standard for Fire Doors and Other Opening Protectives; 2016.
- M. NFPA 101 - Life Safety Code; 2015.

1.5 ADMINISTRATIVE REQUIREMENTS

- A. Furnish templates for door and frame preparation to manufacturers and fabricators of products requiring internal reinforcement for door hardware.
- B. Convey Greenwich Public Schools keying requirements to manufacturers.
- C. Preinstallation Meeting: Convene a preinstallation meeting one week prior to commencing work of this section; require attendance by all affected installers.

1.6 SUBMITTALS

- A. See Section 01 3000 - Administrative Requirements, for submittal procedures.
- B. General:
 - 1. Submit in accordance with Conditions of Contract and Division 01 requirements.
 - 2. Highlight, encircle, or otherwise specifically identify on submittals deviations from Contract Documents, issues of incompatibility or other issues which may detrimentally affect the Work.
 - 3. Prior to forwarding submittal, comply with procedures for verifying existing door and frame compatibility for new hardware, as specified in PART 3, "EXAMINATION" article, herein
- C. Door Hardware Schedule: Prepared by or under the supervision of supplier, detailing fabrication and assembly of door hardware, as well as procedures and diagrams. Coordinate the final Door Hardware Schedule with doors, frames, and related work to ensure proper size, thickness, hand, function, and finish of door hardware.
 - 1. Format: Comply with scheduling sequence and vertical format in DHI's "Sequence and Format for the Hardware Schedule."
 - 2. Organization: Organize the Door Hardware Schedule into door hardware sets indicating complete designations of every item required for each door or opening. Organize door hardware sets in same order as in the Door Hardware Sets at the end of Part 3. Submittals that do not follow the same format and order as the Door Hardware Sets will be rejected and subject to resubmission.
 - 3. Content: Include the following information:
 - a. Type, style, function, size, label, hand, and finish of each door hardware item.
 - b. Manufacturer of each item.
 - c. Fastenings and other pertinent information.
 - d. Location of door hardware set, cross-referenced to Drawings, both on floor plans and in door and frame schedule.
 - e. Explanation of abbreviations, symbols, and codes contained in schedule.
 - f. Mounting locations for door hardware.
 - g. Door and frame sizes and materials.
 - h. Warranty information for each product.
 - 4. Submittal Sequence: Submit the final Door Hardware Schedule at earliest possible date, particularly where approval of the Door Hardware Schedule must precede fabrication of other work that is critical in the Project construction schedule. Include Product Data, Samples, Shop Drawings of other work affected by door hardware, and other information essential to the coordinated review of the Door Hardware Schedule.
 - 5. Show in shop drawings all door contacts being replaced.
- D. Keying Schedule: After a keying meeting with the owner has taken place prepare a separate keying schedule detailing final instructions. Owner must approve submitted keying schedule prior to the ordering of permanent cylinders/cores.

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- E. Operating and Maintenance Manuals: Provide manufacturers operating and maintenance manuals for each item comprising the complete door hardware installation in quantity as required in Division 01, Closeout Procedures.
- F. Keying Schedule: Per schedule above ensure sign off is received from Greenwich Public Schools.
- G. Manufacturer's Installation Instructions: Indicate special procedures, perimeter conditions requiring special attention.
- H. Maintenance Data: Include data on operating hardware, lubrication requirements, and inspection procedures related to preventative maintenance.
- I. Templates: After final approval of hardware schedule, provide templates for doors, frames and other work specified to be factory prepared for door hardware installation
- J. Keys: Deliver with identifying tags to Greenwich Public Schools by security shipment direct from hardware supplier.
- K. Warranty: Special warranty specified in this Section
- L. Warranty: Submit manufacturer's warranty and ensure that forms have been completed in Greenwich Public Schools's name and registered with manufacturer.

1.7 QUALITY ASSURANCE

- A. Hardware: shall be suitable and adapted for its required use and shall fit its designated location. Should any hardware as shown, specified or required fail to meet the intended requirements or require modification to suit or fit the designated location, determine the correction or modification necessary and notify the Architect in ample time to avoid delay in the manufacture and delivery of hardware.
- B. Product Substitutions: Comply with product requirements stated in Section 01 2500 - Substitution Procedures and as specified herein.
 - 1. Where products indicate "acceptable manufacturers" or "acceptable manufacturers and products", provide product from specified manufacturers, subject to compliance with specified requirements and "Single Source Responsibility" requirements stated herein
- C. Manufacturer Qualifications: Company specializing in manufacturing the products specified in this section with minimum 10 years of documented experience.
- D. Hardware Supplier Qualifications: Company specializing in supplying commercial door hardware with 10 years of experience. The Hardware Supplier shall have been regularly engaged in the sale and distribution of Finish Hardware for projects of comparable scope and size. The Hardware Supplier shall have an AHC of the Door and Hardware Institute on staff who will be responsible for overseeing the scheduling, detailing, ordering, and coordinating of Finish Hardware, and shall be available for consultation with the Owner, Architect, and Contractor, at no additional cost to the Owner, during progress of construction. The Hardware Supplier shall be a direct factory authorized distributor for all Finish Hardware items being furnished in accordance with this Specification.
 - 1. Warehousing Facilities: In Project's vicinity.
 - 2. Scheduling Responsibility: Preparation of door hardware and keying schedules.
 - 3. Engineering Responsibility: Preparation of data for electrified door hardware, including Shop Drawings, based on testing and engineering analysis of manufacturer's standard units in assemblies similar to those indicated for this Project.
 - 4. Coordination Responsibility: Coordinate installation of electronic security hardware with Architect and electrical engineers and provide installation and technical data to Architect and other related subcontractors.
 - a. Upon completion of electronic security hardware installation, inspect and verify that all components are working properly

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- E. Installer Qualifications: Qualified tradesmen, skilled in application of commercial grade hardware with record of successful in-service performance for installing door hardware similar in quantity, type, and quality to that indicated for this Project
- F. Single Source Responsibility: Obtain each type of door hardware from a single manufacturer.
 - 1. Provide electrified door hardware from same manufacturer as mechanical door hardware, unless otherwise indicated.
- G. Fire-Rated Door Openings: Provide door hardware for fire-rated openings that complies with NFPA 80 and requirements of authorities having jurisdiction. Provide only items of door hardware that are listed and are identical to products tested by Underwriters Laboratories, Intertek Testing Services, or other testing and inspecting organizations acceptable to the authorities having jurisdiction for use on types and sizes of doors indicated, based on testing at positive pressure and according to NFPA 252 or UL 10C and in compliance with requirements of fire-rated door and door frame labels.
- H. Means of Egress Doors: Latches do not require more than 15 lbf (67 N) to release the latch. Locks do not require use of a key, tool, or special knowledge for operation.
- I. Accessibility Requirements: For door hardware on doors in an accessible route, comply with governing accessibility regulations cited in "REFERENCES" article, herein.
 - 1. Provide operating devices that do not require tight grasping, pinching, or twisting of the wrist and that operate with a force of not more than 5 lbf (22.2 N).
 - 2. Comply with the following maximum opening-force requirements:
 - a. Fire Doors: Minimum opening force allowable by authorities having jurisdiction.
 - 3. Bevel raised thresholds with a slope of not more than 1:2. Provide thresholds not more than 1/2 inch (13 mm) high [and] 3/4 inch (19 mm) high for exterior sliding doors].
 - 4. Adjust door closer sweep periods so that, from an open position of 70 degrees, the door will take at least 3 seconds to move to a point 3 inches (75 mm) from the latch, measured to the leading edge of the door.
- J. Keying Conference: Conduct conference at Project site to comply with requirements in Division 01.
 - 1. Attendees: Owner, Contractor, Architect, Installer, Supplier's Architectural Hardware Consultant.
 - 2. Installation of permanent keys, cylinder cores and software.
 - 3. Address and requirements for delivery of keys.
 - 4. Requirements for access control.
 - 5. Address for delivery of keys.
- K. Pre-installation Conference: Conduct conference at Project site.
 - 1. Review and finalize construction schedule and verify availability of materials, Installer's personnel, equipment, and facilities needed to make progress and avoid delays.
- L. After installation has been completed, the hardware supplier and manufacturers representative for locksets, door closers, exit devices, and overhead stops shall check the project and verify compliance with installation instructions, adjustment of all hardware items, and proper application according to the approved hardware schedule. Hardware supplier shall submit a list of all hardware that has not been installed correctly.
- M. Templates: Obtain and distribute to the parties involved templates for doors, frames, and other work specified to be factory prepared for installing standard and electrified hardware. Check Shop Drawings of other work to confirm that adequate provisions are made for locating and installing hardware to comply with indicated requirements.
- N. Door and Frame Preparation: Doors and corresponding frames are to be prepared, reinforced and pre-wired (if applicable) to receive the installation of the specified electrified, monitoring, signaling and access control system hardware without additional in-field modifications.

1.8 PROJECT CONDITIONS

- A. Field Service: The hardware supplier shall assign a competent representative, acceptable to the Architect, to be at the job site each time a major shipment of finish hardware is received. Such representative shall assist in "checking in" these shipments and shall secure a receipt covering the contents of each shipment. In addition, such representative shall be available for immediate call to the job site when, in the opinion of the Architect, his presence is necessary.
- B. Existing Conditions: Verify all existing conditions in the field to ensure compatibility with hardware specified in the Hardware Sets herein. Any discrepancies between the existing field conditions and hardware specified shall be brought to the attention of the Architect immediately. Hardware Supplier shall not order any hardware until all discrepancies are rectified and the Architect grants written approval.

1.9 DELIVERY, STORAGE, AND HANDLING

- A. Package hardware items individually; label and identify each package with door opening code to match hardware schedule. Deliver to Owner.

1.10 COORDINATION

- A. Templates: Promptly following approval of the Hardware Schedule by the Architect, furnish and deliver template information, to the fabricators, of items to which finish hardware is to be applied.
 - 1. Such deliveries shall be made in ample time to avoid delays in such work of said fabricators. Provide drawings, schedules and detailed information to other trades as necessary for them to accommodate and prepare their work to receive the finish hardware.
- B. Security: Coordinate installation of door hardware, keying, and access control with Owner's security manager and or an Owner directed consultant.
- C. Existing Openings: Where hardware components are scheduled for application to existing construction field verify existing conditions and coordinate installation of door hardware to suit opening conditions and to provide proper door operation.
- D. Direct shipments not permitted, unless approved by the Contractor.

1.11 WARRANTY

- A. See Section 01 7800 - Closeout Submittals, for additional warranty requirements.
- B. Special Warranty: Manufacturer's standard form in which manufacturer agrees to repair or replace components of door hardware that fail in materials or workmanship within specified warranty period.
 - 1. Warranty Period: Years from date of Substantial Completion, for durations indicated.
 - a. Closers:
 - a) Mechanical: 10 years.
 - b. Exit Devices:
 - a) Mechanical: 5 years.
 - c. Locksets:
 - a) Mechanical: 10 years.
 - d. Continuous Hinges: Lifetime warranty
 - e. Key Blanks: Lifetime
 - 2. Warranty does not cover damage or faulty operation due to improper installation, improper use or abuse.

1.12 MAINTENANCE

- A. Maintenance Tools:
 - 1. Furnish One (1) complete set of special tools required for maintenance and adjustment of hardware, including changing of cylinders.

PART 2 PRODUCTS

2.1 SCHEDULED DOOR HARDWARE

A. SCHEDULED DOOR HARDWARE

1. General: Provide door hardware for each door to comply with requirements in Door Hardware Sets and MATCH EXISTING BUILDING SYSTEMS HARDWARE each referenced section that products are to be supplied under should be similar too.
2. Provide specified door hardware as required to make doors fully functional, compliant with applicable codes, and secure to extent indicated.
3. Verification of existing conditions: Examine doors, frames, related items and conditions under which Work is to be performed such that specified hardware will replace these conditions.
4. Provide individual items of single type, of same model, and by same manufacturer unless otherwise specified as used within the school.
5. Designations: Requirements for quantity, item, size, finish or color, grade, function, and other distinctive qualities of each type of door hardware are indicated in the Door Hardware Sets at the end of Part 3. Products are identified by using door hardware designations, as follows:
 - a. Named Manufacturer's Products: Product designation and manufacturer are listed for each door hardware type required for the purpose of establishing requirements. Manufacturers' names are abbreviated in the Door Hardware Schedule.
6. Substitutions: Requests for substitution and product approval for inclusive mechanical and electromechanical door hardware in compliance with the specifications must be submitted in writing and in accordance with the procedures and time frames outlined in Division 01, Substitution Procedures. Approval of requests is at the discretion of the architect, owner, and their designated consultants.

B. HANGING DEVICES

1. Continuous Geared Hinges: ANSI/BHMA A156.26 Grade 1-600 certified continuous geared hinge, with minimum 0.120-inch thick extruded 6060 T6 aluminum alloy hinge leaves and a minimum overall width of 4 inches. Hinges are non-handed, reversible and fabricated to template screw locations. Factory trim hinges to suit door height and prepare for electrical cut-outs.
 - a. Manufacturers:
 - a) Bommer Industries (BO).
 - b) Hager Companies (HA).
 - c) Pemko Products; ASSA ABLOY Architectural Door Accessories (PE).

C. CYLINDERS AND KEYING

1. General: Cylinder manufacturer to have minimum (10) years experience designing secured master key systems and have on record a published security keying system policy.
2. Source Limitations: Obtain each type of keyed cylinder and keys from the same source manufacturer as locksets and exit devices, unless otherwise indicated.
3. Cylinders: Original manufacturer cylinders matching existing configuration.
 - a. Keyway: Manufacturer to Match School Standard.
4. Interchangeable Cores: Provide similar to existing format interchangeable cores as specified, core insert, removable by use of a special key; usable with other manufacturers' cylinders.
5. Keying System: Each type of lock and cylinders to be factory keyed.
 - a. Supplier shall conduct a "Keying Conference" to define and document keying system instructions and requirements.
 - b. Furnish factory cut, nickel-silver large bow permanently inscribed with a visual key control number as directed by Owner.
 - c. Existing System: Field verify and key cylinders to match Owner's existing system.
6. Key Quantity: Provide the following minimum number of keys:

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- a. Change Keys per Cylinder: Three (3).
 - b. Master Keys (per Master Key Level/Group): Five (5).
- D. LOCK AND LATCH STRIKES
 - 1. Strikes: Provide manufacturer's standard strike with strike box for each latch or lock bolt, with curved lip extended to protect frame, finished to match door hardware set, unless otherwise indicated, and as follows:
 - a. Flat-Lip Strikes: For locks with three-piece antifriction latchbolts, as recommended by manufacturer.
 - b. Aluminum-Frame Strike Box: Provide manufacturer's special strike box fabricated for aluminum framing.
- E. CONVENTIONAL EXIT DEVICES
 - 1. General Requirements: All exit devices specified herein shall meet or exceed the following criteria:
 - a. Where exit devices are required on fire rated doors, provide devices complying with NFPA 80 and with UL labeling indicating "Fire Exit Hardware". Provide devices with the proper fasteners for installation as tested and listed by UL. Consult manufacturer's catalog and template book for specific requirements. Include spacers to allow for window framing to pass below.
 - b. Devices must fit flat against the door face with no gap that permits unauthorized dogging of the push bar. The addition of filler strips is required in any case where the door light extends behind the device as in a full glass configuration.
 - c. Lever Operating Trim: Where exit devices require lever trim, furnish manufacturer's heavy duty escutcheon trim with threaded studs for thru-bolts.
 - a) Lock Trim Design: As indicated in Hardware Sets, provide finishes and designs to match that of the specified locksets.
 - b) Where function of exit device requires a cylinder, provide a cylinder (Rim or Mortise) as specified in Hardware Sets.
 - d. Rail Sizing: Provide exit device rails factory sized for proper door width application.
 - 2. Conventional Push Rail Exit Devices (Heavy Duty): ANSI/BHMA A156.3, Grade 1 Certified Products Directory (CPD) listed panic and fire exit hardware devices furnished in the functions specified in the Hardware Sets. Exit device latch to be stainless steel, pullman type, with deadlock feature.
 - a. Manufacturers:
 - a) Match School standard.
- F. DOOR CLOSERS
 - 1. All door closers specified herein shall meet or exceed the following criteria:
 - a. General: Door closers to be from one manufacturer, matching in design and style, with the same type door preparations and templates regardless of application or spring size. Closers to be non-handed with full sized covers.
 - b. Standards: Closers to comply with UL-10C for Positive Pressure Fire Test and be U.L. listed for use of fire rated doors.
 - c. Size of Units: Comply with manufacturer's written recommendations for sizing of door closers depending on size of door, exposure to weather, and anticipated frequency of use. Where closers are indicated for doors required to be accessible to the Americans with Disabilities Act, provide units complying with ANSI ICC/A117.1.
 - d. Closer Arms: Provide heavy duty, forged steel closer arms unless otherwise indicated in Hardware Sets.
 - e. Closers shall not be installed on exterior or corridor side of doors; where possible install closers on door for optimum aesthetics.

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- f. Closer Accessories: Provide door closer accessories including custom templates, special mounting brackets, spacers and drop plates as required for proper installation. Provide through-bolt and security type fasteners as specified in the hardware sets.
- 2. Door Closers, Surface Mounted (Heavy Duty): ANSI/BHMA A156.4, Grade 1 Certified Products Directory (CPD) listed surface mounted, heavy duty door closers with complete spring power adjustment, sizes 1 thru 6; and fully operational adjustable according to door size, frequency of use, and opening force. Closers to be rack and pinion type, one piece cast iron or aluminum alloy body construction, with adjustable backcheck and separate non-critical valves for closing sweep and latch speed control. Provide non-handed units standard. **Closure to include door stop function.**

a. Manufacturers:

a) **Match School Standard**

G. ARCHITECTURAL SEALS

- 1. General: Thresholds, weatherstripping, and gasket seals to be of type and design as specified below or in the Hardware Sets. Provide continuous weatherstrip gasketing on exterior doors and provide smoke, light, or sound gasketing on interior doors where indicated. At exterior applications provide non-corrosive fasteners and elsewhere where indicated.
- 2. Smoke Labeled Gasketing: Assemblies complying with NFPA 105 that are listed and labeled by a testing and inspecting agency acceptable to authorities having jurisdiction, for smoke control ratings indicated, based on testing according to UL 1784.
 - a. Provide smoke labeled perimeter gasketing at all smoke labeled openings.
- 3. Fire Labeled Gasketing: Assemblies complying with NFPA 80 that are listed and labeled by a testing and inspecting agency acceptable to authorities having jurisdiction, for fire ratings indicated, based on testing according to UL-10C.
 - a. Provide intumescent seals as indicated to meet UL10C Standard for Positive Pressure Fire Tests of Door Assemblies, and NFPA 252, Standard Methods of Fire Tests of Door Assemblies.
- 4. Sound-Rated Gasketing: Assemblies that are listed and labeled by a testing and inspecting agency, for sound ratings indicated.
- 5. Replaceable Seal Strips: Provide only those units where resilient or flexible seal strips are easily replaceable and readily available from stocks maintained by manufacturer.
- 6. Manufacturers:
 - a. National Guard Products (NG).
 - b. Pemko Products; ASSA ABLOY Architectural Door Accessories (PE).
 - c. Reese Enterprises, Inc. (RE).

H. THRESHOLDS

- 1. Provide Pemco thresholds as required for door sizes and widths
- 2. Cut around all obstacles and door edge conditions to not allow any gaps in excess of 1/16"
- 3. Set all thresholds in continuous caulking
- 4. Secure all thresholds to substrates via fasteners

I. FABRICATION

- 1. Fasteners: Provide door hardware manufactured to comply with published templates generally prepared for machine, wood, and sheet metal screws. Provide screws according to manufacturers recognized installation standards for application intended.

J. FINISHES

- 1. Standard: Designations used in the Hardware Sets and elsewhere indicate hardware finishes complying with ANSI/BHMA A156.18, including coordination with traditional U.S. finishes indicated by certain manufacturers for their products.

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2. Provide quality of finish, including thickness of plating or coating (if any), composition, hardness, and other qualities complying with manufacturer's standards, but in no case less than specified by referenced standards for the applicable units of hardware
3. Protect mechanical finishes on exposed surfaces from damage by applying a strippable, temporary protective covering before shipping.

2.2 ARCHITECTURAL TRIM

- A. Door Protective Trim
 1. General: Door protective trim units to be of type and design as specified below or in the Hardware Sets on interior face of doors.
 2. Size: Fabricate protection plates (kick, armor, or mop) not more than 2" less than door width (LDW) on stop side of single doors and 1" LDW on stop side of pairs of doors, and not more than 1" less than door width on pull side. Coordinate and provide proper width and height as required where conflicting hardware dictates. Height to be as specified in the Hardware Sets.
 3. Where plates are applied to fire rated doors with the top of the plate more than 16" above the bottom of the door, provide plates complying with NFPA 80. Consult manufacturer's catalog and template book for specific requirements for size and applications.
 4. Protection Plates: ANSI/BHMA A156.6 certified protection plates (kick, armor, or mop), fabricated from the following:
 - a. Stainless Steel: 300 grade, .050-inch thick.
 5. Options and fasteners: Provide manufacturer's designated fastener type as specified in the Hardware Sets. Provide countersunk screw holes.
 6. Basis of Design:
 - a. Rockwood Products; ASSA ABLOY Architectural Door Accessories (RO).

2.3 PROTECTION PLATES AND ARCHITECTURAL TRIM

- A. Protection Plates:
 1. Kickplates shall be .050 gauges, 8" high and two (2) inches less full width of door, 1 inch (25 mm) less width of door on pairs or as specified. Push plates, pull plates, door pulls and miscellaneous door trim shall be as shown in the hardware schedule.
 2. Manufacturer:
 - a. Ives
 - b. Burns, Trimco
- B. Screws: All exposed screws shall be Phillips head.
- C. Kick Plates Stainless Steel - 300 Series, Ives dimensions on documents.
- D. Silencers: Furnish silencers on all interior frames, 3 for single doors
 1. Provide "push-in" type silencers for hollow metal or wood frames.
 2. Provide one silencer per 30 inches (762 mm) of height on each single frame, and two for each pair frame.
 3. Manufacturer:
 - a. Ives
 - b. Burns, Trimco, PEMKO

2.4 KEY CONTROLS

- A. Key Controls - Basis of Design: Match School standard.
- B. Security Key Tags: For each keyed lock on project, provide one set of matching key tags for permanent attachment to one key of each set.
 1. Provide key collection envelopes, receipt cards, and index cards in quantity suitable to number of keys to be managed. distribute Direct to Owner.

2.5 FABRICATION

- A. Fasteners: Provide door hardware manufactured to comply with published templates generally prepared for machine, wood, and sheet metal screws. Provide screws according to manufacturers recognized installation standards for application intended.

2.6 FINISHES

- A. Standard: Designations used in the Hardware Sets and elsewhere indicate hardware finishes complying with ANSI/BHMA A156.18, including coordination with traditional U.S. finishes indicated by certain manufacturers for their products.
- B. Provide quality of finish, including thickness of plating or coating (if any), composition, hardness, and other qualities complying with manufacturer's standards, but in no case less than specified by referenced standards for the applicable units of hardware
- C. Protect mechanical finishes on exposed surfaces from damage by applying a strippable, temporary protective covering before shipping.

ANSI	US	FINISHES	BASIC METAL
626	US26D	SATIN CHROMIUM	BRASS, BRONZE
628	US28	SATIN ALUMINUM CLEAR ANODIZED	ALUMINUM
630	US32D	SATIN STAINLESS STEEL	STAINLESS STEEL 304
689	US28	ALUMINUM PAINTED	ANY COLOR
AL	US28	ALUMINUM MILL FINISH	ALUMINUM
GRY		GREY	RUBBER
316	No 4 SS	STAINLESS STEEL	STAINLESS STEEL

PART 3 EXECUTION

3.1 EXAMINATION

- A. Prior to installation of hardware, examine doors and frames, with Installer present, for compliance with requirements for installation tolerances, labeled fire-rated door assembly construction, wall and floor construction, and other conditions affecting performance.
- B. Verify that doors and frames are ready to receive work and frames are present and properly installed, and dimensions are as indicated on shop drawings.
- C. Ensure that walls and frames are square and plumb before hardware installation.
- D. The installer shall notify the architect, in writing, of all unacceptable condition that could affect the proper operation of the finish hardware. Proceed with installation only after unsatisfactory situations are remedied. All non-compatible or non-coordinated installations shall be replaced at no cost to the Owner.
- E. Locate hardware per SDI-100 and applicable building, fire, life-safety, accessibility, and security codes.

3.2 PREPARATION

- A. Where on-site modification of doors and frames is required:
 - 1. Field modify and prepare opening for new doors/frame and hardware in existing opening where being installed.
 - 2. When modifications are exposed to view, use concealed fasteners, when possible.
 - 3. Doors in rated assemblies: NFPA 80 for restrictions on on-site door hardware preparation

3.3 INSTALLATION

- A. Install hardware in accordance with manufacturer's instructions and applicable codes.
- B. Use templates provided by hardware item manufacturer.

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- C. Mounting heights for hardware from finished floor to center line of hardware item: shall conform to ADA requirements unless indicated otherwise.
 - 1. Standard Doors and Frames: ANSI/SDI A250.8.
 - 2. Where indicated to comply with accessibility requirements, comply with ANSI A117.1 "Accessibility Guidelines for Buildings and Facilities."
- D. Do not install surface-mounted items until finishes have been completed on substrate. Set units level, plumb and true to line and location. Adjust and reinforce attachment substrate for proper installation and operation.
- E. Unless otherwise specified, locate all hardware in accordance with the recommended locations for builders hardware for standard doors and frames as published by the Door and Hardware Institute.
- F. Drill and countersink units that are not factory prepared for anchorage fasteners. Space fasteners and anchors according to industry standards.
- G. Frame set into existing masonry wall drill and tap fasteners. Set into epoxy if required.
- H. Unless otherwise specified or detailed, install thresholds with the bevel in vertical alignment with the outside door face. Notch and closely fit thresholds to frame profile. Set thresholds in full bed of sealant..
- I. Alert the Architect and Owner of any non level conditions prior to setting thresholds.
- J. When hardware is to be attached to existing metal surface and insufficient reinforcement exists, use RivNuts, NutSerts or similar anchoring device for screws.
- K. Install operating parts so they move freely and smoothly without binding, sticking, or excessive clearance.
- L. Door Closers: Mount closers on inside of exterior doors.
 - 1. Adjust spring power of door closers to insure exterior and fire rated doors will consistently close and latch doors under existing conditions. Adjust all other door closers to insure opening force does not to exceed 5 lbs.
 - 2. Adjust "sweep", "latch", & "back check" valves on all door closers to properly control door throughout the opening and closing cycle. Adjust total closing speed as required to comply with all applicable state and local building codes
- M. Stops: Provide wall stops for doors unless floor or other type stops are indicated in door hardware schedule. Do not mount floor stops where they may impede traffic or present tripping hazard.
- N. Locate floor stops not more than 4 inches from the wall.
- O. Locate floor stops not more than 4 inches from the wall.
- P. Shim doors as required to maintain proper operating clearance between door and frame.
- Q. Use only fasteners supplied by or approved by the manufacturer for each respective item of hardware.
- R. Where necessary, adjust doors and hardware as required to eliminate binding between strike and latchbolt. Doors should not rattle.
- S. Deliver to the owner 1 complete set of installation and adjustment instructions, and tools as furnished with the hardware.
- T. Set exterior door thresholds with full-width bead of elastomeric sealant on each point of contact with floor providing a continuous weather seal; anchor thresholds with stainless steel countersunk screws. **Make watertight.**

3.4 FIELD QUALITY CONTROL

- A. Field inspection and testing will be performed under provisions of Section 01 4000 - Quality Requirements.
- B. After installation has been completed, inspected and report issued the hardware supplier and manufacturers representative shall meet with the owner to explain the functions, uses, adjustment, and maintenance of each item of hardware.

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3.5 ADJUSTING

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

3.6 DEMONSTRATION:

- A. Demonstrate electrical, electronic and pneumatic hardware systems, including adjustment and maintenance procedures.
- B. Provide training for Owner's maintenance personnel to adjust, operate, and maintain door hardware and door hardware finishes. Refer to Division 01 Section "Demonstration and Training."

3.7 CLEANING

- A. Clean adjacent surfaces soiled by hardware installation. Clean finished hardware per manufacturer's instructions after final adjustments has been made. Replace items that cannot be cleaned to manufacturer's level of finish quality at no additional cost.

3.8 PROTECTION

- A. Protect finished Work under provisions of Section 01 7000.
- B. Do not permit adjacent work to damage hardware or finish.

NOTE:

ALL LOCK SETS: SHALL BE OPENABLE AT ALL TIMES FROM THE INSIDE (OCCUPIED SIDE) WITHOUT THE USE OF A KEY OR ANY SPECIAL KNOWLEDGE OR EFFORT.

CONTRACTOR SHALL VERIFY BACKSET ON ALL LOCKSETS BEING REUSED.

SCHEDULE - ATTACHED

HARDWARE SETS

4.1 The hardware sets represent the design intent and direction of the owner and architect. They are a guideline only and should not be considered a detailed hardware schedule. Discrepancies, conflicting hardware and missing items should be brought to the attention of the architect with corrections made prior to the bidding process. Omitted items not included in a hardware set should be scheduled with the appropriate additional hardware required for proper application and functionality.

4.2 Quantities listed are for each pair of doors, or for each single door.

4.3 The supplier is responsible for handling and sizing all products.

4.4 Manufacturer's Abbreviations:

- A. 1. PE - Pemko
- B. 2. SA - SARGENT
- C. 3. MC - Medeco
- D. 4. OT - Other
- E. 5. RO - Rockwood
- F. 6. MK - McKinney
- G. 7. SU - Securitron

Set: 1.0

Doors: Exterior Exit Pair of doors

- A. Set #1
- B. Doors: 100

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C.	Continuous Hinge	661HD SO	AL	BE		
D.	Exit Device	FL 2203 4903 A	630	PR Single Vertical Rod		
E.	Exit Device	FL 2203 4903 A	630	PR Single Vertical Rod		
F.	Rim Cylinder	12E-72 L/C 626	BE	Night Latch Lever trim		
G.	SFIC	Owner Standard	626	BE		
H.	Closer	8916 SPA SN689	DM			
I.	Overhead Stop	N1020SL Series	US32D	AB		
J.	Seals	By Alum. Storefront Mfg. (verify)				
K.	Threshold	Per Detail	AL	NA		
L.	Mortise Cylinder	1E-74 L/C 626	BE			
M.	Position Switch	Coordinate with Security Provider and install		BLK	RC	
N.	Door Bottom sweep		365A	Mill Alum	PE	

END OF SECTION

**SECTION 08 8000
GLAZING**

PART 1 GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General Conditions and other Division 1 Specification Sections, apply to this Section.

1.2 SECTION INCLUDES

- A. Fire rated safety glass.

1.3 RELATED REQUIREMENTS

- A. Section 07 9200 - Joint Sealants: Sealants for other than glazing purposes.
- B. Section 08 4313 - Aluminum-Framed Storefronts. Glazing installed in storefront.

1.4 DEFINITIONS

- A. Manufacturer: A firm that produces primary glass or fabricated glass as defined in referenced glazing publications.
- B. Interspace: Space between lites of an insulating-glass unit that contains dehydrated air or a specified gas.
- C. Sealed Insulating Glass Unit Surface Designations:
 - 1. Surface 1 - Exterior surface of the outer glass lite.
 - 2. Surface 2 - Interspace surface of the outer glass lite.
 - 3. Surface 3 - Interspace surface of the inner glass lite.
 - 4. Surface 4 - Interior surface of the inner glass lite.
- D. Glass Thicknesses: Indicated by thickness designations in millimeters according to ASTM C 1036.
- E. Deterioration of Insulating Glass: Failure of the hermetic seal under normal use that is attributed to the manufacturing process and not to causes other than glass breakage and practices for maintaining and cleaning insulating glass contrary to manufacturer's written instructions. Evidence of failure is the obstruction of vision by dust, moisture, or film on interior surfaces of glass.

1.5 REFERENCE STANDARDS

- A. 16 CFR 1201 - Safety Standard for Architectural Glazing Materials; current edition.
- B. ANSI Z97.1 - American National Standard for Safety Glazing Materials Used in Buildings, Safety Performance Specifications and Methods of Test; 2010.
- C. ASTM C864 - Standard Specification for Dense Elastomeric Compression Seal Gaskets, Setting Blocks, and Spacers; 2005 (Reapproved 2015).
- D. ASTM C1036 - Standard Specification for Flat Glass; 2011.
- E. ASTM C1048 - Standard Specification for Heat-Strengthened and Fully Tempered Flat Glass; 2012.
- F. ASTM C1376 - Standard Specification for Pyrolytic and Vacuum Deposition Coatings on Flat Glass; 2015.
- G. ASTM E119 - Standard Test Methods for Fire Tests of Building Construction and Materials; 2015.
- H. ASTM E1300 - Standard Practice for Determining Load Resistance of Glass in Buildings; 2016.
- I. ASTM E1996 - Standard Specification for Performance of Exterior Windows, Curtain Walls, Doors, and Impact Protective Systems Impacted by Windborne Debris in Hurricanes; 2014.
- J. ASTM E 2188 – Standard Test Method for Insulating Glass Unit Performance and Evaluation.
- K. ASTM E2190 - Standard Specification for Insulating Glass Unit Performance and Evaluation; 2010.
- L. GANA (SM) - GANA Sealant Manual; 2008.
- M. ICC (IBC) - International Building Code; 2015.

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- N. UL 9 - Standard for Fire Tests of Window Assemblies; Current Edition, Including All Revisions.
- O. UL 10B - Standard for Fire Tests of Door Assemblies; Current Edition, Including All Revisions.

1.6 ADMINISTRATIVE REQUIREMENTS

- A. Preinstallation Meeting: Convene a preinstallation meeting one week before starting work of this section; require attendance by each of the affected installers.

1.7 SUBMITTALS

- A. See Section 01 3000 - Administrative Requirements for submittal procedures.
- B. Product Data for each glass product and glazing material indicated. Provide structural, physical and environmental characteristics, size limitations, special handling and installation requirements.
- C. Product Data on Glazing Compounds and Accessories: Provide chemical, functional, and environmental characteristics, limitations, special application requirements, and identify available colors.
- D. Samples: Submit two samples 12 by 12 inch in size of glass units.
- E. Samples: Submit 6 inch long bead of glazing sealant, color as selected.
- F. Glazing Schedule: Use same designations indicated on Drawings for glazed openings in preparing a schedule listing glass types and thicknesses for each size opening and location.
- G. Certificate: Certify in writing and signed by manufacturers that products of this section meet or exceed specified requirements.
- H. Qualification Data: For firms and persons specified in "Quality Assurance" Article to demonstrate their capabilities and experience. Include lists of completed projects with project names and addresses, names and addresses of architects and owners, and other information specified.
- I. Warranty Documentation: Submit manufacturer warranty and ensure that forms have been completed in Greenwich Public Schools's name and registered with manufacturer.
- J. Maintenance Materials: Furnish the following for Greenwich Public Schools's use in maintenance of project.
 - 1. See Section 01 6000 - Product Requirements, for additional provisions.

1.8 QUALITY ASSURANCE

- A. Perform Work in accordance with GANA (SM), GANA (LGRM), and IGMA TM-3000 for glazing installation methods.
- B. Manufacturer Qualifications: Company specializing in manufacturing the products specified in this section with minimum Ten (10) years of documented experience and meet ANSI / ASQC Q9002 1994.
 - 1. Provide certified glass products through ANSI accredited certifications that include plant audits and independent laboratory performance testing.
 - a. Insulating Glass Certification Council (IGCC).
 - b. Safety Glazing Certification Council (SGCC).
- C. Fabricator Qualifications: Manufactured Certified as acceptable to the manufacturer
- D. Installer Qualifications: Company specializing in performing work of the type specified and with at least five (5) years documented experience and approved by manufacturer.
 - 1. Manufacture shall provide field inspection of the installation.
 - 2. An experienced installer who has completed glazing similar in material, design, and extent to that indicated for this Project; whose work has resulted in glass installations with a record of successful in-service performance; and who employs glass installers for this Project who are certified under the National Glass Association Glazier Certification Program as Level 2 (Senior Glaziers) or Level 3 (Master Glaziers).
- E. Source Limitations for Glass: Obtain the following through one source from a single manufacturer for each glass type, with Frame system

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1. Fire Rated glass.
- F. Insulating Glass products are to be permanently marked either on spacers or at least one component lite of units with appropriate certification label of inspecting and testing agency indicated below:
 1. Insulating Glass Certification Council (IGCC).
 2. Single Source fabrication responsibility: All fabrication processes, including Low E and reflective coatings, insulating, laminating, silkscreen, and tempering, shall be fabricated by a single Fabricator.
- G. Testing Agency Qualifications: Independent firm specializing in performing testing and inspections of the type specified in this section.

1.9 DELIVERY, STORAGE, AND HANDLING

- A. Protect glazing materials according to manufacturer's written instructions and as needed to prevent damage to glass and glazing materials from condensation, temperature changes, direct exposure to sun, or other causes.
- B. For insulating glass units that will be exposed to substantial altitude changes, comply with insulating glass manufacturer's written recommendations for venting and sealing to avoid hermetic seal ruptures.

1.10 FIELD CONDITIONS

- A. Environmental Limitations: Do not proceed with glazing when ambient and substrate temperature conditions are outside limits permitted by glazing material manufacturers and when glazing channel substrates are wet from rain, frost, condensation, or other causes.
- B. Maintain minimum ambient temperature before, during and 24 hours after installation of glazing compounds.

1.11 WARRANTY

- A. See Section 01 7800 - Closeout Submittals for additional warranty requirements.
- B. Insulating Glass Units: Provide a five (5) year manufacturer warranty to include coverage for seal failure, interpane dusting or misting, including providing products to replace failed units.
- C. Laminated Glass: Provide a five (5) year manufacturer warranty to include coverage for delamination, including replacement of failed units.
- D. Security Glass: 10 year warranty against delamination and 10 year warranty against seal failure.
- E. Coated-Glass Products: Manufacturer's standard form, made out to the glass fabricator, in which the coated glass manufacturer agrees to replace coated glass units that deteriorate during normal use within the specified warranty period. Deterioration of the coated glass is defined as peeling and/or cracking, or discoloration that is not attributed to glass breakage, seal failure, improper installation or cleaning and maintenance that is contrary to the manufacturer's written instructions.
 1. Warranty Period: five (5) from date of Substantial Completion
- F. Polycarbonate Sheet Glazing: Provide a five (5) year manufacturer warranty to include coverage for breakage, coating failure, abrasion resistance, including providing products to replace failed units.

PART 2 PRODUCTS

2.1 MANUFACTURERS

- A. Glass Fabricators:
 1. Basis of Design For Insulated Glass: Vitro Architectural Glass, Vitro Glass Technology Center, 400 Guys Run Rd., Cheswick, PA 15024. ASD. Toll Free Tel: (800) 377-5267. Fax: (800) 367-2986. Web: <<http://www.vitroglazings.com>.
 2. For Security and Specialty Glazing refer to individual glazing types.
 3. Substitutions: Refer to Section 01 2500 - Substitution Procedures

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- B. Fire Rated Safety Glass conforming to Underwriters Laboratories, Inc. Fire Tests of Door Assemblies and the following:
1. **Superlite II- XL 45** IGU STARFIRE ULTRA CLEAR by Vitro- ceramic laminated with 2 pieces of Premium Lite and a proprietary interlayer specialty high impact fire rated glazing material.
 - a. Thickness: 5/16"
 - b. Provide Safety film as indicated on drawings
 - c. U Value: 0.40
 - d. Weight: 3.8-lbs/sq. ft.
 - e. Sound Transmission Rating: 38 STC
 - f. Glazing materials shall be optically clear, colorless and free from usual distortion.
 - g. Each piece of fire-rated glazing material shall be labeled with a permanent logo including name of product, manufacturer, testing laboratory fire rating period and safety glazing standards.
 - h. Glazing material installed shall be certified and permanently labeled as meeting applicable requirements referenced in NFPA 80 and:
 - i. ANSI Z97.1
 - j. CPSC 16 CFR 1201, Category II 400 ft.lbs.
 - k. Glazing shall be installed in a rated framing system meeting ASTM E2010-01, NFPA 257, UL 9, UBC 7-4 or CAN4-S106 and ASTM E2074-00, NFPA 252, UL 10b, UBC 7-2 or CAN4-S104
 2. Use for all exterior vision panels in fire rated doors and sidelites adjacent to fire rate doors

2.2 PERFORMANCE REQUIREMENTS - EXTERIOR GLAZING ASSEMBLIES

- A. Provide type and thickness of exterior glazing assemblies to support assembly dead loads, and to withstand live loads caused by positive and negative wind pressure acting normal to plane of glass.
1. Design Pressure:
 - a. Positive Design Pressure: 40 psf.
 - b. Negative Design Pressure: 40 psf.
 2. Comply with ASTM E1300 for design load resistance of glass type, thickness, dimensions, and maximum lateral deflection of supported glass.
 3. Specified Design Snow Loads: As indicated on Drawings, but not less than snow loads applicable to Project as required by ASCE 7, Minimum Design Loads for Buildings and Other Structures: Section 7.0, Snow Loads
 4. Probability of Breakage for Vertical Glazing: 0% lites per 1000 for lites set vertically or not more than 15 degrees off vertical
 - a. Wind Load Duration: Short duration, as defined in ASTM E 1300 .
 5. Probability of Breakage for Vertical Glazing: 0% lites per 1000 for lites set vertically or not more than 15 degrees off vertical
 - a. Wind Load Duration: Short duration, as defined in ASTM E 1300
 6. Provide glass edge support system sufficiently stiff to limit the lateral deflection of supported glass edges to less than 1/175 of their lengths under specified design load.
 7. Glass thicknesses listed are minimum.
- B. Thermal and Optical Performance: Provide exterior glazing products with performance properties as indicated. Performance properties are in accordance with manufacturer's published data as determined with the following procedures and/or test methods:
1. Center of Glass U-Value: Comply with NFRC 100 using Lawrence Berkeley National Laboratory (LBNL) WINDOW 6.3 computer program.

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2. Center of Glass Solar Heat Gain Coefficient (SHGC): Comply with NFRC 200 using Lawrence Berkeley National Laboratory (LBNL) WINDOW 6.3 computer program.
3. Refer to window and glazed aluminum curtain wall specification sections for overall thermal transmittance requirements.

2.3 GLASS MATERIALS

- A. Fire-Resistance-Rated Glass Manufacturers: Provide products as required to achieve indicated fire-rating period.
 1. SAFTIFIRST, a division of O'Keeffe's Inc; SuperLite II-XL: www.safti.com/#sle.
 2. Substitutions: Refer to Section 01 2500 - Substitution Procedures..

2.4 INSULATING GLASS UNITS GENERAL

- A. Manufacturers:
 1. Vitro Architectural Glass (formerly PPG Glass); Solarban 60: www.vitroglazings.com/#sle.
- B. Insulating Glass Units: Types as indicated.
 1. Durability: Certified by an independent testing agency to comply with ASTM E2190.
 2. Coated Glass: Comply with requirements of ASTM C1376 for pyrolytic (hard-coat) or magnetic sputter vapor deposition (soft-coat) type coatings on flat glass; coated vision glass, Kind CV; coated overhead glass, Kind CO; or coated spandrel glass, Kind CS.
 3. Edge Seal:
 - a. Single-Sealed System: Provide silicone, polysulfide, or polyurethane sealant as seal applied around perimeter.
 4. Color: Black.
 5. Purge interpane space with dry air, hermetically sealed.

2.5 GLASS TYPES

- A. **Fire Rated Safety Exterior Vision Glazing**
 1. Conform to Underwriters Laboratories, Inc. Fire Tests of Door Assemblies and the following:
 2. Firelite Plus, clear ceramic laminated with 2 pieces of PREMIUM FireLite and a proprietary interlayer specialty high impact fire rated glazing material.
 3. Superlite II- XL 45 clear ceramic laminated with 2 pieces of Premium Lite and a proprietary interlayer specialty high impact fire rated glazing material.
 - a. Thickness: 5/16"
 - b. U Value: 0.40
 - c. Weight: 3.8-lbs/sq. ft.
 - d. Sound Transmission Rating: 38 STC
 - e. Glazing materials shall be optically clear, colorless and free from usual distortion.
 - f. Each piece of fire-rated glazing material shall be labeled with a permanent logo including name of product, manufacturer, testing laboratory fire rating period and safety glazing standards.
 - g. Glazing material installed shall be certified and permanently labeled as meeting applicable requirements referenced in NFPA 80 and:
 - h. ANSI Z97.1
 - i. CPSC 16 CFR 1201, Category II 400 ft.lbs.
 - j. Glazing shall be installed in a rated framing system meeting ASTM E2010-01, NFPA 257, UL 9, UBC 7-4 or CAN4-S106 and ASTM E2074-00, NFPA 252, UL 10b, UBC 7-2 or CAN4-S104
 4. Use for all interior vision panels in fire rated doors

2.6 GLAZING COMPOUNDS

- A. As recommended by the manufacturer.

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2.7 ACCESSORIES

- A. Setting Blocks: Silicone, with 80 to 90 Shore A durometer hardness; ASTM C864 Option II. Length of 0.1 inch for each square foot of glazing or minimum 4 inch by width of glazing rabbet space minus 1/16 inch by height to suit glazing method and pane weight and area.
- B. Spacer Shims: Neoprene, 50 to 60 Shore A durometer hardness; ASTM C864 Option II. Continuous by one half the height of the glazing stop by thickness to suit application, self adhesive on one face.
- C. Glazing Tape, Back Bedding Mastic Type: Preformed, butyl-based, 100 percent solids compound with integral resilient spacer rod applicable to application indicated; 5 to 30 cured Shore A durometer hardness; coiled on release paper; black color.
 - 1. Width: As required for application.

2.8 FABRICATION OF GLAZING UNITS

- A. Fabricate glazing units in sizes required to glaze openings indicated for Project, with edge and face clearances, edge and surface conditions, and bite complying with written instructions of product manufacturer and referenced glazing publications, to comply with system performance requirements

2.9 SOURCE QUALITY CONTROL

- A. See Section 01 4000 - Quality Requirements and individual sections requirements.

PART 3 EXECUTION

3.1 VERIFICATION OF CONDITIONS

- A. Verify that openings for glazing are correctly sized and within tolerances, including those for size, squareness, and offsets at corners.
- B. Verify that the minimum required face and edge clearances are being provided.
- C. Verify that surfaces of glazing channels or recesses are clean, free of obstructions that may impede moisture movement, weeps are clear, and support framing is ready to receive glazing system.

3.2 PREPARATION

- A. Clean contact surfaces with appropriate solvent and wipe dry within maximum of 24 hours before glazing. Remove coatings that are not tightly bonded to substrates.
- B. Seal porous glazing channels or recesses with substrate compatible primer or sealer.
- C. Prime surfaces scheduled to receive sealant where required for proper sealant adhesion.

3.3 INSTALLATION, GENERAL

- A. Install glazing in compliance with written instructions of glass, gaskets, and other glazing material manufacturers, unless more stringent requirements are indicated, including those in glazing referenced standards.
- B. Install glazing sealants in accordance with ASTM C1193, GANA (SM), and manufacturer's instructions.
- C. Do not exceed edge pressures around perimeter of glass lites as stipulated by glass manufacturer.
- D. Set glass lites of system with uniform pattern, draw, bow, and similar characteristics.
- E. Set glass lites in proper orientation so that coatings face exterior or interior as indicated.
- F. Prevent glass from contact with any contaminating substances that may be the result of construction operations such as, and not limited to the following; weld splatter, fire-safing, plastering, mortar droppings, etc.

3.4 GLAZING SYSTEM:

- A. Manufacturer's standard factory-glazing system that produces weather tight seal.

3.5 FIELD QUALITY CONTROL

- A. See Section 01 4000 - Quality Requirements for additional requirements.

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- B. Glass and Glazing product manufacturers to provide field surveillance of the installation of their products.
- C. Monitor and report installation procedures and unacceptable conditions.

3.6 CLEANING

- A. See Section 01 7419 - Construction Waste Management and Disposal, for additional requirements.
- B. Remove excess glazing materials from finish surfaces immediately after application using solvents or cleaners recommended by manufacturers.
- C. Remove nonpermanent labels immediately after glazing installation is complete.
- D. Clean glass and adjacent surfaces after sealants are fully cured.
- E. Clean glass on both exposed surfaces not more than 4 days prior to Date of Substantial Completion in accordance with glass manufacturer's written recommendations.

3.7 PROTECTION

- A. After installation, mark pane with an 'X' by using removable plastic tape or paste; do not mark heat absorbing or reflective glass units.
- B. Remove and replace glass that is damaged during construction period prior to Date of Substantial Completion.

3.8 SCHEDULE

- A. Refer to drawings schedule and drawings for location and/or requirements.

END OF SECTION

SECTION 09 2116
GYPSUM BOARD ASSEMBLIES

PART 1 GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 1 Specification Sections, apply to this Section.

1.2 SECTION INCLUDES

- A. Metal Studs and hat channel wall framing.
- B. Metal channel soffit/ceiling framing.
- C. Metal Trim
- D. Gypsum wallboard - Moisture resistant type- Fire X.
- E. Joint treatment and accessories.

1.3 RELATED REQUIREMENTS

- A. Section 06 1000 - Rough Carpentry: Wood blocking product and execution requirements.
- B. Section 07 8400 - Firestopping: Top-of-wall assemblies at fire-resistance-rated walls.
- C. Section 07 9200 - Joint Sealants: Sealing acoustical gaps in construction other than gypsum board or plaster work.

1.4 REFERENCE STANDARDS

- A. AISI S220 - North American Standard for Cold-Formed Steel Framing - Nonstructural Members; 2015.
- B. AISI S240 - North American Standard for Cold-Formed Steel Structural Framing; 2015.
- C. AISI S100-12 - North American Specification for the Design of Cold-Formed Steel Structural Members; American Iron and Steel Institute; 2012.
- D. ASTM A1003/A1003M - Standard Specification for Steel Sheet, Carbon, Metallic- and Nonmetallic-Coated for Cold-Formed Framing Members; 2015.
- E. ASTM C475/C475M - Standard Specification for Joint Compound and Joint Tape for Finishing Gypsum Board; 2015.
- F. ASTM C754 - Standard Specification for Installation of Steel Framing Members to Receive Screw-Attached Gypsum Panel Products; 2015.
- G. ASTM C840 - Standard Specification for Application and Finishing of Gypsum Board; 2013.
- H. ASTM C954 - Standard Specification for Steel Drill Screws for the Application of Gypsum Panel Products or Metal Plaster Bases to Steel Studs From 0.033 in. (0.84 mm) to 0.112 in. (2.84 mm) in Thickness; 2015.
- I. ASTM C1002 - Standard Specification for Steel Self-Piercing Tapping Screws for Application of Gypsum Panel Products or Metal Plaster Bases to Wood Studs or Steel Studs; 2014.
- J. ASTM C1047 - Standard Specification for Accessories For Gypsum Wallboard and Gypsum Veneer Base; 2014a.
- K. ASTM C1396/C1396M - Standard Specification for Gypsum Board; 2014.
- L. ASTM E84 - Standard Test Method for Surface Burning Characteristics of Building Materials; 2015a.
- M. GA-216 - Application and Finishing of Gypsum Board; 2013.

1.5 SUBMITTALS

- A. See Section 01 3000 - Administrative Requirements, for submittal procedures.
- B. Product Data: Provide data on metal framing, gypsum board, accessories, and joint finishing system.

1.6 QUALITY ASSURANCE

- A. Perform in accordance with ASTM C 840. Comply with requirements of GA-600 for fire-rated assemblies.
- B. Installer Qualifications: Company specializing in performing gypsum board installation and finishing, with minimum 5 years of experience.

PART 2 PRODUCTS

2.1 GYPSUM BOARD ASSEMBLIES

- A. Provide completed assemblies complying with ASTM C840 and GA-216.
- B. Fire Rated Assemblies: Provide completed assemblies with the following characteristics:
 - 1. Fire-Resistance-Rated Partitions: UL listed assembly No. 419; 1 hour rating.
 - 2. Gypsum Association File Numbers: Comply with requirements of GA-600 for the particular assembly.
 - 3. UL Assembly Numbers: Provide construction equivalent to that listed for the particular assembly in the current UL (FRD).

2.2 METAL FRAMING MATERIALS

- A. Steel Sheet: ASTM A1003/A1003M, subject to the ductility limitations indicated in AISI S220 or equivalent.
- B. Manufacturers - Metal Framing, Connectors, and Accessories:
 - 1. Marino: www.marinoware.com.
- C. Non-Loadbearing Framing System Components: ASTM C645; galvanized sheet steel, of size and properties necessary to comply with ASTM C754 for the spacing indicated, with maximum deflection of wall framing of L/120 at 5 psf.
 - 1. Studs: "C" shaped with flat or formed webs with knurled faces.
 - a. Minimum Base Metal Thickness: 0.0312 (20 gauge).
 - b. Depth: Match existing and as indicated on drawings
 - 2. Runners: U shaped, sized to match studs.
 - 3. Resilient Furring Channels: Single or double leg configuration; 7/8" inch channel depth. coordinate with hat channel
 - a. Products:
 - a) Same manufacturer as other framing materials.
- D. Non-Loadbearing Framing Accessories:
 - 1. Ceiling Hangers: Type and size as specified in ASTM C754 for spacing required.

2.3 BOARD MATERIALS

- A. Manufacturers - Gypsum-Based Board:
 - 1. USG Corporation: www.usg.com. Brand Mold Tough Firecode X
- B. Gypsum Wallboard: Paper-faced gypsum panels as defined in ASTM C1396/C1396M; sizes to minimize joints in place; ends square cut.
 - 1. Application: Use for vertical surfaces and ceilings, unless otherwise indicated.
 - 2. Mold Resistance: Score of 10, when tested in accordance with ASTM D3273.
 - a. Mold resistant board is required at all locations.
 - 3. Thickness:
 - a. Vertical Surfaces: 5/8 inch.
 - 4. Mold Resistant Paper Faced Products:
 - a. Georgia-Pacific Gypsum; ToughRock Fireguard X Mold-Guard.
 - b. National Gypsum Company; Gold Bond 3/4" Ultra-Shield FS XP Gypsum Board.

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- c. USG Corporation: www.usg.com.
- 5. Glass Mat Faced Products:

2.4 ACCESSORIES

- A. Acoustic Sealant: Acrylic emulsion latex or water-based elastomeric sealant; do not use solvent-based non-curing butyl sealant.
 - 1. Products:
 - a. Franklin International, Inc; Titebond GREENchoice Professional Acoustical Smoke and Sound Sealant: www.titebond.com/#sle.
 - b. Substitutions: 01 2500 Substitution Procedures.
- B. Metal Edge Trim: Reveal Column, 6063T aluminum as manufactured by Fry Reglet Corporation.
 - 1. Model: Drywall DRWT, reveal joint WRM-75-75
 - 2. Size: 3/4" reveal width x 3/4" reveal depth x diameter as shown on drawings.
 - 3. Finish: Clear anodize aluminum.
- C. Beads, Joint Accessories, and Other Trim: ASTM C1047, rigid plastic, galvanized steel, or rolled zinc, unless noted otherwise.
 - 1. Corner Beads: Low profile, for 90 degree outside corners.
 - 2. L-Trim with Tear-Away Strip: Sized to fit 1/2 inch thick gypsum wallboard.
 - 3. Architectural Reveal Beads:
- D. Joint Materials: ASTM C475 and as recommended by gypsum board manufacturer for project conditions.
 - 1. Mold resistant and asbestos free.
 - 2. Products:
 - a. Continental Building Products: www.continental-bp.com/#sle.
 - 3. Joint Compound: Drying type, vinyl-based, ready-mixed.
 - a. Products:
 - a) CertainTeed Corporation; Extreme All-Purpose Joint Compound: www.certainteed.com/#sle.
- E. Screws for Fastening of Gypsum Panel Products to Cold-Formed Steel Studs Less than 0.033 inch in Thickness and Wood Members: ASTM C1002; self-piercing tapping screws, corrosion resistant.
- F. Screws for Fastening of Gypsum Panel Products to Steel Members from 0.033 to 0.112 inch in Thickness: ASTM C954; steel drill screws, corrosion resistant.

PART 3 EXECUTION

3.1 EXAMINATION

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

3.2 FRAMING INSTALLATION

- A. Metal Framing: Install in accordance with ASTM C754 .
- B. Suspended Ceilings and Soffits: Space framing and furring members as indicated.
 - 1. Level ceiling system to a tolerance of 1/1200.
 - 2. Laterally brace entire suspension system.
- C. Stud and Hat channels: Space at 16 inches on center unless shown otherwise.
 - 1. Extend partition framing to structure in all locations.
 - 2. Partitions Terminating at Structure: Attach extended leg top runner to structure, maintain clearance between top of studs and structure, and brace both flanges of studs with continuous bridging.
- D. Openings: Reinforce openings as required for weight of doors or operable panels, using not less than double studs at jambs minimum 16 gauge..

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- E. Blocking: Install blocking for support of hardware and doors. Comply with Section 06 1000 for wood blocking.
- F. Suspended Ceiling and Soffits: Space framing and furring members as indicated.

3.3 ACOUSTIC ACCESSORIES INSTALLATION

- A. Acoustic Insulation: Place tightly within spaces, around cut openings, behind and around electrical and mechanical items within partitions, and tight to items passing through partitions.
- B. Acoustic Sealant: Install in accordance with manufacturer's instructions.
 - 1. Place one bead continuously on substrate before installation of perimeter framing members.
 - 2. Seal around all penetrations by conduit, pipe, ducts, and rough-in boxes, except where firestopping is provided.

3.4 BOARD INSTALLATION

- A. Comply with ASTM C 840.
- B. Single-Layer Non-Rated: Install gypsum board in most economical direction, with ends and edges occurring over firm bearing.
- C. Fire-Resistance-Rated Construction: Install gypsum board in strict compliance with requirements of assembly listing.
- D. Exposed Gypsum Board in Interior Wet Areas: Seal joints, cut edges, and holes with water-resistant sealant.
- E. Installation on Metal Framing: Use screws for attachment of gypsum board.

3.5 INSTALLATION OF TRIM AND ACCESSORIES

- A. Control Joints: Place control joints consistent with lines of building spaces and as follows:
 - 1. Not more than 30 feet apart on walls and ceilings over 50 feet long.
- B. Corner Beads: Install at external corners, using longest practical lengths.
- C. Edge Trim: Install at locations where gypsum board abuts dissimilar materials.

3.6 JOINT TREATMENT

- A. Paper Faced Gypsum Board: Use fiberglass joint tape, embed with drying type joint compound and finish with drying type joint compound.
 - 1. Finish gypsum board in accordance with levels defined in ASTM C840, as follows:
 - 2. Level 5: Walls and ceilings to receive semi-gloss or gloss paint finish and other areas specifically indicated.
 - 3. Level 4: Walls and ceilings to receive paint finish or wall coverings, unless otherwise indicated.
 - 4. Level 2: In utility areas, behind cabinetry, and on backing board to receive tile finish.
 - 5. Level 1: Wall areas above finished ceilings, whether or not accessible in the completed construction.
- B. Tape, fill, and sand exposed joints, edges, and corners to produce smooth surface ready to receive finishes.
 - 1. Feather coats of joint compound so that camber is maximum 1/32 inch.
- C. Where Level 5 finish is indicated, spray apply high build drywall surfacer over entire surface after joints have been properly treated; achieve a flat and tool mark-free finish.

3.7 TOLERANCES

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

END OF SECTION

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SECTION 09 5100
ACOUSTICAL CEILINGS

PART 1 GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 1 Specification Sections, apply to this Section.

1.2 SECTION INCLUDES

- A. Removals.
- B. Acoustical units.
- C. Suspension system.
- D. Cleaning, repairing and painting existing suspension system.

1.3 RELATED REQUIREMENTS

- A. Section 01 6116 - Volatile Organic Compound (VOC) Content Restrictions.
- B. Divisions 26 for fire alarm and light fixtures.

1.4 REFERENCE STANDARDS

- A. ASTM C635/C635M - Standard Specification for the Manufacture, Performance, and Testing of Metal Suspension Systems for Acoustical Tile and Lay-in Panel Ceilings; 2013a.
- B. ASTM C636/C636M - Standard Practice for Installation of Metal Ceiling Suspension Systems for Acoustical Tile and Lay-In Panels; 2013.
- C. ASTM E580/E580M - Standard Practice for Installation of Ceiling Suspension Systems for Acoustical Tile and Lay-in Panels in Areas Subject to Earthquake Ground Motions; 2014.
- D. ASTM E84 Standard Test Method for Surface Burning Characteristics of Building Materials.
- E. UL (FRD) - Fire Resistance Directory; current edition.
- F. Ceilings and Interior Systems Construction Association (CISCA): Code of Practices.

1.5 SUBMITTALS

- A. See Section 01 3000 - Administrative Requirements, for submittal procedures.
- B. Product Data: Provide data on acoustical units.
- C. Samples: Submit two samples 12 x 12 inch in size illustrating material and finish of acoustical units.
- D. Samples: Submit two samples each, 12 inches long, of suspension system main runner.
- E. Manufacturer's Installation Instructions: Indicate special procedures.
- F. Maintenance Materials: Furnish the following for Greenwich Public Schools's use in maintenance of project.
 - 1. See Section 01 6000 - Product Requirements, for additional provisions.
 - 2. Extra Acoustical Units: Quantity equal to 5 percent of total installed for each type of acoustical units.

1.6 QUALITY ASSURANCE

- A. Fire Performance: ASTM E84 surface burning characteristics. Flame Spread index 25 or less. Smoke development index 50 or less. (UL Labeled) Class A in accordance to ASTM E1264
- B. Suspension System Manufacturer Qualifications: Company specializing in manufacturing the products specified in this section with minimum ten (10) years documented experience.
- C. Acoustical Unit Manufacturer Qualifications: Company specializing in manufacturing the products specified in this section with minimum five (5) years documented experience.

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- D. Installers Qualifications: Company specializing in the installation of acoustical ceilings specified in this section with minimum five (5) years documented experience.

1.7 DELIVERY, STORAGE, AND HANDLING

- A. Deliver in unopened bundles and store in a dry place with adequate air circulation. Do not deliver material to building until wet conditions such as concrete, plaster, paint, and adhesives have been completed and cured.
- B. Store products in manufacturer's unopened packaging until ready for installation.
- C. Protect system components from excessive moisture in shipment, storage, and handling

1.8 WARRANTY

- A. Warranty: Provide manufacturer's standard warranty against manufacturing defects in material or workmanship when installed in accordance with the current CISCA Handbook and ASTM C367.

1.9 FIELD CONDITIONS

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

PART 2 PRODUCTS

2.1 MANUFACTURERS

- A. Acoustic Tiles/Panels:
1. Armstrong World Industries, Inc; ACT-1: www.armstrong.com/#sle. **Match existing**

2.2 ACOUSTICAL UNITS

- A. Acoustical Panels Type ACT-1: Ceramaguard Fine Fissured.
1. Size: 24 x 24 inches Refer to drawings for location.
 2. Thickness: 5/8".
 3. Classification: ASTM E1264 Classification; Type XX (high density ceramic-like composition, with scrubbable finish).
 4. Light Reflectance: 0.82 percent, determined as specified in ASTM E 1264.
 5. NRC Range: .55, determined as specified in ASTM E 1264.
 6. Ceiling Attenuation Class (CAC): 38, determined as specified in ASTM E 1264.
 7. Fire Performance: ASTM E84; Class, Flame Spread Index 25 or less, Smoke Developed Index 50 or less (UL labeled)
 8. Panel Edge: Square.
 9. Surface Pattern: Fine fissured.
 10. Surface Color: White.
 11. Humidity/Sag Resistance: HumiGuard® Max.
 12. Mold/Mildew Protection: BioBlock paint on face and back.
 13. Match Existing ceiling types if different in various areas of work
 14. Product: Ceramaguard 607 by Armstrong World Industries, Inc www.armstrong.com.
 15. Suspension System: Exposed grid Type Prelude XL.

2.3 SUSPENSION SYSTEM(S)

- A. Manufacturers:
1. Armstrong World Industries, Inc; Product Prelude XL 15/16" : www.armstrong.com. **Match Existing**
 2. Structural Classification: Intermediate duty, ASTM C 635.
 3. Match Existing if different in various areas of work
- B. Metal Suspension Systems - General: Complying with ASTM C635/C635M; die cut and interlocking components, with stabilizer bars, clips, splices, and perimeter moldings as required.

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- C. Exposed Steel Suspension System: Formed steel, commercial quality cold rolled; heavy-duty.
 - 1. Profile: ACT-1 and 2; Tee; 15/16 inch wide face
 - 2. Construction: Double web.
- D. Concealed Suspension System: Formed steel, commercial quality cold rolled; light-duty.

2.4 ACCESSORIES

- A. Support Channels and Hangers: Galvanized steel; size and type to suit application, seismic requirements, and ceiling system flatness requirement specified.
- B. Perimeter Moldings: Same material and finish as grid.
 - 1. Minimum 7/8" horizontal flange
 - 2. At Exposed Grid: Provide L-shaped molding for mounting at same elevation as face of grid.
 - 3. At Concealed Grid: Provide exposed L-shaped molding.
- C. Seismic Clips: Manufacturer's standard seismic clips designed and spaced to secure acoustical panels in-place.
- D. Paint: Type and color to match acoustical and paint grid units as recommended by the manufacturer.

PART 3 EXECUTION

3.1 EXAMINATION

- A. Verify existing conditions before starting work.
- B. Verify existing grade is level.

3.2 INSTALLATION - SUSPENSION SYSTEM

- A. Install suspension system in accordance with ASTM C 636/C 636M, ASTM E 580/E 580M, and manufacturer's instructions and as supplemented in this section.
- B. Rigidly secure system, including integral mechanical and electrical components, for maximum deflection of 1:360.
- C. Locate system on room axis according to reflected plan.
- D. Install after major above-ceiling work is complete. Coordinate the location of hangers with other work.
- E. Provide hanger clips maximum 48" oc. Provide additional hangers and inserts as required.
- F. Hang suspension system independent of walls, columns, ducts, pipes and conduit. Where carrying members are spliced, avoid visible displacement of face plane of adjacent members.
- G. Where ducts or other equipment prevent the regular spacing of hangers, reinforce the nearest affected hangers and related carrying channels to span the extra distance.
- H. Do not support components on main runners or cross runners if weight causes total dead load to exceed deflection capability.
- I. Support fixture loads using supplementary hangers located within 6 inches of each corner, or support components independently.
- J. Do not eccentrically load system or induce rotation of runners.
- K. Perimeter Molding: Install at intersection of ceiling and vertical surfaces and at junctions with other interruptions.
 - 1. Refer to drawings for wood ceiling trim.

3.3 INSTALLATION - ACOUSTICAL UNITS

- A. Install acoustical units in accordance with manufacturer's instructions.
- B. Fit acoustical units in place, free from damaged edges or other defects detrimental to appearance and function.
- C. Fit border trim neatly against abutting surfaces.

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- D. Install acoustical units level, in uniform plane, and free from twist, warp, and dents.
- E. Cutting Acoustical Units:
 - 1. Make field cut edges of same profile as factory edges.

3.4 TOLERANCES

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

3.5 ADJUSTING AND CLEANING

- A. Replace damaged or broken material, Clean exposed surfaces of acoustical ceilings, including trim, edge moldings, and suspension members. Comply with mfg., touch up procedures using touch up paint as required for small nicks and minor scratches in the surface, Remove and replace any work that cannot be successfully cleaned and repaired to permanently eliminate evidence of damage.
 - 1. Provide touch up kit for Owner's use.

END OF SECTION

**SECTION 09 9123
INTERIOR PAINTING**

PART 1 GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General Conditions and other Division 1 Specification Sections, apply to this Section.

1.2 SECTION INCLUDES

- A. Surface preparation.
- B. Field application of paints.
- C. Scope: Finish interior surfaces exposed to view, unless fully factory-finished and unless otherwise indicated.
 - 1. Plaster or stucco.
 - 2. Concrete masonry units (CMU), concrete block.
 - 3. Gypsum Board/Plaster walls and ceilings.
 - 4. Exposed surfaces of steel lintels.
- D. Do Not Paint or Finish the Following Items:
 - 1. Items factory-finished unless otherwise indicated; materials and products having factory-applied primers are not considered factory finished.
 - 2. Items indicated to receive other finishes.
 - 3. Items indicated to remain unfinished.
 - 4. Fire rating labels, equipment serial number and capacity labels, bar code labels, and operating parts of equipment.
 - 5. Stainless steel, anodized aluminum, bronze, terne coated stainless steel, and lead items.
 - 6. Marble, granite, slate, and other natural stones.
 - 7. Floors, unless specifically indicated.
 - 8. Ceramic and other tiles.
 - 9. Brick.
 - 10. Glass.
 - 11. Acoustical materials, unless specifically indicated.
 - 12. Concealed pipes, ducts, and conduits.

1.3 RELATED REQUIREMENTS

- A. Section 01 6116 - Volatile Organic Compound (VOC) Content Restrictions.
- B. Section 09 2116 - Gypsum Board Assemblies.

1.4 DEFINITIONS

- A. Comply with ASTM D16 for interpretation of terms used in this section.

1.5 REFERENCE STANDARDS

- A. ASTM D16 - Standard Terminology for Paint, Related Coatings, Materials, and Applications; 2014.
- B. MPI (APL) - Master Painters Institute Approved Products List; Master Painters and Decorators Association; Current Edition.
- C. MPI (APSM) - Master Painters Institute Architectural Painting Specification Manual; Current Edition.
- D. SSPC-SP 1 - Solvent Cleaning; 2015.
- E. SSPC-SP 2 - Hand Tool Cleaning; 1982 (Ed. 2004).
- F. SSPC-SP 3 - Power Tool Cleaning; 1982 (Ed. 2004).

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1.6 SUBMITTALS

- A. See Section 01 3000 - Administrative Requirements, for submittal procedures.
- B. Product Data: Provide complete list of products to be used, with the following information for each:
 - 1. Manufacturer's name, product name and/or catalog number, and general product category (e.g. "alkyd enamel").
 - 2. MPI product number (e.g. MPI #47).
 - 3. Cross-reference to specified paint system(s) product is to be used in; include description of each system.
 - 4. Manufacturer's installation instructions.
- C. Samples: Submit three paper "draw down" samples, 8-1/2 by 11 inches in size, illustrating range of colors available for each finishing product specified.
 - 1. Where sheen is specified, submit samples in only that sheen.
 - 2. Where sheen is not specified, discuss sheen options with Fuller and D'Angelo, P.C. before preparing samples, to eliminate sheens definitely not required.
- D. Certification: By manufacturer that paints and finishes comply with VOC limits specified.
- E. Manufacturer's Instructions: Indicate special surface preparation procedures.
- F. Maintenance Data: Submit data including finish schedule showing where each product/color/finish was used, product technical data sheets, material safety data sheets (MSDS), care and cleaning instructions, touch-up procedures, and repair of painted and finished surfaces.
- G. Maintenance Materials: Furnish the following for Greenwich Public Schools's use in maintenance of project.
 - 1. See Section 01 6000 - Product Requirements, for additional provisions.
 - 2. Extra Paint and Finish Materials: 1 gallon of each color; from the same product run, store where directed.
 - 3. Label each container with color in addition to the manufacturer's label.

1.7 QUALITY ASSURANCE

- A. Manufacturer Qualifications: Company specializing in manufacturing the products specified, with minimum 10 years documented experience.
- B. Applicator Qualifications: Company specializing in performing the type of work specified with minimum 3 years experience.

1.8 MOCK-UP

- A. See Section 01 4000 - Quality Requirements, for general requirements for mock-up.
- B. Locate Owner's Representative
- C. Mock-up may remain as part of the work.

1.9 DELIVERY, STORAGE, AND HANDLING

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

1.10 FIELD CONDITIONS

- A. Do not apply materials when surface and ambient temperatures are outside the temperature ranges required by the paint product manufacturer.

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- B. Follow manufacturer's recommended procedures for producing best results, including testing of substrates, moisture in substrates, and humidity and temperature limitations.
- C. Minimum Application Temperatures for Paints: 50 degrees F for interiors unless required otherwise by manufacturer's instructions.
- D. Provide lighting level of 80 ft candles measured mid-height at substrate surface.

PART 2 PRODUCTS

2.1 MANUFACTURERS

- A. Provide paints and finishes from the same manufacturer to the greatest extent possible.
- B. Paints:
 - 1. Base Manufacturer: Sherwin-Williams Company: www.sherwin-williams.com.
- C. Primer Sealers: Same manufacturer as top coats.

2.2 PAINTS AND FINISHES - GENERAL

- A. Paints and Finishes: Ready mixed, unless intended to be a field-catalyzed paint.
 - 1. Where MPI paint numbers are specified, provide products listed in Master Painters Institute Approved Product List, current edition available at www.paintinfo.com, for specified MPI categories, except as otherwise indicated.
 - 2. Provide paints and finishes of a soft paste consistency, capable of being readily and uniformly dispersed to a homogeneous coating, with good flow and brushing properties, and capable of drying or curing free of streaks or sags.
 - 3. Provide materials that are compatible with one another and the substrates indicated under conditions of service and application, as demonstrated by manufacturer based on testing and field experience.
 - 4. For opaque finishes, tint each coat including primer coat and intermediate coats, one-half shade lighter than succeeding coat, with final finish coat as base color.
 - 5. Supply each paint material in quantity required to complete entire project's work from a single production run.
 - 6. Do not reduce, thin, or dilute paint or finishes or add materials unless such procedure is specifically described in manufacturer's product instructions.
- B. Volatile Organic Compound (VOC) Content: Comply with Section 01 6116.
- C. Flammability: Comply with applicable code for surface burning characteristics.
- D. Sheens: Provide the sheens specified; where sheen is not specified, sheen will be selected later by Fuller and D'Angelo, P.C. from the manufacturer's full line.
- E. Colors: As indicated in Finish Schedule.
 - 1. In all areas, finish pipes, ducts, conduit, and equipment the same color as the wall/ceiling they are mounted on/under.

2.3 PAINT SYSTEMS - INTERIOR

- A. Concrete/Masonry, Opaque, Latex, 2 coat: (Existing surfaces)
 - 1. Latex Primer Sealer: One Coat latex enamel spreading rate recommended by manufacturer to achieve a dry film thickness of 4 mils wet; 1.3 mils dry..
 - a. Sherwin Williams Multi-Purpose Interior Exterior Latex Primer EW
 - 2. Topcoat: Semi-gloss: One coat.
 - a. Sherwin Williams ProMar 400 Zero VOC Semi-Gloss or match adjacent paint sheen finish.
- B. Ferrous metals, Primed, Acrylic Latex, 2 coat:
 - 1. Touch up with latex primer.

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2. Two Coats Acrylic Latex spreading rate recommended by manufacturer to achieve a dry film thickness of 4 mils wet; 1.3 mils dry to 5.6 mils:
 - a. Sherwin Williams ProMar 400 Zero VOC Semi-Gloss
- C. Gypsum Board/Plaster, Latex, 3 coat: (New Surfaces)
 1. One Coat latex primer spreading rate recommended by manufacturer to achieve a dry film thickness of 4 mils wet and 1.3 mils dry.
 - a. Sherwin Williams QUICK DRY Interior Exterior Stain Blocking Primer Latex
 2. Topcoat: Two Coats of Acrylic Latex spreading rate recommended by manufacturer to achieve a dry film thickness of 4 mils wet; 1.3 mils dry to 5.6 mils
 - a. Sherwin Williams ProMar 400 Zero VOC Semi-Gloss
- D. Gypsum Board/Plaster, Latex, 2 coat: (Existing Surfaces)
 1. One Coat latex primer spreading rate recommended by manufacturer to achieve a dry film thickness of 4 mils wet and 1.1 mils dry..
 - a. Sherwin Williams QUICK DRY Interior Exterior Stain Blocking Primer Latex
 2. Topcoat: One Coat of Latex spreading rate recommended by manufacturer to achieve a dry film thickness of 4 mils wet; 1.3 mils dry to 5.6 mils
 - a. Sherwin Williams ProMar 400 Zero VOC Semi-Gloss
 - b. MATCH ALL SCHOOL COLORS

2.4 ACCESSORY MATERIALS

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

PART 3 EXECUTION

3.1 EXAMINATION

- A. Do not begin application of paints and finishes until substrates have been properly prepared.
- B. Verify that surfaces are ready to receive work as instructed by the product manufacturer.
- C. Examine surfaces scheduled to be finished prior to commencement of work. Report any condition that may potentially effect proper application.
- D. Test shop-applied primer for compatibility with subsequent cover materials.
- E. Measure moisture content of surfaces using an electronic moisture meter. Do not apply finishes unless moisture content of surfaces are below the following maximums:
 1. Gypsum Wallboard: 12 percent.
 2. Plaster and Stucco: 12 percent.
 3. Masonry, Concrete, and Concrete Masonry Units: 12 percent.

3.2 PREPARATION

- A. Clean surfaces thoroughly and correct defects prior to application.
- B. Prepare surfaces using the methods recommended by the manufacturer for achieving the best result for the substrate under the project conditions.
- C. Remove or mask surface appurtenances, including electrical plates, hardware, light fixture trim, escutcheons, and fittings, prior to preparing surfaces or finishing.
- D. Seal surfaces that might cause bleed through or staining of topcoat.
- E. Remove mildew from impervious surfaces by scrubbing with solution of tetra-sodium phosphate and bleach. Rinse with clean water and allow surface to dry.
 1. Prior to removing mildew, test any cleaner on a small, inconspicuous area prior to use.
 2. Bleach and bleaching type cleaners may damage or discolor existing paint films. Alternative cleaning solutions may be required

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3. Wear protective eyewear, waterproof gloves, and protective clothing.
- F. Masonry:
 1. Remove efflorescence and chalk. Do not coat surfaces if moisture content or alkalinity of surfaces or if alkalinity of mortar joints exceed that permitted in manufacturer's written instructions. Allow to dry.
 2. Prepare surface as recommended by top coat manufacturer.
- G. Gypsum Board: Fill minor defects with filler compound. Spot prime defects after repair.
- H. Plaster: Fill hairline cracks, small holes, and imperfections with latex patching plaster. Make smooth and flush with adjacent surfaces. Wash and neutralize high alkali surfaces.
- I. Ferrous Metal:
 1. Solvent clean according to SSPC-SP 1.
 2. Shop-Primed Surfaces: Sand and scrape to remove loose primer and rust. Feather edges to make touch-up patches inconspicuous. Clean surfaces with solvent. Prime bare steel surfaces.
 3. Remove rust, loose mill scale, and other foreign substances using using methods recommended in writing by paint manufacturer and SSPC-SP 3. Protect from corrosion until coated.
- J. Metal Doors to be Painted: Prime metal door top and bottom edge surfaces.

3.3 APPLICATION

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

3.4 FIELD QUALITY CONTROL

- A. See Section 01 4000 - Quality Requirements, for general requirements for field inspection.

3.5 CLEANING

- A. Collect waste material that could constitute a fire hazard, place in closed metal containers, and remove daily from site.

3.6 PROTECTION

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

END OF SECTION