

**SECTION 01 11 00
SUMMARY OF WORK**

PART 1 - GENERAL

3.1 WORK COVERED BY CONTRACT DOCUMENTS

A. Work Summary:

Southcentral Foundation needs a Contractor to refresh the interior paint at the Dena A. Coy Facility located at 4130 San Ernesto Ave. in Anchorage, Alaska. Contractors will prepare a bid based on these bid documents and the drawings dated May 17, 2024.

Additionally, the contractor shall comply with all administrative requirements of the contract, including the submission of a project schedule, safety plan, schedule of values, daily reports, submittals, and other tasks required under the contract. Due to the occupied nature of the building, work may commence Monday – Saturday from 7:00 PM to 7:00 AM, for Phase I. Work may commence Monday – Saturday from 8:00 AM to 5:00 PM, for Phase II. All work in Phase II will be coordinated with and approved by Programs in advance. Any cleanup and furniture replacement must be completed within the hours indicated above.

3.2 METHOD

A. Perform the Work under a single lump sum Contract.

3.3 WORK BY OWNER

A. Not Applicable

3.4 CONTRACTOR'S USE OF PREMISES

A. The Southcentral Foundation Campus is a Tobacco Free campus. No smoking is permitted on the campus or in any areas of work.

B. Limit use of premises for work and for storage to allow for:

1. The contractor will coordinate with SCF for area of use.
2. Owner occupancy of parking garage.
3. Public use.
4. Coordinated use of premises under direction of Contract Officer.
5. Full responsibility for protection and safekeeping of products under this Contract stored at Site.
6. Moving any stored products, under Contractor's control, which interfere with operations of Owner or separate Contractor.

- C. Obtain and pay for use of any additional storage or work areas needed for operations.

3.5 OWNER'S OCCUPANCY

- A. The Owner will continue to occupy and operate all areas of the building not covered by this contract. The Contractor shall coordinate with the Owner to allow normal operations to continue.
- B. Contractor shall schedule any work which could interfere, including creating excessive noise, with the Owner operations during normal work hours (7:00A.M.-7:00P.M. Monday thru Saturday)
- C. Cooperate with OWNER in Paint operations to minimize conflict and to facilitate Owner usage.
- D. After substantial completion schedule work to maintain Owner's operation. Include in contract sum sufficient funds as may be required for any "after hours" work caused by this requirement. No additional payment to Contractor will be authorized because of Contractor's failure to anticipate required "after hours work".
- E. Contractor shall at all times conduct his operation to insure the least inconvenience to staff, visitors, and the general public.

3.6 EXCESSIVE NOISE

- A. Minimize noise during Owner's normal working hours. Notify Project Manager at least 24 hours prior to noisy operations.

3.7 USE OF OWNER'S PROPERTY AND EQUIPMENT

- A. Use of Owner's property or equipment such as tools, ladders, furniture, janitorial equipment and supplies etc., is strictly prohibited.

END OF SECTION

**SECTION 01 26 00
CONTRACT MODIFICATION PROCEDURES**

PART 1 - GENERAL

1.1 RELATED SECTIONS

- A. Section 01 29 76 – Progress Payment Procedures.
- B. Section 01 33 00 - Submittal Procedures: Construction Progress Schedules.
- C. Section 01 60 00 - Product Requirements: Product Options and Substitutions.
- D. Section 01 77 00 - Closeout Procedures: Project Record Documents.

1.2 SUBMITTALS

- A. Submit name of the individual authorized to receive change documents and be responsible for informing others in contractor's employ or subcontractors of changes to the Work.
- B. Proposal Form (for Change Order): AIA Document G709 or another form acceptable to OWNER.
- C. Change Order Form: AIA Form G701 - Change Order or other form acceptable to OWNER.

1.3 DOCUMENTATION OF CHANGE IN CONTRACT SUM AND CONTRACT TIME

- A. Maintain detailed records of work done on a time and materials basis. Provide full information required for evaluation of proposed changes, and to substantiate costs of changes in the Work.
- B. Document each quotation for a change in cost or time with sufficient data to allow evaluation of the quotation.
- C. On request, provide additional data to support computations:
 - 1. Quantities of products, labor, and equipment.
 - 2. Taxes, Insurance and Bonds.
 - 3. Overhead and profit.
 - 4. Justification for any change in Contract Time.
 - 5. Credit for deletions from Contract, similarly documented.
- D. Support each claim for additional costs and for work done on a time and materials basis, with additional information:

1. Origin and date of claim.
2. Dates and times work was performed, and by whom.
3. Time records and wage rates paid.
4. Invoices and receipts for products, equipment and subcontracts, similarly documented.

1.4 CHANGE PROCEDURES

- A. The OWNER, via Construction Project Manager, will advise of minor changes in the Work not involving and adjustment to Contract Sum or Contract Time, by issuing supplemental instructions on a form acceptable to OWNER.
- B. The OWNER may issue a Proposal Request (AIA Document G709 or form acceptable to OWNER) which includes a detailed description of a proposed change with supplementary or revised DRAWINGS and SPECIFICATIONS, a change in Contract Time for executing the change with a stipulation of any overtime work required, and the period of time during which the requested price will be considered valid.
- C. The CONTRACTOR may propose a change by submitting a request for change to the OWNER, describing the proposed change and its full effect on the Work, with a statement describing the reason for the change, and the effect on the Contract Sum and Contract Time with full documentation. Document any requested substitutions in accordance with Section 01 60 00 - Material and Equipment.

1.5 CONSTRUCTION CHANGE AUTHORIZATION

- A. OWNER may instruct the CONTRACTOR to proceed with a change in the Work, for subsequent inclusion in a Change Order.
- B. The document will describe changes in the Work and will designate a method of determining any change in Contract Sum or Contract Time.
- C. Promptly execute the change in Work.

1.6 STIPULATED SUM CHANGE ORDER

- A. Based on Proposal Request and CONTRACTOR's fixed price quotation or CONTRACTOR's request for a Change Order as approved by the OWNER.

1.7 TIME AND MATERIAL CHANGE ORDER

- A. Submit itemized account and supporting data after completion of change, within time limits indicated in the Conditions of the Contract.
- B. Owner will determine the change allowable in Contract Sum and Contract Time as provided in the Contract Documents.
- C. Maintain detailed records of work done on time and materials.
- D. Provide full information required for evaluation of proposed changes, and to substantiate costs for changes in the Work.

1.8 EXECUTION OF CHANGE ORDERS

- A. OWNER may issue Change Orders for signatures of OWNER and CONTRACTOR as provided in the Conditions of the Contract, Article 13.

1.9 CORRELATION OF CONTRACTOR SUBMITTALS

- A. Promptly revise Schedule of Values and Application for Payment Forms to record each authorization Change Order as a separate line item and adjust the Contract Sum.
- B. Promptly revise Construction Progress Schedules to reflect any change in Contract Time, revise sub-schedules to adjust time for other items of work affected by the change, and resubmit.
- C. Promptly enter changes in Project Record Documents.

PART 2 - PRODUCTS - NOT USED

PART 3 - EXECUTION - NOT USED

END OF SECTION

SECTION 01 29 76
PROGRESS PAYMENT PROCEDURES

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

- A. Section 01 11 00 - Summary of Work
- B. Section 01 26 00 - Contract Modification Procedures
- C. Section 01 33 00 - Submittal Procedures
- D. Section 01 60 00 - Product Requirements
- E. Section 01 77 00 – Closeout Procedures

1.2 SCHEDULE OF VALUES

- A. Coordinate with Contractor's construction schedule and Application for Payment.
- B. Submit typed schedule on copy of AIA G702 & G703 or other form acceptable to OWNER
- C. Submit Schedule of Values within 15 days before initial Application for Payment.
- D. Format: Utilize the Table of Contents of these Bid Documents and include other significant work items. Break plumbing and electrical work into rough-in and finish work.
 - 1. Identify each line item with number and title of the Specification Section. Identify site mobilization, bonds (if required) and insurance.
 - 2. Tabular form indicating:
 - a. Related Specification Section or Division.
 - b. Description of Work.
 - c. Name of subcontractor.
 - d. Name of manufacturer or fabricator.
 - e. Name of supplier
 - f. Change Orders (numbers) that affect value.
 - g. Dollar value.
 - 1) Percentage of Contract Sum to nearest one-hundredth percent, adjusted to total 100 percent.
 - 3. Provide a breakdown of the Contract Sum in sufficient detail to facilitate continued evaluation of Applications for Payment and

progress reports. Coordinate with the Bid Documents table of contents. Break principal subcontract amounts down into several line items.

4. Round amounts to nearest whole dollar; the total shall equal the Contract Sum.
 5. Provide a separate line item in the Schedule of Values for each part of the Work where Applications for Payment may include materials or equipment, purchased or fabricated and stored, but not yet installed.
 - a. Differentiate between items stored on-site and items stored off- site. Include requirements for insurance and bonded warehousing, if required.
 6. Provide separate line items on the Schedule of Values for initial cost of the materials, for each subsequent stage of completion, and for total installed value of that part of the Work.
 7. Margins of Cost: Show line items for indirect costs and margins on actual costs only when such items are listed individually in Applications for Payment. Each item in the Schedule of Values and Applications for Payment shall be complete. Include the total cost and proportionate share of general overhead and profit margin for each item.
 - a. Temporary facilities and other major cost items that are not direct cost of actual work-in-place may be shown either as separate line items in the Schedule of Values or distributed as general overhead expense, at the Contractor's option.
 8. Schedule Updating: Update and resubmit the Schedule of Values prior to the next Applications for Payment when Change Orders or Construction Change Directives result in a change in the Contract Sum.
- E. Include within each line item, a directly proportional amount of CONTRACTOR's overhead and profit.
- F. Provide sub schedule for each separate stage of work specified in Section 01 11 00 - Summary of Work.
- G. Revise schedule to list approved Change Orders, with each Application for Payment.

1.3 APPLICATIONS FOR PAYMENT

- A. Each Application for Payment shall be consistent with previous applications and payments as certified by the Owner and paid for by the Owner.
1. The initial Application for Payment, the Application for Payment at time of Substantial Completion, and the final Application for

Payment involve additional requirements.

- B. Payment-Application Times: Each progress-payment date is indicated in the Agreement. The period of construction Work covered by each Application for Payment is the period indicated in the General Conditions.
- C. Payment-Application Form or similar format approved by OWNER: Use AIA Document G702 and Continuation Sheets G703 as the form for Applications for Payment.
- D. Application Preparation: Complete every entry on the form. Include notarization and execution by a person authorized to sign legal documents on behalf of the Contractor. The Owner will return incomplete applications without action.
 - 1. Entries shall match data on the Schedule of Values and the Contractor's Construction Schedule. Use updated schedules if revisions were made.
 - 2. Include amounts of Change Orders and Construction Change Directives issued prior to the last day of the construction period covered by the application.
- E. Transmittal: Submit 3 signed and notarized original copies of each Application for Payment to the Owner's Project Manager by a method ensuring receipt within 24 hours. One copy shall be complete, including waivers of lien and similar attachments, when required.
 - 1. Transmit each copy with a transmittal form listing attachments and recording appropriate information related to the application, in a manner acceptable to the Owner.
- F. Initial Application for Payment: Administrative actions and submittals, that must precede or coincide with submittal of the first Application for Payment, include the following:
 - 1. List of subcontractors.
 - 2. List of principal suppliers and fabricators.
 - 3. Schedule of Values.
 - 4. Contractor's Construction Schedule (preliminary if not final).
 - 5. Submittal Schedule (preliminary if not final).
 - 6. Certificates of insurance and insurance policies.
- G. Application for Payment at Substantial Completion: Following issuance of the Certificate of Substantial Completion, submit an Application for Payment.
 - 1. This application shall reflect Certificates of Partial Substantial Completion issued previously for Owner occupancy of designated portions of the Work.
 - 2. Administrative actions and submittals that shall precede or

coincide with this application include those required for Substantial Completion as outlined in Division 1 Section "Contract Closeout".

- H. Final Payment Application: Administrative actions and submittals that must precede or coincide with submittal of the final Application for Payment including Section 01 77 00 - "Closeout Procedures".

PART 2 - PRODUCTS - NOT USED

PART 3 - EXECUTION - NOT USED

END OF SECTION

SECTION 01 31 00
PROJECT MANAGEMENT AND COORDINATION

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

- A. Division 01 Section 77 00 "Closeout Procedures".

1.2 DEFINITIONS

- A. Request for Information (RFI): Request from Owner, Owner, or Contractor seeking information from each other during construction.
- B. Owner Supplemental Information (ASI): Information provided by Owner to clarify scope of work in Contract Documents.

1.3 PROJECT SCHEDULE

- A. Provide a project schedule for approval by the Owner prior to starting work. The Schedule shall have adequate detail that provides information on the planned work and tasks shall be relationship driven using either predecessor or successor relationships. The schedule shall be updated and submitted with every pay estimate.

1.4 COORDINATION

- A. Coordination: Coordinate construction operations included in different Sections of the Specifications to ensure efficient and orderly installation of each part of the Work. Coordinate construction operations, included in different Sections, that depend on each other for proper installation, connection, and operation.
 - 1. Schedule construction operations in sequence required to obtain the best results where installation of one part of the Work depends on installation of other components, before or after its own installation.
 - 2. Coordinate installation of different components to ensure maximum performance and accessibility for required maintenance, service, and repair.
 - 3. Make adequate provisions to accommodate items scheduled for later installation.
- B. Coordinate construction operations with those of other contractors and entities to ensure efficient and orderly installation of each part of the Work. Coordinate with operations, included in different Sections, that depend on each other for proper installation, connection, and operation.
 - 1. Schedule construction operations in sequence required to obtain

- the best results where installation of one part of the Work depends on installation of other components, before or after its own installation.
2. Make adequate provisions to accommodate items scheduled for later installation.
- C. Prepare memoranda for distribution to each party involved, outlining special procedures required for coordination. Include such items as required notices, reports, and list of attendees at meetings.
1. Prepare similar memoranda for Owner and separate contractors if coordination of their Work is required.
- D. Administrative Procedures: Coordinate scheduling and timing of required administrative procedures with other construction activities to avoid conflicts and to ensure orderly progress of the Work. Such administrative activities include, but are not limited to, the following:
1. Preparation of Contractor's construction schedule.
 2. Preparation of the schedule of values.
 3. Installation and removal of temporary facilities and controls.
 4. Delivery and processing of submittals.
 5. Progress meetings.
 6. Preinstallation conferences.
 7. Project closeout activities.
 8. Startup and adjustment of systems.
 9. Project closeout activities.
- E. Conservation: Coordinate construction activities to ensure that operations are carried out with consideration given to conservation of energy, water, and materials. Coordinate use of temporary utilities to minimize waste.
1. Salvage materials and equipment involved in the performance of, but not actually incorporated into, the Work. Refer to other Sections for disposition of salvaged materials that are designated as Owner's property.

1.5 KEY PERSONNEL

- A. Key Personnel Names: Within 15 days of starting construction operations, submit a list of key personnel assignments, including superintendent and other personnel in attendance at Project site. Identify individuals and their duties and responsibilities; list addresses and telephone numbers, including home, office, and cellular telephone numbers and email addresses. Provide names, addresses, and telephone numbers of individuals assigned as standbys in the absence of individuals assigned to Project.
1. Post copies of list in project meeting room, in temporary field office, on Project Website, and by each temporary telephone. Keep

list current at all times.

1.6 REQUESTS FOR INTERPRETATION (RFI)

- A. General: Immediately on discovery of the need for additional information or interpretation of the Contract Documents, Contractor shall prepare and submit an RFI to OWNER.
 - 1. Coordinate and submit RFIs in a prompt manner so as to avoid delays in Contractor's work or work of subcontractors.

- B. Content of the RFI: Include a detailed, legible description of item needing information or interpretation and the following:
 - 1. Project name.
 - 2. Date.
 - 3. Name of Contractor.
 - 4. RFI number, numbered sequentially.
 - 5. RFI subject: assign separate numbers for each subject.
 - 6. Specification Section number and title and related paragraphs, as appropriate.
 - 7. Drawing number and detail references, as appropriate.
 - 8. Field dimensions and conditions, as appropriate.
 - 9. Contractor's suggested resolution. If Contractor's solution(s) impacts the Contract Time or the Contract Sum, Contractor shall state impact in the RFI.
 - 10. Contractor's signature.
 - 11. Attachments: Include sketches, descriptions, measurements, photos, Product Data, Shop Drawings, coordination drawings, and other information necessary to fully describe items needing interpretation.
 - a. Include dimensions, thicknesses, structural grid references, and details of affected materials, assemblies, and attachments on attached sketches.

- C. Owner's Action: Owner will review each RFI, determine action required, and respond. Allow one working day for Owner's response for each RFI. RFIs received by Owner after 3:00 p.m. will be considered as received the following working day.

- D. RFI Log: Prepare, maintain, and submit a tabular log of RFIs organized by the RFI number. Submit log weekly. Use logs with the following:
 - 1. Project name.
 - 2. Name and address of Contractor.
 - 3. Name and address of Owner [and Construction Manager].
 - 4. RFI number including RFIs that were dropped and not submitted.
 - 5. RFI description.

6. Date the RFI was submitted.
 7. Date Owner's [and/or Construction Manager's] response was received.
 8. Identification of related Minor Change in the Work, Construction Change Directive, and Proposal Request, as appropriate.
 9. Identification of related Field Order, Work Change Directive, and Proposal Request, as appropriate.
- E. Owner Supplemental Information (ASI) are treated similarly as RFI's except they are issued by the Owner.

1.7 PROJECT MEETINGS

- A. Preconstruction Conference: Contractor will schedule and conduct a preconstruction conference before starting construction, at a time convenient to Owner and Owner, but no later than 2 days after execution of the Agreement.
1. Conduct the conference to review responsibilities and personnel assignments.
 2. Attendees: Authorized representatives of Owner, Owner, and their consultants; Contractor and its superintendent; major subcontractors; suppliers; and other concerned parties shall attend the conference. Participants at the conference shall be familiar with the Project and authorized to conclude matters relating to the Work.
 3. Agenda: Discuss items of significance that could affect progress, including the following:
 - a. Tentative construction schedule.
 - b. Phasing.
 - c. Critical work sequencing and long-lead items.
 - d. Designation of key personnel and their duties.
 - e. Lines of communications.
 - f. Procedures for processing field decisions and Change Orders.
 - g. Procedures for RFIs.
 - h. Procedures for testing and inspecting.
 - i. Procedures for processing Applications for Payment.
 - j. Distribution of the Contract Documents.
 - k. Submittal procedures.
 - l. Use of the premises [and existing building].
 - m. Work restrictions.
 - n. Working hours.
 - o. Owner's occupancy requirements.
 - p. Responsibility for temporary facilities and controls.
 - q. Procedures for moisture and mold control.
 - r. Procedures for disruptions and shutdowns.
 - s. Construction waste management and recycling.

- t. Parking availability.
 - u. Office, work, and storage areas.
 - v. Equipment deliveries and priorities.
 - w. First aid.
 - x. Security.
 - aa. Progress cleaning.
4. Minutes: Entity responsible for conducting meeting will record and distribute meeting minutes.

B. Project coordination meetings are held at Owners request. Project coordination meetings are in addition to specific meetings held for other purposes.

PART 2 - PRODUCTS (NOT USED)

PART 3 – EXECUTION (NOT USED)

END OF SECTION

SECTION 01 33 00 SUBMITTAL PROCEDURES

PART 1 - GENERAL

1.1 SUBMITTAL PROCEDURES

- A. Deliver submittals to Owner and Owner as directed.
- B. Sequentially number the submittal forms. Resubmittals shall have the original number with an alphabetic suffix.
- C. Identify Project, Date of Submittal, Contractor, Subcontractor or Supplier, pertinent Contract Drawing sheet and detail numbers and Specification Section and location in Work.
- D. Identify variations from Contract Documents and product or system limitations which may be detrimental to successful performance of the completed Work.
- E. Revise and resubmit submittals as required, identify all changes made since previous submittal.
- F. Submittals not requested will not be recognized or processed.

1.2 DISTRIBUTION

- A. Distribute copies of approved submittals to Owner

1.3 CONSTRUCTION PROGRESS SCHEDULE

- A. Submit initial work progress schedule, within 2 days after date of Owner-Contractor Agreement for Owner's review and before first payment request.
- B. Revise and resubmit as every 2 days.
- C. Submit revised schedules to Owner, identifying changes since previous version.

1.4 PRODUCT DATA

- A. Submit electronic copies. An electronic copy will be returned with a list of comments.
- B. Mark each copy to identify applicable products, models, options, and other project specific data.

- C. Supplement manufacturer's standard data to provide information unique to this project. Show reference standards, performance characteristics, and capacities, electrical characteristics, wiring and piping diagrams, and controls, component parts finishes, dimensions and required clearances.
- D. After review, distribute in accordance with Article on procedures above and provide copies for record Documents described in Section 01 77 00 - Closeout Procedures.

1.5 SAMPLES

- A. Submit Paint "Draw Downs" samples of sufficient size to illustrate functional and aesthetic characteristics of the product, with integral parts and attachment devices. Coordinate samples submittals for interfacing work.
- B. Include identification on each sample, with full project information.

1.6 MANUFACTURER INSTALLATION INSTRUCTIONS

- A. When specified in individual specification sections submit manufacturer's printed instructions for delivery, storage, assembly, installation, start-up, adjusting, balancing and finishing, in quantities specified for Product Data.
- B. Indicate special procedures, perimeter conditions, and special environmental criteria required.
- C. Identify conflicts between manufacturer's instructions and Contract Documents.

1.7 MANUFACTURER'S CERTIFICATES

- A. When specified in individual Specifications Sections, submit manufacturer's certificates to OWNER for review, in quantities specified for Product Data.
- B. Indicate material or product conforms to or exceeds specified requirements. Submit supporting reference data, affidavits, and certifications.
- C. Certificates may be recent or previous test results on material or product but must be acceptable to the OWNER.

PART 2 - PRODUCTS - NOT USED

PART 3 - EXECUTION - NOT USED

END OF SECTION

SECTION 01 40 00 QUALITY REQUIREMENTS

PART 1 - GENERAL

1.1 RELATED REQUIREMENTS

- A. Section 00 52 13 – Agreement Form: Inspection and testing required by governing authorities for permits.
- B. Section 01 33 00 - Submittal Procedures: Submission of Manufacturer's Instructions and Certificates.
- C. Section 01 60 00 - Product Requirement: Requirements for Material and Product Quality.

1.2 QUALITY ASSURANCE CONTROL OF INSTALLATION

- A. Specific quality requirements are specified in the specification sections that specify these activities.
- B. Monitor quality control over suppliers, manufacturers, products, services, site conditions, and workmanship, to produce Work of specified quality.
- C. Comply with manufacturer's instructions, including each step-in sequence.
- D. Comply with specified standards as a minimum quality for the Work except when more stringent codes, or specified requirements indicate higher standards or more precise workmanship.
- E. Perform work by persons qualified to produce workmanship of specified quality.
- F. Secure products in place with positive anchorage devices designed and sized to withstand stress, vibration, physical distortion or disfigurement.

PART 2 - PRODUCTS - NOT USED

PART 3 – EXECUTION

END OF SECTION

SECTION 01 42 18
REFERENCE STANDARDS AND DEFINITIONS

PART 1 - GENERAL

1.1 RELATED REQUIREMENTS

- A. General Conditions: basic contract definitions.

1.2 DEFINITIONS

- A. "Approved": When used to convey Owner's action on Contractor's submittals, applications, and requests, "approved" is limited to Owner's duties and responsibilities as stated in the Conditions of the Contract.
- B. "Directed": A command or instruction by Owner. Other terms including "requested," "authorized," "selected," "approved," "required," and "permitted" have the same meaning as "directed."
- C. "Indicated": Requirements expressed by graphic representations or in written form on Drawings, in Specifications, and in other Contract Documents. Other terms including "shown" "noted," "scheduled," and "specified" have the same meaning as "indicated."
- D. "Regulations": Laws, ordinances, statutes, and lawful orders issued by authorities having jurisdiction, and rules, conventions, and agreements within the construction industry that control performance of the Work.
- E. "Furnish": Supply and deliver to Project site, ready for unloading, unpacking, assembly, installation, and similar operations.
- F. "Install": Operations at Project site including unloading, temporarily storing, unpacking, assembling, erecting, placing, anchoring, applying, working to dimension, finishing, curing, protecting, cleaning, and similar operations.
- G. "Provide": Furnish and install, complete and ready for the intended use.
- H. "Project Site": Space available for performing construction activities. The extent of Project site is shown on Drawings and may or may not be identical with the description of the land on which Project is to be built.

1.3 INDUSTRY STANDARDS

- A. Applicability of Standards: Unless the Contract Documents 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. Publication Dates: Comply with standards in effect as of date of the Contract Documents, unless otherwise indicated. Comply with standard dates referenced in the International Building Code (IBC) 2012 edition.
- C. Copies of Standards: Each entity engaged in construction on Project shall be familiar with industry standards applicable to its construction activity. Copies of applicable standards are not bound with the Contract Documents.
 - 1. Where copies of standards are needed to perform a required construction activity, obtain copies directly from publication source and make them available on request.
- D. Abbreviations and Acronyms for Standards and Regulations: Where abbreviations and acronyms are used in Specifications or other Contract Documents, they shall mean the recognized name of the standards and regulations in the specification section.

PART 2 - PRODUCTS - NOT USED

PART 3 - EXECUTION - NOT USED

END OF SECTION

SECTION 01 50 00 TEMPORARY FACILITIES AND CONTROLS

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

- A. Document 00 52 13 – Agreement Form.

1.2 SUBMITTALS

- A. Submit schedule of proposed connection and termination dates 3 days before implementation.
- B. Submit site plan showing temporary facilities, utility connections, and construction personnel parking areas.

1.3 QUALITY ASSURANCE

- A. Arrange and pay for authorities having jurisdiction to approve each temporary utility before use. Obtain necessary certifications and permits.

1.4 PROJECT CONDITIONS

- A. Assume responsibility for operation, maintenance and protection.

PART 2 - PRODUCTS

2.1 FIRE EXTINGUISHERS

- A. Portable, UL rated; with class and extinguishing agent as required by locations and classes of fire exposures.

2.2 TEMPORARY ELECTRICITY

- A. Contractor may use OWNER supplied power at the building.
- B. Provide power outlets for construction operations, with branch wiring and distribution boxes. Provide flexible power cords as required.
- C. Provide main service disconnect and overcurrent protection at convenient location.

2.3 TEMPORARY LIGHTING

- A. Permanent building lighting may be utilized during construction.

2.4 HUMIDITY CONTROL

- A. Ventilate enclosed areas to assist cure of materials, to dissipate humidity, and to prevent accumulation of dust, fumes, vapors or gases.

2.5 TEMPORARY WATER SERVICE

- A. Existing water services may be used. OWNER will pay cost of water used. Exercise measures to conserve water.

2.6 TEMPORARY SANITARY FACILITIES

- A. Existing facilities may be used during construction if coordinated with OWNER and maintained in clean condition.

2.7 BARRIERS

- A. Provide barriers to prevent unauthorized entry to construction areas and to protect adjacent properties from damage from construction operations and demolition. Coordinate all requirements for infection control with the Owner.
- B. Provide barricades and covered walkways required by governing authorities for public rights-of-way.
- C. Protect non-owned vehicular traffic, stored materials, site and structures from damage.

PART 3 - EXECUTION

3.1 PROTECTION OF INSTALLED WORK

- A. Protect installed Work and provide special protection where specified in individual Specifications Sections.
- B. Provide temporary and removable protection for installed products. Control activity in immediate work area to minimize damage.
- C. Provide protection covering at walls, projections, jambs, sills, and soffits of openings.
- D. Protect finished floors, stairs, and other surfaces from traffic, dirt, wear, damage, or movement of heavy objects, by protecting with durable sheet materials.

3.2 SECURITY

- A. Coordinate with OWNER's security program.

3.3 PARKING

- A. Coordinate with OWNER to arrange for parking areas to accommodate construction personnel.

3.4 PROGRESS CLEANING

- A. Maintain work and storage area free of waste materials, debris, and rubbish. Maintain site in a clean and orderly condition to maintain site passage and exits, and to avoid fire hazard.
- B. Provide waste-collection containers in sizes adequate to handle construction waste.
- C. Remove debris and rubbish from pipe chases, plenums, attics, crawl spaces, and other closed or remote spaces, prior to enclosing the spaces.
- D. Broom and vacuum clean interior areas prior to start of surface finishing and continue cleaning to eliminate dust.
- E. Remove waste materials, debris, and rubbish from site periodically at least once weekly and dispose off-site.
- F. Open free-fall chutes not permitted. Terminate closed chutes into appropriate containers with lids.

PART 3 - EXECUTION - NOT USED

END OF SECTION

**SUBSTITUTION
REQUEST**

Project: _____ Substitution Request Number: _____

From: _____
To: _____ Date: _____

A/E Project Number: _____
Re: _____ Contract For: _____

Specification Title: _____ Description: _____
Section: _____ Page: _____ Article/Paragraph: _____

Proposed Substitution: _____

Manufacturer: _____ Address _____ Phone: _____

Trade Name: _____ 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 specific product: _____

Point-by-point comparative data attached – REQUIRED BY A/E

Reason for not providing specified item: _____

Similar Installation:

Project: _____ Owner: _____

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

**SUBSTITUTION
REQUEST**

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 the specified product.
 - Same warranty will be furnished for proposed substitution as for specified product.
 - The 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.
 - Coordination, installation, and changes in the Work as necessary for accepted substitution will be complete in all respects.
-

Submitted by: _____

Signature: _____

Firm: _____

Address: _____

Telephone: _____

Attachments: _____

A/E's 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.

Signed by:

Date:

**SUBSTITUTION
REQUEST**

Additional Comments: Contractor Subcontractor Supplier Manufacturer _____ _____

SECTION 01 60 00 PRODUCT REQUIREMENTS

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

- A. Section 01 33 00 - Submittal Procedures
- B. Section 01 40 00 - Quality Requirements
- C. Section 01 77 00 - Closeout Procedures: Record Documents.

1.2 DEFINITIONS

- A. Products: New material, machinery, components, equipment, fixtures, and systems forming the Work. Products do not include machinery and equipment used for preparation, fabrication, conveying and erection of the Work.
- B. Products may also include existing materials or components required for reuse where specified.
 - 1. Provide interchangeable components of the same manufacturer, for similar use products.
- C. Substitutions: Changes in products from those required by the CONTRACT documents, proposed by the CONTRACTOR.
 - 1. Substitutions will not be accepted during Bidding.

1.3 PRODUCT SUBMITTALS

- A. Product List: Submit a list, showing proposed products. Include manufacturer's name and proprietary product names for each product.
 - 1. Coordinate product list with Contractor's Construction Schedule and the Submittals Schedule.
 - 2. Form: Tabulate information for each product under the following column heading:
 - a. Specification Section number and title.
 - b. Generic name used in the Contract Documents.
 - c. Proprietary name, model number, and similar designations.
 - d. Manufacturer's name and address.
 - e. Supplier's name and address.
 - f. Installer's name and address.
 - g. Projected delivery date or time span of delivery period.
 - h. Identification of items that require early submittal approval for scheduled delivery date.

3. Initial Submittal: With 20 days after notice to proceed, submit initial product list. Include a written explanation for omissions of data and for variations from Contract requirements.
 - a. At Contractor's option, initial submittal may be limited to product selections and designations that must be established early in Contract period.
 4. Completed List: Within 30 days after notice to proceed, submit product list. Include a written explanation for any omissions of data and for variations from Contract requirements.
 5. Owner's Action: Owner will respond in writing Contractor within 7 days of receipt of completed product list. Owner's response will include a list of unacceptable product selections and a brief explanation of reasons for this action. Owner's response, or lack of response, does not constitute a waiver of requirement to comply with the Contract Documents.
- B. Substitution Requests: Submit one request for each proposed substitution. Include Specification Section number and title and Drawing numbers and titles
1. Documentation: Show compliance with requirements for substitutions.
 2. Show history of product in Alaska.
 3. Submit substitution request on form preceding this specification section.
- C. Comparable Product Requests: Submit each request for consideration. Identify product or fabrication or installation method to be replaced. Include Specification Section number and title and Drawing numbers and titles.
- D. Owner's Action: If necessary, Owner will request additional information or documentation for evaluation within 7 days of receipt.

1.4 QUALITY ASSURANCE

- A. Compatibility of Options: If Contractor is given option of selecting between two or more products for use on Project, product selected shall be compatible with products previously selected, even if previously selected products were also options.

1.5 PRODUCT DELIVERY, STORAGE, AND HANDLING

- A. Deliver, store, and handle products using means and methods that will prevent damage, deterioration, and loss, including theft. Comply with manufacturer's written instructions.

- B. Delivery and Handling:
1. Schedule delivery to minimize long-term storage at Project site and to prevent overcrowding of construction spaces.
 2. Coordinate delivery with installation time to ensure minimum holding time for items that are flammable, hazardous, easily damaged, or sensitive to deterioration, theft, and other losses.
 3. Deliver products to Project site in an undamaged condition in manufacturer's original sealed container or other packaging system, complete with labels and instructions for handling, storing, unpacking, protecting, and installing.
 4. Inspect products on delivery to ensure compliance with the Contract Documents and to ensure that products are undamaged and properly protected.
- C. Storage:
1. Store products to allow for inspection and measurement of quantity or counting of units.
 2. Store materials in a manner that will not endanger Project structure.
 3. Store products that are subject to damage by the elements, under cover in a weathertight enclosure above ground, with ventilation adequate to prevent condensation.
 4. Store cementitious products and materials on elevated platforms.
 5. Comply with product manufacturer's written instructions for temperature, humidity, ventilation, and weather-protection requirements for storage.
 6. Protect stored products from damage and liquids from freezing.

1.6 PRODUCT WARRANTIES

- A. Warranties specified in other Sections shall be in addition to, and run concurrent with, other warranties required by the contract Documents. Manufacturer's disclaimers and limitations on product warranties do not relieve Contractor of obligations under requirements of the Contract.

PART 2 – PRODUCTS

2.1 PRODUCT SELECTION PROCEDURES

- A. General Product Requirements: Provide products that comply with the Contract Documents, that are undamaged and, unless otherwise indicated, that are new at time of installation.
1. Provide products complete with accessories, trim, finish, fasteners, and other items needed for a complete installation and indicated use and effect.

2. Standard Products: If available, and unless custom products or nonstandard options are specified, provide standard products of types that have been produced and used successfully in similar situations on other projects. Owner reserves the right to limit selection to products with warranties not in conflict with requirements of the Contract Documents.
 3. Where products are accompanied by the term “as selected,” Owner will make selection.
 4. Where products are accompanied by the term “match,” sample to be matched is Owner’s or existing construction.
 5. Descriptive, performance, and reference standard requirements in the Specifications establish “salient characteristics” of products.
 6. Or Equal: Where products are specified by name and accompanied by the term “or equal” or “or approved,” comply with product specification.
- B. Product Selection Procedures:
1. Available Products: Where Specifications include a list of names of both products and manufacturers, provide one of the products listed, or an unnamed product, that complies with requirements.
 2. Available Manufacturers: Where Specifications include a list of manufacturers, provide a product by one of the manufacturers listed, or with an unnamed manufacturer, that complies with requirements.
 3. Visual Selection Specification: Where Specifications include the phrase “as selected from manufacturer’s colors, patterns, textures” or a similar phrase, select a product that complies with specified requirements.
 - a. Standard Range: Where Specifications include the phrase “standard range of colors, patterns, textures” or similar phrase, Owner will select color pattern, density, or texture from manufacturer’s product line that does not include premium items.
 - b. Full Range: Where Specifications include the phrase “full range of colors, patterns, textures” or similar phrase, Owner will select color, pattern, density, or texture from manufacturer’s product line that includes both standard and premium items.

2.2 PRODUCT SUBSTITUTIONS

- A. Timing: Owner will consider requests for substitution if received within 1 day after the Notice to Proceed. Requests received after that time may be considered or rejected at the discretion of the Owner.

B. Requirements: Owner will consider Contractor's request for substitution when the following conditions are satisfied. If the following conditions are not satisfied, Owner will return requests without action, except to record noncompliance with these requirements:

1. Requested substitution offers Owner a substantial advantage in cost, time, energy conservation, or other considerations CONTRACTOR must assume. Owner's additional responsibilities will include compensation to Owner for redesign and evaluation services, increased cost of other construction by Owner, and similar considerations.
2. Requested substitution is consistent and compatible with the Contract Documents and will produce indicated results.
3. Substitution request is fully documented and properly submitted.
4. Requested substitution will not adversely affect Contractor's Construction Schedule.
5. Requested substitution has received necessary approvals of authorities having jurisdiction.
6. If requested substitution involves more than one contractor, requested substitution has been coordinated with other portions of the Work, is uniform and consistent, is compatible with other products, and is acceptable to all contractors involved.
7. Requested substitution provides specified warranty.

C. Documentation:

1. Statement indicating why specified material or product cannot be provided.
2. Coordination information, including a list of changes or modifications needed to other parts of the Work and to construction performed by Owner and separate contractors, that will be necessary to accommodate proposed substitution.
3. Comparison of qualities of proposed substitution with those of the Work specified. Include attributes such as performance, weight, size, durability, visual effect, and special features.
4. Product Data, including drawings and descriptions of products and fabrication and installation procedures.
5. Samples, where applicable or requested.
6. List of similar installations for completed projects with project names and phone numbers or addresses of Owners and owners.
7. Material test reports from a qualified testing agency indicating and interpreting test results for compliance with requirements indicated.
8. Research-evaluation reports evidencing compliance with IBC acceptable to authorities having jurisdiction.
9. A statement comparing the Contractor's Construction Schedule using proposed substitution compared to products specified for the Work, including effect on the overall Contract Time.
10. Cost information, including a proposal of change, if any, in the

Contract Sum.

11. Contractor's certification that proposed substitution complies with requirements in the Contract Documents and is appropriate for applications indicated. Contractor's waiver of rights to additional payment or time that may subsequently become necessary because of failure of proposed substitution to produce indicated results.

PART 3 - EXECUTION - NOT USED

END OF SECTION

**SECTION 01 70 50
CERTIFICATE OF COMPLIANCE**

No final payment shall be made until the CONTRACTOR shall file with the OWNER, prior to acceptance of the work, a notarized Certification of Compliance on the following form:

- A. The CONTRACTOR does hereby certify that all work has been performed and materials supplied in accordance with the DRAWINGS, SPECIFICATIONS, and Contract Documents for the above work, and that:
1. No less than the prevailing rates of wages as ascertained by the governing body of the Contracting Agency has been paid to laborers, workmen and mechanics employed on this work;
 2. There have been no unauthorized substitutions of subcontractors; nor have any subcontracts been entered into without the names of the subcontractors having been submitted to the OWNER prior to the start of such subcontracted work;
 3. No subcontract was assigned or transferred or performed by any subcontractor other than the original subcontractor, without prior notice having been submitted to the OWNER together with the names of all subcontractors.
 4. All claims for material and labor and other service performed in connection with these Specifications have been paid.
 5. All monies due the State Industrial Accident Fund, the State Unemployment Compensation Trust Fund, the State Tax Commission, Hospital Associations and/or others have been paid.

In WITNESS WHEREOF, the undersigned has signed and sealed this instrument this _____ day of _____, 2023.

(Firm Name): _____

(Signature): _____

(Title): _____

(Attest): _____

(SEAL IF BIDDER IS A CORPORATION)

As determined necessary, evidence of compliance may be required to be submitted with and made a part of this Certificate of Compliance.

END OF SECTION

SECTION 01 73 29 CUTTING AND PATCHING

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

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

1.2 SUMMARY

- A. This Section includes procedural requirements for cutting and patching.
- B. Related Sections include the following:
 - 1. Divisions 02 through 49 Sections for specific requirements and limitations applicable to cutting and patching individual parts of the Work, if applicable.

1.3 DEFINITIONS

- A. Cutting: Removal of in-place construction necessary to permit installation or performance of other Work.
- B. Patching: Fitting and repair work required to restore surfaces to original conditions after installation of other Work.

1.4 SUBMITTALS

- A. Cutting and Patching Proposal: Submit a proposal describing procedures at least 10 days before the time cutting and patching will be performed, requesting approval to proceed. Include the following information:
 - 1. Extent: Describe cutting and patching, show how they will be performed, and indicate why they cannot be avoided.
 - 2. Changes to In-Place Construction: Describe anticipated results. Include changes to structural elements and operating components as well as changes in building's appearance and other significant visual elements.
 - 3. Products: List products to be used and firms or entities that will perform the Work.
 - 4. Dates: Indicate when cutting and patching will be performed.
 - 5. Utility Services and Mechanical/Electrical Systems: List services/systems that cutting and patching procedures will disturb or affect. List services/systems that will be relocated and those that will be temporarily out of service. Indicate how long services/systems will

- be disrupted.
6. Structural Elements: Where cutting and patching involve adding reinforcement to structural elements, submit details and engineering calculations showing integration of reinforcement with original structure.
 7. Owner's Approval: Obtain approval of cutting and patching proposal before cutting and patching. Approval does not waive right to later require removal and replacement of unsatisfactory work.

1.5 QUALITY ASSURANCE

- A. Structural Elements: Do not cut and patch structural elements in a manner that could change their load-carrying capacity or load-deflection ratio.
- B. Operational Elements: Do not cut and patch operating elements and related components in a manner that results in reducing their capacity to perform as intended or that results in increased maintenance or decreased operational life or safety. Operating elements include the following:
 1. Primary operational systems and equipment.
 2. Air or smoke barriers.
 3. Fire-suppression systems.
 4. Mechanical systems piping and ducts.
 5. Control systems.
 6. Communication systems.
 7. Conveying systems.
 8. Electrical wiring systems.
 9. Operating systems of special construction in Division 13 Sections.
- C. Miscellaneous Elements: Do not cut and patch miscellaneous elements or related components in a manner that could change their load-carrying capacity, that results in reducing their capacity to perform as intended, or that results in increased maintenance or decreased operational life or safety List below is an example only. Revise to suit Project. With advice of counsel, delete below if Owner's approval is not required. If list is deleted, delete option in paragraph above.
- D. Visual Requirements: Do not cut and patch construction in a manner that results in visual evidence of cutting and patching. Do not cut and patch construction exposed on the exterior or in occupied spaces in a manner that would, in Owner's opinion, reduce the building's aesthetic qualities. Remove and replace construction that has been cut and patched in a visually unsatisfactory manner.
- E. Cutting and Patching Conference: Before proceeding, meet at Project site

with parties involved in cutting and patching, including mechanical and electrical trades. Review areas of potential interference and conflict. Coordinate procedures and resolve potential conflicts before proceeding.

1.6 WARRANTY

- A. Existing Warranties: Remove, replace, patch, and repair materials and surfaces cut or damaged during cutting and patching operations, by methods and with materials so as not to void existing warranties.

PART 2 - PRODUCTS

2.1 MATERIALS

- A. General: Comply with requirements specified in other Sections.
- B. In-Place Materials: Use materials identical to in-place materials. For exposed surfaces, use materials that visually match in-place adjacent surfaces to the fullest extent possible.
 - 1. If identical materials are unavailable or cannot be used, use materials that, when installed, will match the visual and functional performance of in- place materials.

PART 3 - EXECUTION

3.1 EXAMINATION

- A. Examine surfaces to be cut and patched and conditions under which cutting and patching are to be performed.
 - 1. Compatibility: Before patching, verify compatibility with and suitability of substrates, including compatibility with in-place finishes or primers.
 - 2. Proceed with installation only after unsafe or unsatisfactory conditions have been corrected.

3.2 PREPARATION

- A. Temporary Support: Provide temporary support of Work to be cut.
- B. Protection: Protect in-place construction during cutting and patching to prevent damage. Provide protection from adverse weather conditions for portions of Project that might be exposed during cutting and patching operations.

- C. Adjoining Areas: Avoid interference with use of adjoining areas or interruption of free passage to adjoining areas.
- D. Existing Utility Services and Mechanical/Electrical Systems: Where existing services/systems are required to be removed, relocated, or abandoned, bypass such services/systems before cutting to prevent interruption to occupied areas.

3.3 PERFORMANCE

- A. General: Employ skilled workers to perform cutting and patching. Proceed with cutting and patching at the earliest feasible time, and complete without delay.
 - 1. Cut in-place construction to provide for installation of other components or performance of other construction, and subsequently patch as required to restore surfaces to their original condition.
- B. Cutting: Cut in-place construction by sawing, drilling, breaking, chipping, grinding, and similar operations, including excavation, using methods least likely to damage elements retained or adjoining construction. If possible, review proposed procedures with original Installer; comply with original Installer's written recommendations.
 - 1. In general, use hand or small power tools designed for sawing and grinding, not hammering and chopping. Cut holes and slots as small as possible, neatly to size required, and with minimum disturbance of adjacent surfaces. Temporarily cover openings when not in use.
 - 2. Finished Surfaces: Cut or drill from the exposed or finished side into concealed surfaces.
 - 3. Concrete: Cut using a cutting machine, such as an abrasive saw or a diamond-core drill.
 - 4. Excavating and Backfilling: Comply with requirements in applicable Division 31 Sections where required by cutting and patching operations.
 - 5. Mechanical and Electrical Services: Cut off pipe or conduit in walls or partitions to be removed. Cap, valve, or plug and seal the remaining portion of pipe or conduit to prevent entrance of moisture or other foreign matter after cutting.
 - 6. Proceed with patching after construction operations requiring cutting are complete.

- C. Patching: Patch construction by filling, repairing, refinishing, closing up, and similar operations following performance of other Work. Patch with durable seams that are as invisible as possible. Provide materials and comply with installation requirements specified in other Sections.
1. Inspection: Where feasible, test and inspect patched areas after completion to demonstrate integrity of installation.
 2. Exposed Finishes: Restore exposed finishes of patched areas and extend finish restoration into retained adjoining construction in a manner that will eliminate evidence of patching and refinishing.
 - a. Clean piping, conduit, and similar features before applying paint or other finishing materials.
 - b. Restore damaged pipe covering to its original condition.
 3. Floors and Walls: Where walls or partitions that are removed extend one finished area into another, patch and repair floor and wall surfaces in the new space. Provide an even surface of uniform finish, color, texture, and appearance. Remove in-place floor and wall coverings and replace with new materials, if necessary, to achieve uniform color and appearance.
 - a. Where patching occurs in a painted surface, apply primer and intermediate paint coats over the patch and apply final paint coat over entire unbroken surface containing the patch. Provide additional coats until patch blends with adjacent surfaces.
 4. Ceilings: Patch, repair, or rehang in-place ceilings as necessary to provide an even-plane surface of uniform appearance.
 5. Exterior Building Enclosure: Patch components in a manner that restores enclosure to a weathertight condition.
- D. Cleaning: Clean areas and spaces where cutting and patching are performed. Completely remove paint, mortar, oils, putty, and similar materials.

END OF SECTION

SECTION 01 77 00 CLOSEOUT PROCEDURES

PART 1 – GENERAL

1.1 RELATED DOCUMENTS

- A. Document 00 52 13 – Agreement Form: Payments to Contractor.

1.2 RELATED SECTIONS

- A. Section 01 29 76 – Payment Procedures
- B. Section 01 78 23 – Operations and Maintenance Data

1.3 CLOSEOUT PROCEDURES

- A. Comply with procedures stated in General Conditions of the Contract.
- B. OWNER may occupy portions of the project for its use.
- C. Submit final Application for Payment identifying total adjusted Contract Sum, previous payments, and sum remaining due.

1.4 SUBSTANTIAL COMPLETION

- A. Preliminary Procedures: Before requesting inspection for determining date of Substantial Completion, complete the following. List items below that are incomplete in request.
 - 1. Prepare a list of items to be completed and corrected (punch list), the value of items on the list, and reasons why the Work is not complete.
 - 2. Advise Owner of pending insurance changeover requirements.
 - 3. Submit specific warranties, workmanship bonds, maintenance service agreements, final certifications, and similar documents.
 - 4. Obtain and submit releases permitting Owner unrestricted use of the Work and access to services and utilities. Include occupancy permits, boiler operating certificates, and similar releases.
 - 5. Prepare and submit Project Record Documents, operation and maintenance manuals, property surveys, and similar final record information.
 - 6. Deliver tools, spare parts, extra materials, and similar items to location designated by Owner. Label with manufacturer's name and model number where applicable.
 - 7. Make final changeover of permanent locks to Owner. Advise Owner's personnel of changeover.
 - 8. Complete startup testing of systems.
 - 9. Submit test/adjust/balance records.

10. Terminate and remove temporary facilities from Project site, along with mockups, construction tools, and similar elements.
 11. Advise Owner of changeover in heat and other utilities.
 12. Submit changeover information related to Owner's occupancy, use, operation, and maintenance.
- B. Inspection: Submit a written request for inspection for Substantial Completion. On receipt of request, Owner will either proceed with inspection or notify Contractor of unfulfilled requirements
1. Reinspection: Request reinspection when the Work identified in previous inspections as incomplete is completed or corrected.
 2. Results of completed inspection will form the basis of requirements for Final Completion.

1.5 FINAL COMPLETION

- A. Preliminary Procedures: Before requesting final inspection for determining date of Final Completion, complete the following:
1. Submit a final Application for Payment according to Section 01 29 76 - Progress Payment Procedures.
 2. Submit copy of Owner's inspection list of items to be completed or otherwise resolved for acceptance.
 3. Submit evidence of final, continuing insurance coverage complying with insurance requirements.
 4. Instruct Owner's personnel in operation, adjustment, and maintenance of products, equipment, and systems.
- B. Inspection: Submit a written request for final inspection for acceptance. On receipt of request, Owner will either proceed with inspection or notify Contractor of unfulfilled requirements.
1. Reinspection: Request reinspection when the Work identified in previous inspections as incomplete is completed or corrected.

1.6 LIST OF INCOMPLETE ITEMS (PUNCH LISTS)

- A. Preparation and Submit List: Include name and identification of each space and area affected by construction operations for incomplete items and items needing correction including, if necessary, areas disturbed by Contractor that are outside the limits of construction.

1.7 WARRANTIES

- A. Submittal Time: Submit written warranties on request of Owner for designated portions of the Work where commencement of warranties other than date of Substantial Completion is indicated.
- B. Partial Occupancy: Submit properly executed warranties within 15 days

of completion of designated portions of the Work that are completed and occupied or used by Owner during construction period by separate agreement with Contractor.

- C. Provide copies of each warranty to include in the operation and maintenance manuals.

1.8 SPARE PARTS AND MAINTENANCE MATERIALS

- A. Provide Paint and extra materials to Owner.
- B. Deliver to project site and place in location as directed, obtain receipt prior to final payment.

PART 2 – PRODUCTS

2.1 MATERIALS

- A. Cleaning Agents: Use cleaning materials and agents recommended by manufacturer or fabricator of the surface to be cleaned. Do not use cleaning agents that are potentially hazardous to health or property or that might damage finished surfaces.

PART 3 – EXECUTION

3.1 CLEANING

- A. General: Provide cleaning. Conduct cleaning and waste-removal operations to comply with local laws and ordinances and Federal and local environmental and antipollution regulations.
- B. Cleaning: Employ experienced workers or professional cleaners for final cleaning. Clean each surface or unit to the condition expected in an average commercial building cleaning and maintenance program. Comply with manufacturer's written instructions.
 - 1. Clean Project site, yard, and grounds, in areas disturbed by construction activities, including landscape development areas, of rubbish, waste material, litter, and other foreign substances.
 - a. Clean Project site, yard, and grounds, in areas disturbed by construction activities, including landscape development areas, of rubbish, waste material, litter, and other foreign substances.
 - b. Sweep paved areas broom clean. Remove petrochemical spills,

- stains, and other foreign deposits.
- c. Rake grounds that are neither planted nor paved to a smooth, even-textured surface.
 - d. Remove tools, construction equipment, machinery, and surplus material from Project site.
 - e. Remove snow and ice to provide safe access to building.
 - f. Clean exposed exterior and interior hard-surface finishes to a dirt-free condition, free of stains, films, and similar foreign substances. Avoid disturbing natural weathering of exterior surfaces. Restore reflective surfaces to their original condition.
 - g. Remove debris and surface dust from limited access spaces, including roofs, plenums, shafts, trenches, equipment vaults, manholes, attics, and similar spaces.
 - h. Sweep concrete floors broom clean in unoccupied spaces.
 - i. Vacuum carpet and similar soft surfaces, removing debris and excess nap; shampoo if visible soil or stains remain.
 - j. Clean transparent materials, including mirrors and glass in doors and windows. Remove glazing compounds and other noticeable, vision-obscuring materials. Replace chipped or broken glass and other damaged transparent materials. Polish mirrors and glass, taking care not to scratch surfaces.
 - k. Remove labels that are not permanent.
 - l. Touch up and otherwise repair and restore exposed finishes and surfaces damaged by this work. Replace finishes and surfaces that cannot be satisfactorily repaired or restored or that already show evidence of repair or restoration.
 - 1) Do not paint over "UL" and similar labels, including mechanical and electrical nameplates.
 - m. Wipe surfaces of mechanical and electrical equipment [elevator equipment,] and similar equipment. Remove excess lubrication, paint and mortar droppings, and other foreign substances.
 - n. Replace parts subjected to construction operating conditions.
 - o. Clean plumbing fixtures to a sanitary condition, free of stains, including stains resulting from water exposure.
 - p. Replace disposable air filters and clean permanent air filters. Clean exposed surfaces of diffusers, registers, and grills.
 - q. Clean ducts, blowers, and coils if units were operated without filters during construction.
 - r. Clean light fixtures, lamps, globes, and reflectors to function with full efficiency. Replace burned-out bulbs, and those noticeably dimmed by hours of use, and defective and noisy starters in fluorescent and mercury vapor fixtures to comply with requirements for new fixtures.
 - s. Leave Project clean and ready for occupancy.

END OF SECTION

**SECTION 01 78 36
WARRANTIES**

Prior to final payment, the Contractor shall furnish to the Owner a Warranty of Work After Final Payment in the following form:

The Contractor does hereby warrant all work and materials to be in full and complete accordance with the Contract Documents and Agreement Between Owner and Contractor, and requirements appertaining thereto; that all work and materials are free from any and all defects and imperfections, and fully suitable for the use and purposes for which each and every part is intended. The Contractor also agrees that, should any defect develop or appear which the Project Manager or Owner finds was not caused by improper use, the Contractor shall promptly, upon demand, fully correct, substitute and make good any such defective material, without any cost to the Owner, and will save the Owner harmless against any claim, demand, loss, or damage by reason of any breach of this warranty.

The period of this warranty shall commence on the date of Final Acceptance of the Owner.

The warranty shall continue to be in full force and effect for the period of one (1) year, except for those items for which a longer period of warranty is specifically stated in the Warranties for work in Technical Sections of the Specifications. Warranties for work stated in Technical Sections shall continue in full force and effect for the respective periods expressly stated.

In WITNESS WHEREOF, the undersigned has signed and sealed this instrument this _____ day of _____, 2023.

(Firm Name): _____

(Signature): _____

(Title): _____

(Attest) _____

(SEAL IF BIDDER IS A CORPORATION)

END OF SECTION