PROJECT MANUAL

BAS Replacement
Jennings State Office Building
Jennings, Missouri

Designed By: Bernhard TME, LLC
622 Emerson Rd., Suite 250
St. Louis, MO 63141

Date Issued: September 14, 2020

Project No.: O1921-01

STATE of MISSOURI

OFFICE of ADMINISTRATION
Facilities Management, Design & Construction
SECTION 000107 – PROFESSIONAL SEALS AND CERTIFICATIONS

PROJECT NUMBER: O1921-01 Jennings State Office Building BAS Replacement

THE FOLLOWING DESIGN PROFESSIONAL HAS SIGNED AND SEALED THE ORIGINAL GENERAL DRAWINGS G-001 AND G-002, MECHANICAL DRAWINGS M-101 – 103, 601 – 602 AND SPECIFICATIONS DIVISION 07, DIVISION 23, DIVISION 26 FOR THIS PROJECT, WHICH ARE ON FILE WITH THE DIVISION OF FACILITIES MANAGEMENT, DESIGN AND CONSTRUCTION:

______________________________
Drew E. Flanakin, P.E.
<table>
<thead>
<tr>
<th>SECTION</th>
<th>TITLE</th>
<th>NUMBER OF PAGES</th>
</tr>
</thead>
<tbody>
<tr>
<td>DIVISION 00 – PROCUREMENT AND CONTRACTING INFORMATION</td>
<td></td>
<td></td>
</tr>
<tr>
<td>000000</td>
<td>INTRODUCTORY INFORMATION</td>
<td></td>
</tr>
<tr>
<td>000101</td>
<td>Project Manual Cover</td>
<td>1</td>
</tr>
<tr>
<td>000107</td>
<td>Professional Seals and Certifications</td>
<td>1</td>
</tr>
<tr>
<td>000110</td>
<td>Table of Contents</td>
<td>2</td>
</tr>
<tr>
<td>000115</td>
<td>List of Drawings</td>
<td>1</td>
</tr>
<tr>
<td>001116</td>
<td>INVITATION FOR BID (IFB) plus Missouri Buys instructions and special notice</td>
<td>3</td>
</tr>
<tr>
<td>002113</td>
<td>INSTRUCTIONS TO BIDDERS (Includes MBE/WBE/SDVE Information)</td>
<td>8</td>
</tr>
<tr>
<td>003144</td>
<td>MBE/WBE/SDVE Directory</td>
<td>1</td>
</tr>
<tr>
<td><strong>The following documents may be found on MissouriBUYS at <a href="https://missouribuys.mo.gov/">https://missouribuys.mo.gov/</a></strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>004000</td>
<td>PROCUREMENT FORMS &amp; SUPPLEMENTS</td>
<td></td>
</tr>
<tr>
<td>004113</td>
<td>Bid Form</td>
<td>*</td>
</tr>
<tr>
<td>004322</td>
<td>Unit Prices Form</td>
<td>*</td>
</tr>
<tr>
<td>004336</td>
<td>Proposed Subcontractors Form</td>
<td>*</td>
</tr>
<tr>
<td>004337</td>
<td>MBE/WBE/SDVE Compliance Evaluation Form</td>
<td>*</td>
</tr>
<tr>
<td>004338</td>
<td>MBE/WBE/SDVE Eligibility Determination Form for Joint Ventures</td>
<td>*</td>
</tr>
<tr>
<td>004339</td>
<td>MBE/WBE/SDVE Good Faith Effort (GFE) Determination Forms</td>
<td>*</td>
</tr>
<tr>
<td>004340</td>
<td>SDVE Business Form</td>
<td>*</td>
</tr>
<tr>
<td>004541</td>
<td>Affidavit of Work Authorization</td>
<td>*</td>
</tr>
<tr>
<td>004545</td>
<td>Anti-Discrimination Against Israel Act Certification form</td>
<td>*</td>
</tr>
<tr>
<td>005000</td>
<td>CONTRACTING FORMS AND SUPPLEMENTS</td>
<td></td>
</tr>
<tr>
<td>005213</td>
<td>Construction Contract</td>
<td>3</td>
</tr>
<tr>
<td>005414</td>
<td>Affidavit for Affirmative Action</td>
<td>1</td>
</tr>
<tr>
<td>006113</td>
<td>Performance and Payment Bond</td>
<td>2</td>
</tr>
<tr>
<td>006325</td>
<td>Product Substitution Request</td>
<td>2</td>
</tr>
<tr>
<td>006519.16</td>
<td>Final Receipt of Payment and Release Form</td>
<td>1</td>
</tr>
<tr>
<td>006519.18</td>
<td>MBE/WBE/SDVE Progress Report</td>
<td>1</td>
</tr>
<tr>
<td>006519.21</td>
<td>Affidavit of Compliance with Prevailing Wage Law</td>
<td>1</td>
</tr>
<tr>
<td>007000</td>
<td>CONDITIONS OF THE CONTRACT</td>
<td></td>
</tr>
<tr>
<td>007213</td>
<td>General Conditions</td>
<td>20</td>
</tr>
<tr>
<td>007300</td>
<td>Supplementary Conditions</td>
<td>1</td>
</tr>
<tr>
<td>007346</td>
<td>Wage Rate</td>
<td>4</td>
</tr>
<tr>
<td>DIVISION 01 - GENERAL REQUIREMENTS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>011000</td>
<td>Summary of Work</td>
<td>3</td>
</tr>
<tr>
<td>012200</td>
<td>Unit Prices</td>
<td>2</td>
</tr>
<tr>
<td>012600</td>
<td>Contract Modification Procedures</td>
<td>2</td>
</tr>
<tr>
<td>013100</td>
<td>Coordination</td>
<td>4</td>
</tr>
<tr>
<td>013115</td>
<td>Project Management Communications</td>
<td>3</td>
</tr>
<tr>
<td>013200</td>
<td>Schedule – Bar Chart</td>
<td>4</td>
</tr>
<tr>
<td>013300</td>
<td>Submittals</td>
<td>5</td>
</tr>
<tr>
<td>013513.10</td>
<td>Site Security and Health Requirements (OA)</td>
<td>2</td>
</tr>
<tr>
<td>014200</td>
<td>References</td>
<td>8</td>
</tr>
<tr>
<td>017400</td>
<td>Cleaning</td>
<td>3</td>
</tr>
<tr>
<td>017700</td>
<td>Closeout Procedures</td>
<td>3</td>
</tr>
<tr>
<td>017823</td>
<td>Operation and Maintenance Data</td>
<td>5</td>
</tr>
<tr>
<td>017839</td>
<td>Project Record Documents</td>
<td>3</td>
</tr>
<tr>
<td>DIVISION 07 – THERMAL AND MOISTURE PROTECTION</td>
<td></td>
<td></td>
</tr>
<tr>
<td>078413</td>
<td>Penetration Firestopping</td>
<td>5</td>
</tr>
</tbody>
</table>
## DIVISION 23 - HEATING VENTILATING AND AIR CONDITIONING

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>230553</td>
<td>Identification for HVAC Piping and Equipment</td>
<td>2</td>
</tr>
<tr>
<td>230593</td>
<td>Testing, Adjusting, and Balancing for HVAC</td>
<td>5</td>
</tr>
<tr>
<td>230923</td>
<td>Direct Digital Control (DDC) System</td>
<td>61</td>
</tr>
<tr>
<td>230993</td>
<td>Sequence of Operations for HVAC Controls</td>
<td>4</td>
</tr>
</tbody>
</table>

## DIVISION 26 - ELECTRICAL

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>260519</td>
<td>Low-Voltage Electrical Power Conductors and Cables</td>
<td>3</td>
</tr>
<tr>
<td>260529</td>
<td>Hangers and Supports for Electrical Systems</td>
<td>3</td>
</tr>
<tr>
<td>260533</td>
<td>Raceways and boxes for Electrical Systems</td>
<td>5</td>
</tr>
<tr>
<td>260544</td>
<td>Sleeves and Sleeve Seals for Electrical Raceways and Cabling</td>
<td>3</td>
</tr>
</tbody>
</table>
SECTION 000115 – LIST OF DRAWINGS

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

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

1.2 SUMMARY

A. This Section provides a comprehensive list of the drawings that comprise the Bid Documents for this project.

PART 2 - PRODUCTS (NOT APPLICABLE)

PART 3 - EXECUTION

3.1 LIST OF DRAWINGS

A. The following list of drawings is a part of the Bid Documents:

<table>
<thead>
<tr>
<th>TITLE</th>
<th>SHEET #</th>
<th>DATE</th>
<th>CAD #</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Title Sheet</td>
<td>Sheet G-001</td>
<td>08/12/20</td>
<td>G-001</td>
</tr>
<tr>
<td>2. General Notes, Drawing</td>
<td>Sheet G-002</td>
<td>08/12/20</td>
<td>G-002</td>
</tr>
<tr>
<td>3. First Floor Plan Mechanical</td>
<td>Sheet M101</td>
<td>08/12/20</td>
<td>M101</td>
</tr>
<tr>
<td>4. Second Floor Plan Mechanical</td>
<td>Sheet M102</td>
<td>08/12/20</td>
<td>M102</td>
</tr>
<tr>
<td>5. Roof Plan Mechanical</td>
<td>Sheet M103</td>
<td>08/12/20</td>
<td>M103</td>
</tr>
<tr>
<td>6. Schedules and Diagrams</td>
<td>Sheet M601</td>
<td>08/12/20</td>
<td>M601</td>
</tr>
<tr>
<td>7. Schedules</td>
<td>Sheet M602</td>
<td>08/12/20</td>
<td>M602</td>
</tr>
</tbody>
</table>

END OF SECTION  000115
SECTION 001116 - INVITATION FOR BID

1.0 OWNER:
A. The State of Missouri
   Office of Administration,
   Division of Facilities Management, Design and Construction
   Jefferson City, Missouri

2.0 PROJECT TITLE AND NUMBER:
A. BAS Replacement
   Jennings State Office Building
   Jennings, Missouri
   Project No.: O1921-01

3.0 BIDS WILL BE RECEIVED:
A. Until: 1:30 PM, Tuesday, November 24, 2020
B. Only electronic bids on MissouriBUYS shall be accepted: https://missouribuys.mo.gov. Bidder must be registered to bid.

4.0 DESCRIPTION:
A. Scope: The project includes the replacement of the building automation system front end, two (2) rooftop air handling unit controllers, and variable air volume (VAV) box controllers and actuators.
B. Estimate: $135,000 to $155,000
C. MBE/WBE/SDVE Goals: MBE 10%, WBE 10%, and SDVE 3%. NOTE: Only MBE/WBE firms certified by the State of Missouri Office of Equal Opportunity as of the date of bid opening, or SDVE(s) meeting the requirements of Section 34.074, RSMo and 1 CSR 30-5.010, can be used to satisfy the MBE/WBE/SDVE participation goals for this project.
D. **NOTE: Bidders are provided new Good Faith Effort (GFE) forms on MissouriBUYS.

5.0 PRE-BID MEETING:
A. Place/Time: 10:00 AM, Monday, November 9, 2020, at Jennings State Office Building, 8501 Lucas and Hunt Road, Jennings, MO. All persons are respectfully requested to wear facial coverings and to social distance per current federal CDC guidelines.
B. Access to State of Missouri property requires presentation of a photo ID by all persons

6.0 HOW TO GET PLANS & SPECIFICATIONS:
A. View Only Electronic bid sets are available at no cost or paper bid sets for a deposit of $30 from American Document Solutions (ADS). MAKE CHECKS PAYABLE TO: American Document Solutions. Mail to: American Document Solutions, 1400 Forum Blvd., Suite 7A, Columbia, Missouri 65203. Phone 573-446-7768, Fax 573-355-5433, https://www.adsplanroom.net. NOTE: Prime contractors will be allowed a maximum of two bid sets at the deposit rate shown above. Other requesters will be allowed only one bid set at this rate. Additional bid sets or parts thereof may be obtained by any bidder at the cost of printing and shipping by request to American Document Solutions at the address shown above. Bidder must secure at least one bid set to become a planholder.
B. Refunds: Return plans and specifications in unmarked condition within 15 working days of bid opening to American Document Solutions, 1400 Forum Blvd., Suite 7A, Columbia, Missouri 65203. Phone 573-446-7768, Fax 573-355-5433. Deposits for plans not returned within 15 working days shall be forfeited.
C. Information for upcoming bids, including downloadable plans, specifications, Invitation for Bid, bid tabulation, award, addenda, and access to the ADS planholders list, is available on the Division of Facilities Management, Design and Construction’s web site: https://oa.mo.gov/facilities/bid-opportunities/bid-listing-electronic-plans.

7.0 POINT OF CONTACT:
A. Designer: Bernhard TME, LLC, Drew Flanakin, phone # (314) 727-8760
B. Project Manager: Glenn Smith, phone # (573) 751-1367

8.0 GENERAL INFORMATION:
A. The State reserves the right to reject any and all bids and to waive all informalities in bids. No bid may be withdrawn for a period of 20 working days subsequent to the specified bid opening time. The contractor shall pay not less than the prevailing hourly rate of wages for work of a similar character in the locality in which the work is performed, as determined by the Missouri Department of Labor and Industrial Relations and as set out in the detailed plans and specifications.
B. Bid results will be available at https://oa.mo.gov/facilities/bid-opportunities/bid-listing-electronic-plans after it is verified that at least one bid is awardable and affordable.
**Very Important MissouriBUYS Instructions to Help Submit a Bid Correctly**

A. The bidder shall submit his or her bid and all supporting documentation on MissouriBUYS eProcurement System. No hard copy bids shall be accepted. Go to [https://missouribuys.mo.gov](https://missouribuys.mo.gov) and register. The bidder must register before access is granted to the solicitation details and bidding is possible, however, the bidder can review a summary of the project by selecting “Bid Board” and then checking off “Open” under “Status” and “OA-FMDC-Contracts Chapter 8” under “Organization” in the boxes shown on the left margin.

B. Once registered, log in.
2. Under “Filter by Agency” select “OA-FMDC-Contracts Chapter 8.”
4. Above the dark blue bar, select “Other Active Opportunities.”
5. To see the Solicitation Summary, single click the Opp. No. (Project Number) and the summary will open. Single quick click each blue bar to open detailed information.

C. Here are simplified instructions for uploading the bid to MissouriBUYS:
1. Find the solicitation by completing Steps 1 through 4 above.
2. Select the three dots under “Actions.” Select “Add New Response.”
3. When the Quote box opens, give the response a title and select “OK.”
4. The detailed solicitation will open. Select “Check All” for the Original Solicitation Documents, open each document, and select “Accept.” If this step is not completed, a bid cannot be uploaded. Scroll to the bottom of the page and select “Add Attachments.” If you do not see this command, not all documents have been opened and accepted.
5. The Supplier Attachments box will open. Select “Add Attachment” again.
6. The Upload Documents box will open. Read the instructions for uploading. Disregard the “Confidential” check box.
7. Browse and attach up to 5 files at a time. Scroll to bottom of box and select “Upload.” The Supplier Attachments box will open. Repeat Steps 5 through 7 if more than 5 files are to be uploaded.
8. When the Supplier Attachments box opens again and uploading is complete, select “Done.” A message should appear that the upload is successful. If it does not, go to the Bidder Response tab and select “Submit.”
9. The detailed solicitation will open. At the bottom select “Close.”

D. Any time a bidder wants to modify the bid, he or she will have to submit a new one. FMDC will open the last response the bidder submits. The bidder may revise and submit the bid up to the close of the solicitation (bid date and time). Be sure to allow for uploading time so that the bid is successfully uploaded prior to the 1:30 PM deadline; we can only accept the bid if it is uploaded before the deadline.

E. If you want to verify that you are uploading documents correctly, we encourage you to submit a fake bid early. Label the fake bid as such to distinguish it from the real bid. The contracts person you contact will let you know if your “bid” was received successfully. Please contact Paul Girouard: 573-751-4797, paul.girouard@oa.mo.gov OR Mandy Roberson: 573-522-0074.

F. If you are experiencing login issues, please contact Web Procure Support (Proactis) at 866-889-8533 anytime from 7:00 AM to 7:00 PM Central Time, Monday through Friday. If you try using a userid or password several times that is incorrect, the system will lock you out. Web Procure Support is the only option to unlock you! If you forget your userid or password, Web Procure Support will provide a temporary userid or password. Also, if it has been a while since your last successful login and you receive an “inactive” message, contact Web Procure (Proactis). If you are having a registration issue, you may contact Cathy Holliday at 573-751-3491 or by email: cathy.holliday@oa.mo.gov.
IMPORTANT REMINDER REGARDING REQUIREMENT FOR OEO CERTIFICATION

A. SECTION 002113 – INSTRUCTIONS TO BIDDERS: Article 14.0, Section D1:

As of July 1, 2020, all MBE, WBE, and MBE/WBE contractors, subcontractors, and suppliers must be certified by the State of Missouri, Office of Equal Opportunity. No certifications from other Missouri certifying agencies will be accepted.
1.0 - SPECIAL NOTICE TO BIDDERS

A. If awarded a contract, the Bidder’s employees, and the employees of all subcontractors, who perform the work on the project, will be required to undergo a fingerprint background check and obtain a State of Missouri identification badge prior to beginning work on site. The Bidder should review the information regarding this requirement in Section 013513 – Site Security and Health Requirements prior to submitting a bid.

B. The Bidder’s prices shall include all city, state, and federal sales, excise, and similar taxes that may lawfully be assessed in connection with the performance of work, and the purchased of materials to be incorporated in the work. THIS PROJECT IS NOT TAX EXEMPT.

2.0 - BID DOCUMENTS

A. The number of sets obtainable by any one (1) party may be limited in accordance with available supply.

B. For the convenience of contractors, sub-contractors and suppliers, copies of construction documents are on file at the office of the Director, Division of Facilities Management, Design and Construction and on the Division’s web site - https://oa.mo.gov/facilities/bid-opportunities/bid-listing-electronic-plans.

3.0 - BIDDERS' OBLIGATIONS

A. Bidders must carefully examine the entire site of the work and shall make all reasonable and necessary investigations to inform themselves thoroughly as to the facilities available as well as to all the difficulties involved in the completion of all work in accordance with the specifications and the plans. Bidders are also required to examine all maps, plans and data mentioned in the specifications. No plea of ignorance concerning observable existing conditions or difficulties that may be encountered in the execution of the work under this contract will be accepted as an excuse for any failure or omission on the part of the contractor to fulfill in every detail all of the requirements of the contract, nor accepted as a basis for any claims for extra compensation.

B. Under no circumstances will contractors give their plans and specifications to another contractor. Any bid received from a contractor whose name does not appear on the list of plan holders may be subject to rejection.

4.0 - INTERPRETATIONS

A. No bidder shall be entitled to rely on oral interpretations as to the meaning of the plans and specifications or the acceptability of alternate products, materials, form or type of construction. Every request for interpretation shall be made in writing and submitted with all supporting documents not less than five (5) working days before opening of bids. Every interpretation made to a bidder will be in the form of an addendum and will be sent as promptly as is practicable to all persons to whom plans and specifications have been issued. All such addenda shall become part of the contract documents.

B. Approval for an “acceptable substitution” issued in the form of an addendum as per Paragraph 4A above, and as per Article 3.1 of the General Conditions; ACCEPTABLE SUBSTITUTIONS shall constitute approval for use in the project of the product.

C. An “acceptable substitution” requested after the award of bid shall be approved if proven to the satisfaction of the Owner and the Designer as per Article 3.1, that the product is acceptable in design, strength, durability, usefulness, and convenience for the purpose intended. Approval of the substitution after award is at the sole discretion of the Owner.

D. A request for “Acceptable Substitutions” shall be made on the Section 006325 Substitution Request Form. The request shall be sent directly to the project Designer. A copy of said request should also be mailed to the Owner, Division of Facilities Management, Design and Construction, Post Office Box 809, Jefferson City, Missouri 65102.
5.0 - BIDS AND BIDDING PROCEDURE

A. Bidders shall submit all submission forms and accompanying documents listed in SECTION 004113 – BID FORM, Article 5.0, ATTACHMENTS TO BID by the stated time or their bid will be rejected for being non-responsive.

Depending on the specific project requirements, the following is a GENERIC list of all possible bid forms that may be due with bid submittals and times when they may be due. Please check for specific project requirements on the proposal form (Section 004113). Not all of the following bid forms may be required to be submitted.

Bid Submittal – due before stated date and time of bid opening (see IFB):

004113 Bid Form (all pages are always required)
004322 Unit Prices Form
004336 Proposed Subcontractors Form
004337 MBE/WBE/SDVE Compliance Evaluation Form
004338 MBE/WBE/SDVE Eligibility Determination for Joint Ventures
004339 MBE/WBE/SDVE GFE Determination
004340 SDVE Business Form
004541 Affidavit of Work Authorization
004545 Anti-Discrimination Against Israel Act Certification form

B. All bids shall be submitted without additional terms and conditions, modification or reservation on the bid forms with each space properly filled. Bids not on these forms will be rejected.

C. All bids shall be accompanied by a bid bond executed by the bidder and a duly authorized surety company, certified check, cashier's check or bank draft made payable to the Division of Facilities Management, Design and Construction, State of Missouri, in the amount indicated on the bid form, Section 004113. Failure of the contractor to submit the full amount required shall be sufficient cause to reject his bid. The bidder agrees that the proceeds of the check, draft or bond shall become the property of the State of Missouri, if for any reason the bidder withdraws his bid after closing, or if on notification of award refuses or is unable to execute tendered contract, provide an acceptable performance and payment bond, provide evidence of required insurance coverage and/or provide required copies of affirmative action plans within ten (10) working days after such tender.

D. The check or draft submitted by the successful bidder will be returned after the receipt of an acceptable performance and payment bond and execution of the formal contract. Checks or drafts of all other bidders will be returned within a reasonable time after it is determined that the bid represented by same will receive no further consideration by the State of Missouri. Bid bonds will only be returned upon request.

6.0 - SIGNING OF BIDS

A. A bid from an individual shall be signed as noted on the Bid Form.

B. A bid from a partnership or joint venture shall require only one signature of a partner, an officer of the joint venture authorized to bind the venture or an attorney-in-fact. If the bid is signed by an officer of a joint venture or an attorney-in-fact, a document evidencing the individual's authority to execute contracts should be included with the bid form.

C. A bid from a limited liability company (LLC) shall be signed by a manager or a managing member of the LLC.

D. A bid from a corporation shall have the correct corporate name thereon and the signature of an authorized officer of the corporation manually written. Title of office held by the person signing for the corporation shall appear, along with typed name of said individual. Corporate license number shall be provided and, if a corporation organized in a state other than Missouri, a Certificate of Authority to do business in the State of Missouri shall be attached. In addition, for corporate proposals, the President or Vice-President should sign as the bidder. If the signator is other than the corporate president or vice president, the bidder must provide satisfactory evidence that the signator has the legal authority to bind the corporation.
E. A bid should contain the full and correct legal name of the Bidder. If the Bidder is an entity registered with the Missouri Secretary of State, the Bidder’s name on the bid form should appear as shown in the Secretary of State’s records.

F. The Bidder should include its corporate license number on the Bid Form and, if the corporation is organized in a state other than Missouri, a Certificate of Authority to do business in the State of Missouri shall be attached to the bid form.

7.0 - RECEIVING BID SUBMITTALS

A. It is the bidder’s sole responsibility to assure receipt by Owner of bid submittals by the date and time specified in the Invitation for Bid. Bids received after the date and time specified shall not be considered by the Owner.

B. Bids must be submitted through the MissouriBUYS statewide eProcurement system (https://www.missouribuys.mo.gov/) in accordance with the instructions for that system. The Owner shall only accept bids submitted through MissouriBUYS. Bids received by the Owner through any other means, including hard copies, shall not be considered and will be discarded by the Owner unopened.

C. To respond to an Invitation for Bid, the Bidder must first register with MissouriBUYS by going through the MissouriBUYS Home Page (https://www.missouribuys.mo.gov/), clicking the “Register” button at the top of the page, and completing the Vendor Registration. Once registered, the Bidder accesses its account by clicking the “Login” button at the top of the MissouriBUYS Home Page. Enter your USERID and PASSWORD, which the Bidder will select. Under Solicitations, select “View Current Solicitations.” A new screen will open. Under “Filter by Agency” select “OA-FMDC-Contracts Chapter 8.” Under “Filter by Opp. No.” type in the State Project Number. Select “Submit.” Above the dark blue bar, select “Other Active Opportunities.” To see the Solicitation Summary, single click the Opp. No. (Project Number) and the summary will open. Single quick click each blue bar to open detailed information. The Bidder must read and accept the Original Solicitation Documents and complete all identified requirements. The Bidder should download and save all of the Original Solicitation Documents on its computer so that the Bidder can prepare its response to these documents. The Bidder should upload its completed response to the downloaded documents as an attachment to the electronic solicitation response.

D. Step-by-step instructions for how a registered vendor responds to a solicitation electronically are provided in Section 001116 – Invitation For Bid.

E. The Bidder shall submit its bid on the forms provided by the Owner on MissouriBUYS with each space fully and properly completed, including all amounts required for alternate bids, unit prices, cost accounting data, etc. The Owner may reject bids that are not on the Owner’s forms or that do not contain all requested information.

F. No Contractor shall stipulate in his bid any conditions not contained in the specifications or standard bid form contained in the contract documents. To do so may subject the Contractor’s bid to rejection.

G. The completed forms shall be without interlineations, alterations or erasures.

8.0 - MODIFICATION AND WITHDRAWAL OF BIDS

A. Bidder may withdraw his bid at any time prior to scheduled closing time for receipt of bids, but no bidder may withdraw his bid for a period of twenty (20) working days after the scheduled closing time for receipt of bids.

B. The Bidder shall modify his or her original bid by submitting a revised bid on MissouriBUYS.

9.0 - AWARD OF CONTRACT

A. The Owner reserves the right to reject any and/or all bids and further to waive all informalities in bidding when deemed in the best interest of the State of Missouri.

B. The Owner reserves the right to let other contracts in connection with the work, including but not by way of limitation, contracts for the furnishing and installation of furniture, equipment, machines, appliances and other apparatus.
C. In awarding the contract the Owner may take into consideration the bidder's skill, facilities, capacity, experience, responsibility, previous work record, financial standing and the necessity of prompt and efficient completion of work herein described. Inability of any bidder to meet the requirements mentioned above may be cause for rejection of his bid. However, no contract will be awarded to any individual, partnership or corporation, who has had a contract with the State of Missouri declared in default within the preceding twelve months.

D. Award of alternates, if any, will be made in numerical order unless all bids received are such that the order of acceptance of alternates does not affect the determination of the low bidder.

E. No bid shall be considered binding upon the Owner until the written contract has been properly executed, a satisfactory bond has been furnished, evidence of required insurance coverage, submittal of executed Section 004541, Affidavit of Work Authorization form, documentation evidencing enrollment and participation in a federal work authorization program has been received and an affirmative action plan submitted. Failure to execute and return the contract and associated documents within the prescribed period of time shall be treated, at the option of the Owner, as a breach of bidder's obligation and the Owner shall be under no further obligation to bidder.

F. If the successful bidder is doing business in the State of Missouri under a fictitious name, he shall furnish to Owner, attached to the Bid Form, a properly certified copy of the certificate of Registration of Fictitious Name from the State of Missouri, and such certificate shall remain on file with the Owner.

G. Any successful bidder which is a corporation organized in a state other than Missouri shall furnish to the Owner, attached to the Bid Form, a properly certified copy of its current Certificate of Authority to do business in the State of Missouri, such certificate to remain on file with the Owner. No contract will be awarded by the Owner unless such certificate is furnished by the bidder.

H. Any successful bidder which is a corporation organized in the State of Missouri shall furnish at its own cost to the Owner, if requested, a Certificate of Good Standing issued by the Secretary of State, such certificate to remain on file with the Owner.

I. Transient employers subject to Sections 285.230 and 285.234, RSMo, (out-of-state employers who temporarily transact any business in the State of Missouri) may be required to file a bond with the Missouri Department of Revenue. No contract will be awarded by the Owner unless the successful bidder certifies that he has complied with all applicable provisions of Section 285.230-234.

J. Sections 285.525 and 285.530, RSMo, require business entities to enroll and participate in a federal work authorization program in order to be eligible to receive award of any state contract in excess of $5,000. Bidders should submit with their bid an Affidavit of Work Authorization (Section 004541) along with appropriate documentation evidencing such enrollment and participation. Section-004541, Affidavit of Work Authorization is located on the MissouriBUYS solicitation for this project. Bidders must also submit an E-Verify Memorandum before the Owner may award a contract to the Bidder. Information regarding a E-Verify is located at https://www.uscis.gov/e-verify/. The contractor shall be responsible for ensuring that all subcontractors and suppliers associated with this contract enroll in E-Verify.

10.0 - CONTRACT SECURITY

A. The successful bidder shall furnish a performance/payment bond as set forth in General Conditions Article 6.1 on a condition prior to the State executing the contract and issuing a notice to proceed.

11.0 - LIST OF SUBCONTRACTORS

A. If required by “Section 004113 – Bid Form,” each bidder must submit as part of their bid a list of subcontractors to be used in performing the work (Section 004336). The list must specify the name of the single designated subcontractor, for each category of work listed in “Section 004336 - Proposed Subcontractors Form.” If work within a category will be performed by more than one subcontractor, the bidder must provide the name of each subcontractor and specify the exact portion of the work to be done by each. Failure to list the Bidder’s firm, or a subcontractor for each category of work identified on the Bid Form or the listing of more than one subcontractor for any category without designating the portion of work to be performed by each shall be cause for rejection of the bid. If the bidder intends to perform any of the designated subcontract work with the use of his own employees, the bidder shall make that fact clear, by listing his own firm for the subject category. If any category of work is left vacant, the bid shall be rejected.
12.0 - WORKING DAYS

A. Contract duration time is stated in working days and will use the following definition in determining the actual calendar date for contract completion:


13.0 - AMERICAN AND MISSOURI - MADE PRODUCTS AND FIRMS

A. By signing the bid form and submitting a bid on this project, the Bidder certifies that it will use American and Missouri products as set forth in Article 1.7 of the General Conditions. Bidders are advised to review those requirements carefully prior to bidding.

B. A preference shall be given to Missouri firms, corporations or individuals, or firms, corporations or individuals that maintain Missouri offices or places of business, when the quality of performance promised is equal or better and the price quoted is the same or less.

C. Pursuant to Section 34.076, RSMo, a contractor or Bidder domiciled outside the boundaries of the State of Missouri shall be required, in order to be successful, to submit a bid the same percent less than the lowest bid submitted by a responsible contractor or Bidder domiciled in Missouri as would be required for such a Missouri domiciled contractor or Bidder to succeed over the bidding contractor or Bidder domiciled outside Missouri on a like contract or bid being let in the person's domiciliary state and, further, the contractor or Bidder domiciled outside the boundaries of Missouri shall be required to submit an audited financial statement as would be required of a Missouri domiciled contractor or Bidder on a like contract or bid being let in the domiciliary state of that contractor or Bidder.

14.0 – ANTI-DISCRIMINATION AGAINST ISRAEL ACT CERTIFICATION:

A. Pursuant to section 34.600, RSMo, if the Bidder meets the section 34.600, RSMo, definition of a “company” and the Bidder has ten or more employees, the Bidder must certify in writing that the Bidder is not currently engaged in a boycott of goods or services from the State of Israel as defined in section 34.600, RSMo, and shall not engage in a boycott of goods or services from the State of Israel, if awarded a contract, for the duration of the contract. The Bidder is requested to complete and submit the applicable portion of Section 004545 - Anti-Discrimination Against Israel Act Certification with their Bid Form. The applicable portion of the exhibit must be submitted prior to execution of a contract by the Owner and issuance of Notice to Proceed. If the exhibit is not submitted, the Owner shall rescind its Intent to Award and move to the next lowest, responsive, responsible bidder.

15.0 - MBE/WBE/SDVE INSTRUCTIONS

A. Definitions:

1. “MBE” means a Minority Business Enterprise.

2. “MINORITY” has the same meaning as set forth in 1 C.S.R. 10-17.010.

3. “MINORITY BUSINESS ENTERPRISE” has the same meaning as set forth in section 37.020, RSMo.


5. “WOMEN’S BUSINESS ENTERPRISE” has the same meaning as set forth in section 37.020, RSMo.


7. “SERVICE-DISABLED VETERAN” has the same meaning as set forth in section 34.074, RSMo.

8. “SERVICE-DISABLED VETERAN ENTERPRISE” has the same meaning as “Service-Disabled Veteran Business” set forth in section 34.074, RSMo.
B. MBE/WBE/SDVE General Requirements:

1. For all bids greater than $100,000, the Bidder shall obtain MBE, WBE and SDVE participation in an amount equal to or greater than the percentage goals set forth in the Invitation for Bid and the Bid Form, unless the Bidder is granted a Good Faith Effort waiver by the Director of the Division, as set forth below. If the Bidder does not meet the MBE, WBE and SDVE goals, or make a good faith effort to do so, the Bidder shall be non-responsive, and its bid shall be rejected.

2. The Bidder should submit with its bid all of the information requested in the MBE/WBE/SDVE Compliance Evaluation Form for every MBE, WBE, or SDVE subcontractor or material supplier the Bidder intends to use for the contract work. The Bidder is required to submit all appropriate MBE/WBE/SDVE documentation before the stated time and date set forth in the Invitation for Bid. If the Bidder fails to provide such information by the specified date and time, the Owner shall reject the bid.

3. The Director reserves the right to request additional information from a Bidder to clarify the Bidder’s proposed MBE, WBE, and/or SDVE participation. The Bidder shall submit the clarifying information requested by the Owner within two (2) Working Days of receiving the request for clarification.

4. Pursuant to section 34.074, RSMo, a Bidder that is a SDVE doing business as Missouri firm, corporation, or individual, or that maintains a Missouri office or place of business, shall receive a three-point bonus preference in the contract award evaluation process. The bonus preference will be calculated and applied by reducing the bid amount of the eligible SDVE by three percent of the apparent low responsive bidder’s bid. Based on this calculation, if the eligible SDVE’s evaluation is less than the apparent low responsive bidder’s bid, the eligible SDVE’s bid becomes the apparent low responsive bid. This reduction is for evaluation purposes only, and will have no impact on the actual amount(s) of the bid or the amount(s) of any contract awarded. In order to be eligible for the SDVE preference, the Bidder must complete and submit with its bid the Missouri Service Disabled Veteran Business Form, and any information required by the form. The form is available on the MissouriBUYS solicitation for this project.

C. Computation of MBE/WBE/SDVE Goal Participation:

1. A Bidder who is a MBE, WBE, or SDVE may count 100% of the contract towards the MBE, WBE or SDVE goal, less any amounts awarded to another MBE, WBE or SDVE. (NOTE: A MBE firm that bids as general contractor must obtain WBE and SDVE participation; a WBE firm that bids as a general contractor must obtain MBE and SDVE participation; and a SDVE firm that bids as general contractor must obtain MBE and WBE participation.) In order for the remaining contract amount to be counted towards the MBE, WBE or SDVE goal, the Bidder must complete the MBE/WBE/SDVE Compliance Evaluation Form (Section 004337) identifying itself as an MBE, WBE or SDVE.

2. The total dollar value of the work granted to a certified MBE, WBE or SDVE by the Bidder shall be counted towards the applicable goal.

3. Expenditures for materials and supplies obtained from a certified MBE, WBE, or SDVE supplier or manufacturer may be counted towards the MBE, WBE and SDVE goals, if the MBE, WBE, or SDVE assumes the actual and contractual responsibility for the provision of the materials and supplies.

4. The total dollar value of the work granted to a second or subsequent tier subcontractor or a supplier may be counted towards a Bidder’s MBE, WBE and SDVE goals, if the MBE, WBE, or SDVE properly assumes the actual and contractual responsibility for the work.

5. The total dollar value of work granted to a certified joint venture equal to the percentage of the ownership and control of the MBE, WBE, or SDVE partner in the joint venture may be counted towards the MBE/WBE/SDVE goals.

6. Only expenditures to a MBE, WBE, or SDVE that performs a commercially useful function in the work may be counted towards the MBE, WBE and SDVE goals. A MBE, WBE, or SDVE performs a commercially useful function when it is responsible for executing a distinct element of the work and carrying out its responsibilities by actually performing, managing and supervising the work or providing supplies or manufactured materials.
D. Certification of MBE/WBE/SDVE Subcontractors:

1. In order to be counted towards the goals, an MBE or WBE must be certified by the State of Missouri Office of Equal Opportunity and an SDVE must be certified by the State of Missouri, Office of Administration, Division of Purchasing and Material Management or by the Department of Veterans Affairs.

2. The Bidder may determine the certification status of a proposed MBE or WBE subcontractor or supplier by referring to the Office of Equal Opportunity (OEO)’s online MBE/WBE directory (https://apps1.mo.gov/oeo/). The Bidder may determine the eligibility of a SDVE subcontractor or supplier by referring to the Division of Purchasing and Materials Management’s online SDVE directory (http://oa.mo.gov/purchasing/vendor-information/missouri-service-disabled-veteranbusiness-enterprise-sdve-information) or the Department of Veterans Affairs’ directory (https://www.vip.vetbiz.gov/).

3. Additional information, clarifications, etc., regarding the listings in the directories may be obtained by calling the Division at (573)751-3339 and asking to speak to the Contract Specialist of record as shown in the Supplementary Conditions (Section 007300).

E. Waiver of MBE/WBE/SDVE Participation:

1. If a Bidder has made a good faith effort to secure the required MBE, WBE and/or SDVE participation and has failed, the Bidder shall submit with its bid the information requested in MBE/WBE/SDVE Good Faith Effort (GFE) Determination form. The GFE forms are located on the MissouriBUYS solicitation for this project. The Director will determine if the Bidder made a good faith effort to meet the applicable goals. If the Director determines that the Bidder did not make a good faith effort, the bid shall be rejected as being nonresponsive to the bid requirements. Bidders who demonstrate that they have made a good faith effort to include MBE, WBE, and/or SDVE participation will be determined to be responsive to the applicable participation goals, regardless of the percent of actual participation obtained, if the bid is otherwise acceptable.

2. In determining whether a Bidder has made a good faith effort to obtain MBE, WBE and/or SDVE participation, the Director may evaluate the factors set forth in 1 CSR 30-5.010(6)(C) and the following:
   a. The amount of actual participation obtained;
   b. How and when the Bidder contacted potential MBE, WBE, and SDVE subcontractors and suppliers;
   c. The documentation provided by the Bidder to support its contacts, including whether the Bidder provided the names, addresses, phone numbers, and dates of contact for MBE/WBE/SDVE firms contacted for specific categories of work;
   d. If project information, including plans and specifications, were provided to MBE/WBE/SDVE subcontractors;
   e. Whether the Bidder made any attempts to follow-up with MBE, WBE or SDVE firms prior to bid;
   f. Amount of bids received from any of the subcontractors and/or suppliers that the Bidder contacted;
   g. The Bidder’s stated reasons for rejecting any bids;

3. If no bidder has obtained any participation in a particular category (MBE/WBE/SDVE) or made a good faith effort to do so, the Director may waive that goal rather than rebid.
F. Contractor MBE/WBE/SDVE Obligations

1. If awarded a contract, the Bidder will be contractually required to subcontract with or obtain materials from the MBE, WBE, and SDVE firms listed in its bid, in amounts equal to or greater than the dollar amount bid, unless the amount is modified in writing by the Owner.

2. If the Contractor fails to meet or maintain the participation requirements contained in the Contractor’s bid, the Contractor must satisfactorily explain to the Director why it cannot comply with the requirement and why failing meeting the requirement was beyond the Contractor’s control. If the Director finds the Contractor's explanation unsatisfactory, the Director may take any appropriate action including, but not limited to:
   a. Declaring the Contractor ineligible to participate in any contracts with the Division for up to twelve (12) months (suspension); and/or
   b. Declaring the Contractor be non-responsive to the Invitation for Bid, or in breach of contract and rejecting the bid or terminating the contract.

3. If the Contractor replaces an MBE, WBE, or SDVE during the course of this contract, the Contractor shall replace it with another MBE, WBE, or SDVE or make a good faith effort to do so. All MBE, WBE and SDVE substitutions must be approved by the Director.

4. The Contractor shall provide the Owner with regular reports on its progress in meeting its MBE/WBE/SDVE obligations. At a minimum, the Contractor shall report the dollar-value of work completed by each MBE, WBE, or SDVE during the preceding month and the cumulative total of work completed by each MBE, WBE or SDVE to date with each monthly application for payment. The Contractor shall also make a final report, which shall include the total dollar-value of work completed by each MBE, WBE, and SDVE during the entire contract.
The MBE/WBE Directory for goods and services is maintained by the Office of Equal Opportunity (OEO). The current Directory can be accessed at the following web address:

https://apps1.mo.gov/MWBCertifiedFirms/

Please note that you may search by MBE, WBE, or both as well as by region, location of the business by city or state, as well as by commodity or service.

The SERVICE DISABLED VETERAN ENTERPRISE (SDVE) Directory(s) may be accessed at the following web addresses:

https://oa.mo.gov/sites/default/files/sdvelisting.pdf

https://www.vip.vetbiz.va.gov
STATE OF MISSOURI
CONSTRUCTION CONTRACT

THIS AGREEMENT, made (DATE) by and between:

Contractor Name and Address
hereinafter called the "Contractor,"

and the State of Missouri, hereinafter called the "Owner", represented by the Office of Administration, Division of Facilities Management, Design and Construction, on behalf of the Office of Administration.

WITNESSETH, that the Contractor and the Owner, for the consideration stated herein agree as follows:

ARTICLE 1. STATEMENT OF WORK

The Contractor shall furnish all labor and materials and perform all work required for furnishing and installing all labor, materials, equipment and transportation and everything necessarily inferred from the general nature and tendency of the plans and specifications for the proper execution of the work for:

Project Name: BAS Replacement
Jennings State Office Building
Jennings, Missouri

Project Number: O1921-01

in strict accordance with the Contract Documents as enumerated in Article 7, all of which are made a part hereof.

ARTICLE 2. TIME OF COMPLETION

The contract performance time is 75 working days from the transmittal date of this agreement. The contract completion date is MONTH, DAY, YEAR. This time includes ten (10) working days for the Contractor to receive, sign and return the contract form along with required bonding and insurance certificates. Failure of the Contractor to provide correct bonding and insurance within the ten (10) working days shall not be grounds for a time extension. Receipt of proper bonding and insurance is a condition precedent to the formation of the contract and if not timely received, may result in forfeiture of the Contractor's bid security. Work may not commence until the Owner issues a written Notice to Proceed and must commence within seven (7) working days thereafter.

ARTICLE 3. LIQUIDATED DAMAGES

Whenever time is mentioned in this contract, time shall be and is of the essence of this contract. The Owner would suffer a loss should the Contractor fail to have the work embraced in this contract fully completed on or before the time above specified. THEREFORE, the parties hereto realize in order to adjust satisfactorily the damages on account of such failure that it might be impossible to compute accurately or estimate the amount of such loss or damages which the Owner would sustain by reason of failure to complete fully said work within the time required by this contract. The Contractor hereby covenants and agrees to pay the Owner, as and for liquidated damages, the sum of $300 per day for each and every day, Sunday and legal holidays excepted, during which the work remains incomplete and unfinished. Any sum which may be due the Owner for such damages shall be deducted and retained by the Owner from any balance which may be due the Contractor when said work shall have been finished and accepted. But such provisions shall not release the Bond of the Contractor from liability according to its terms. In case of failure to complete, the Owner will be under no obligation to show or prove any actual or specific loss or damage.
ARTICLE 4. CONTRACT SUM
The Owner shall pay the Contractor for the prompt, faithful and efficient performance of the conditions and undertakings of this contract, subject to additions, and deductions as provided herein, in current funds the sum of:

Base Bid: $  
TOTAL CONTRACT AMOUNT: ($CONTRACT AMOUNT)

UNIT PRICES: The Owner accepts the following Unit Prices:
For changing specified quantities of work from those indicated by the contract drawings and specifications, upon written instructions of Owner, the following unit prices shall prevail. The unit prices include all labor, overhead and profit, materials, equipment, appliances, bailing, shoring, shoring removal, etc., to cover the finished work of the several kinds of work called for. Only a single unit price shall be given and it shall apply for either MORE or LESS work than that shown on the drawings and called for in the specifications or included in the Base Bid. In the event of more or less units than so indicated or included, change orders may be issued for the increased or decreased amount.

ARTICLE 5. PREVAILING WAGE RATE
It is understood and agreed by and between the parties that not less than the prevailing hourly rate of wages shall be paid for work of a similar character in the locality in which the work is performed, and not less than the prevailing hourly rate of wages for legal holiday and overtime work in the locality in which the work is performed, both as determined by the Department of Labor and Industrial Relations or as determined by the court on appeal, to all workmen employed by or on behalf of the Contractor or any subcontractor, exclusive of maintenance work. Only such workmen as are directly employed by the Contractor or his subcontractors, in actual construction work on the site shall be deemed to be employed.

When the hauling of materials or equipment includes some phase of the construction other than the mere transportation to the site of the construction, workmen engaged in this dual capacity shall be deemed to be employed directly on the project and entitled to the prevailing wage.

ARTICLE 6. MINORITY/WOMEN/SERVICE DISABLED VETERAN BUSINESS ENTERPRISE PARTICIPATION
The Contractor has been granted a waiver of the 10% MBE and 10% WBE and 3% SDVE participation goals. The Contractor agrees to secure the MBE/WBE/SDVE participation amounts for this project as follows: (OR)

The Contractor has met the MBE/WBE/SDVE participation goals and agrees to secure the MBE/WBE/SDVE participation amounts for this project as follows:

MBE/WBE/SDVE Firm: Subcontract Amt:$  
MBE/WBE/SDVE Firm: Subcontract Amt:$  
MBE/WBE/SDVE Firm: Subcontract Amt:$  
Total $  

MBE/WBE/SDVE assignments identified above shall not be changed without a Contract Change signed by the Owner.

The Director of the Division of Facilities Management, Design and Construction or his Designee shall be the final authority to resolve disputes and disagreements between the Contractor and the MBE/WBE/SDVE firms listed above when such disputes impact the subcontract amounts shown above.
ARTICLE 7. CONTRACT DOCUMENTS

Contract documents shall consist of the following component parts:

1. Division 0, with executed forms
2. Division 1
3. Executed Construction Contract Form
4. The Drawings
5. The Technical Specifications
6. Addenda
7. Contractor's Proposal as accepted by the Owner

By signature below, the parties hereby execute this contract document.

APPROVED:

Mark Hill, P.E., Director  
Division of Facilities Management,  
Design and Construction

Contractor’s Authorized Signature

I, Corporate Secretary, certify that I am Secretary of the corporation named above and that (CONTRACTOR NAME), who signed said contract on behalf of the corporation, was then (TITLE) of said corporation and that said contract was duly signed for and in behalf of the corporation by authority of its governing body, and is within the scope of its corporate powers.

Corporate Secretary
First being duly sworn on oath states: that

he/she is the  □ sole proprietor  □ partner  □ officer or  □ manager or managing member of

NAME

a  □ sole proprietorship  □ partnership
 □ limited liability company (LLC)

or  □ corporation, and as such, said proprietor, partner, or officer is duly authorized to make this affidavit on behalf of said sole proprietorship, partnership, or corporation; that under the contract known as

PROJECT TITLE

Less than 50 persons in the aggregate will be employed and therefore, the applicable Affirmative Action requirements as set forth in Article 1.4 of the General Conditions of the State of Missouri have been met.

PRINT NAME & SIGNATURE

DATE

NOTARY INFORMATION

STATE OF

COUNTY (OR CITY OF ST. LOUIS)

SUBSCRIBED AND SWORN BEFORE ME, THIS

DAY OF

YEAR

NOTARY PUBLIC SIGNATURE

MY COMMISSION EXPIRES

NOTARY PUBLIC NAME (TYPED OR PRINTED)
SECTION 006113 - PERFORMANCE AND PAYMENT BOND FORM

KNOW ALL MEN BY THESE PRESENTS, THAT we ________________________________________________________

as principal, and ________________________________________________________________

_____________________________________________________________as Surety, are held and firmly bound unto the

STATE OF MISSOURI. in the sum of ___________________________________ Dollars ($                                          )

for payment whereof the Principal and Surety bind themselves, their heirs, executors, administrators and successors, jointly

and severally, firmly by these presents.

WHEREAS, the Principal has, by means of a written agreement dated the __________________________________

day of_______________________________________, 20_________, enter into a contract with the State of Missouri for

_________________________________________________________________________________________________
_________________________________________________________________________________________________
_________________________________________________________________________________________________

(Insert Project Title and Number)

NOW, THEREFORE, if the Principal shall faithfully perform and fulfill all the undertakings, covenants, terms, conditions and

agreements of said contract during the original term of said contract and any extensions thereof that may be granted by the State of

Missouri, with or without notice to the Surety and during the life of any guaranty required under the contract; and shall also faithfully

perform and fulfill all undertakings, covenants, terms, conditions and agreements of any and all duly authorized modifications of said

contract that may hereafter be made with or without notice to the Surety; and shall also promptly make payment for materials

incorporated, consumed or used in connection with the work set forth in the contract referred to above, and all insurance premiums, both

compensation and all other kinds of insurance, on said work, and for all labor performed on such work, whether by subcontractor or

otherwise, at not less than the prevailing hourly rate of wages for work of a similar character (exclusive of maintenance work) in the

locality in which the work is performed and not less than the prevailing hourly rate of wages for legal holiday and overtime work
(exclusive of maintenance work) in the locality in which the work is performed both as determined by the Department of Labor and

Industrial Relations or determined by the Court of Appeal, as provided for in said contract and in any and all duly authorized

modifications of said contract that may be hereafter made, with or without notice to the Surety; then, this obligation shall be void and

of no effect, but it is expressly understood that if the Principal should make default in or should fail to strictly, faithfully and efficiently

do, perform and comply with any or more of the covenants, agreements, stipulations, conditions, requirements or undertakings, as

specified in or by the terms of said contract, and with the time therein named, then this obligation shall be valid and binding upon each

of the parties hereto and this bond shall remain in full force and effect; and the same may be sued on at the instance of any material man,
laborer, mechanic, subcontractor, individual, or otherwise to whom such payment is due, in the name of the State of Missouri, to the use

of any such person.
AND, IT IS FURTHER specifically provided that any modifications which may hereinafter be made in the terms of the contract or in the work to be done under it or the giving by the Owner of any extension of the time for the performance of the contract or any other forbearance on the part of either the Owner or the Principal to the other, shall not in any way release the Principal and the Surety, or either or any of them, their heirs, executors, administrators and successors, from their liability hereunder, notice to the Surety of any such extension, modifications or forbearance being hereby waived.

IN WITNESS WHEREOF, the above bounden parties have executed the within instrument this ______________ day of _______________________, 20 ___.

AS APPLICABLE:

AN INDIVIDUAL

Name: ______________________________________

Signature: ______________________________________

A PARTNERSHIP

Name of Partner: ______________________________________

Signature of Partner: ______________________________________

Name of Partner: ______________________________________

Signature of Partner: ______________________________________

CORPORATION

Firm Name: ______________________________________

Signature of President: ______________________________________

SURETY

Surety Name: ______________________________________

Attorney-in-Fact: ______________________________________

Address of Attorney-in-Fact: ______________________________________

Telephone Number of Attorney-in-Fact: ______________________________________

Signature Attorney-in-Fact: ______________________________________

NOTE: Surety shall attach Power of Attorney
STATE OF MISSOURI
OFFICE OF ADMINISTRATION
DIVISION OF FACILITIES MANAGEMENT, DESIGN AND CONSTRUCTION

PRODUCT SUBSTITUTION REQUEST

CHECK APPROPRIATE BOX

☐ SUBSTITUTION PRIOR TO BID OPENING
   (Minimum of (5) working days prior to receipt of Bids as per Article 4 – Instructions to Bidders)

☐ SUBSTITUTION FOLLOWING AWARD
   (Maximum of (20) working days from Notice to Proceed as per Article 3 – General Conditions)

FROM:  BIDDER/CONTRACTOR (PRINT COMPANY NAME)

TO:  ARCHITECT/ENGINEER (PRINT COMPANY NAME)

Bidder/Contractor hereby requests acceptance of the following product or systems as a substitution in accordance with provisions of Division One of the Bidding Documents:

SPECIFIED PRODUCT OR SYSTEM

SPECIFICATION SECTION NO.

SUPPORTING DATA

☐ Product data for proposed substitution is attached (include description of product, standards, performance, and test data)

☐ Sample  ☐ Sample will be sent, if requested

QUALITY COMPARISON

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<thead>
<tr>
<th>SPECIFIED PRODUCT</th>
<th>SUBSTITUTION REQUEST</th>
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<tr>
<td>NAME, BRAND</td>
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<td>MANUFACTURER</td>
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<td>VENDOR</td>
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PREVIOUS INSTALLATIONS

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<th>PROJECT</th>
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SIGNIFICANT VARIATIONS FROM SPECIFIED PRODUCT

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________
**REASON FOR SUBSTITUTION**


**DOES PROPOSED SUBSTITUTION AFFECT OTHER PARTS OF WORK?**

- ☐ YES  ☐ NO

  IF YES, EXPLAIN


**SUBSTITUTION REQUIRES DIMENSIONAL REVISION OR REDESIGN OF STRUCTURE OR A/E WORK**

- ☐ YES  ☐ NO

**BIDDER/CONTRACTOR’S STATEMENT OF CONFORMANCE OF PROPOSED SUBSTITUTION TO CONTRACT REQUIREMENT:**

We have investigated the proposed substitution. We believe that it is equal or superior in all respects to specified product, except as stated above; that it will provide the same Warranty as specified product; that we have included complete implications of the substitution; that we will pay redesign and other costs caused by the substitution which subsequently become apparent; and that we will pay costs to modify other parts of the Work as may be needed, to make all parts of the Work complete and functioning as a result of the substitution.

**REVIEW AND ACTION**

- ☐ Resubmit Substitution Request with the following additional information:

- ☐ Substitution is accepted.

- ☐ Substitution is accepted with the following comments:

- ☐ Substitution is not accepted.

**SECTION 006325 – SUBSTITUTION REQUEST**

07/16  Page 2 of 2
KNOW ALL MEN BY THESE PRESENT THAT: hereinafter called “Subcontractor” who heretofore entered into an agreement with hereinafter called “Contractor”, for the performance of work and/or furnishing of material for the construction of the project entitled (PROJECT TITLE, PROJECT LOCATION, AND PROJECT NUMBER)

at (ADDRESS OF PROJECT)

for the State of Missouri (Owner) which said subcontract is by this reference incorporated herein, in consideration of such final payment by Contractor.

DOES HEREBY:

1. ACKNOWLEDGE that they have been PAID IN FULL all sums due for work and materials contracted or done by their Subcontractors, Material Vendors, Equipment and Fixture Suppliers, Agents and Employees, or otherwise in the performance of the Work called for by the aforesaid Contract and all modifications or extras or additions thereto, for the construction of said project or otherwise.

2. RELEASE and fully, finally, and forever discharge the Owner from any and all suits, actions, claims, and demands for payment for work performed or materials supplied by Subcontractor in accordance with the requirements of the above referenced Contract.

1. REPRESENT that all of their Employees, Subcontractors, Material Vendors, Equipment and Fixture Suppliers, and everyone else has been paid in full all sums due them, or any of them, in connection with performance of said Work, or anything done or omitted by them, or any of them in connection with the construction of said improvements, or otherwise.

DATED this day of , 20.

NAME OF SUBCONTRACTOR

BY (TYPED OR PRINTED NAME)

SIGNATURE

TITLE

ORIGINAL: FILE/Closeout Documents
## MBE/WBE/SDVE Progress Report

**Project Title**

**Project Location**

**Firm**

**Total Contract Amount**

$ 

**The Percentage and Dollar Amount of This Project That Are to Be MBE/WBE/SDVE as Indicated in the Original Contract:** % and $ .

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<th>WBE</th>
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<th>Item of Work</th>
<th>Total Amount of Subcontract</th>
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**Original:** Attach to ALL Progress and Final Payments
STATE OF MISSOURI
OFFICE OF ADMINISTRATION
DIVISION OF FACILITIES MANAGEMENT, DESIGN AND CONSTRUCTION

AFFIDAVIT – COMPLIANCE WITH PREVAILING WAGE LAW

Before me, the undersigned Notary Public, in and for the County of _________________
State of _________________ personally came and appeared _________________
of the _________________

(NAME) (POSITION) (NAME OF THE COMPANY)

(a corporation) (a partnership) (a proprietorship) and after being duly sworn did depose and say that all provisions
and requirements set out in Chapter 290, Sections 290.210 through and including 290.340, Missouri Revised
Statutes, pertaining to the payment of wages to workmen employed on public works project have been fully satisfied
and there has been no exception to the full and completed compliance with said provisions and requirements
and with Wage Determination No: _________________ issued by the

Department of Labor and Industrial Relations, State of Missouri on the _____ day of ________ 20__
in carrying out the contract and working in connection with _________________

(NAME OF PROJECT)

Located at _________________ in _________________ County

(NAME OF THE INSTITUTION)

Missouri, and completed on the ________ day of ________ 20__

SIGNATURE

NOTARY INFORMATION

NOTARY PUBLIC EMBOSSER OR
BLACK INK RUBBER STAMP SEAL

STATE

COUNTY (OR CITY OF ST. LOUIS)

SUBSCRIBED AND SWORN BEFORE ME, THIS

DAY OF YEAR

USE RUBBER STAMP IN CLEAR AREA BELOW

NOTARY PUBLIC SIGNATURE

MY COMMISSION EXPIRES

NOTARY PUBLIC NAME (TYPED OR PRINTED)

FILE: Closeout Documents

SECTION 006519.21 - Affidavit of Compliance with Prevailing Wage Law  07/16  Page 1 of 1
# GENERAL CONDITIONS

## INDEX

<table>
<thead>
<tr>
<th>ARTICLE:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1. Definitions</td>
<td>6.2. Insurance</td>
</tr>
<tr>
<td>1.2. Drawings and Specifications</td>
<td>7.2. For Cause</td>
</tr>
<tr>
<td>1.3. Compliance with Laws, Permits, Regulations and Inspections</td>
<td>7.3. For Convenience</td>
</tr>
<tr>
<td>1.4. Nondiscrimination in Employment</td>
<td></td>
</tr>
<tr>
<td>1.5. Anti-Kickback</td>
<td></td>
</tr>
<tr>
<td>1.6. Patents and Royalties</td>
<td></td>
</tr>
<tr>
<td>1.7. Preference for American and Missouri Products and Services</td>
<td></td>
</tr>
<tr>
<td>1.8. Communications</td>
<td></td>
</tr>
<tr>
<td>1.9. Separate Contracts and Cooperation</td>
<td></td>
</tr>
<tr>
<td>1.10. Assignment of Contract</td>
<td></td>
</tr>
<tr>
<td>1.11. Indemnification</td>
<td></td>
</tr>
<tr>
<td>1.12. Disputes and Disagreements</td>
<td></td>
</tr>
<tr>
<td>2. Owner/Designer Responsibilities</td>
<td></td>
</tr>
<tr>
<td>3. Contractor Responsibilities</td>
<td></td>
</tr>
<tr>
<td>3.1. Acceptable Substitutions</td>
<td></td>
</tr>
<tr>
<td>3.2. Submittals</td>
<td></td>
</tr>
<tr>
<td>3.3. As-Built Drawings</td>
<td></td>
</tr>
<tr>
<td>3.4. Guaranty and Warranties</td>
<td></td>
</tr>
<tr>
<td>3.5. Operation and Maintenance Manuals</td>
<td></td>
</tr>
<tr>
<td>3.6. Other Contractor Responsibilities</td>
<td></td>
</tr>
<tr>
<td>3.7. Subcontracts</td>
<td></td>
</tr>
<tr>
<td>4. Changes in the Work</td>
<td></td>
</tr>
<tr>
<td>4.1. Changes in the Work</td>
<td></td>
</tr>
<tr>
<td>4.2. Changes in Completion Time</td>
<td></td>
</tr>
<tr>
<td>5. Construction and Completion</td>
<td></td>
</tr>
<tr>
<td>5.1. Construction Commencement</td>
<td></td>
</tr>
<tr>
<td>5.2. Project Construction</td>
<td></td>
</tr>
<tr>
<td>5.3. Project Completion</td>
<td></td>
</tr>
<tr>
<td>5.4. Payments</td>
<td></td>
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<tr>
<td>6. Bond and Insurance</td>
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</table>
A. These General Conditions apply to each section of these specifications. The Contractor is subject to the provisions contained herein.

B. The General Conditions are intended to define the relationship of the Owner, the Designer and the Contractor thereby establishing certain rules and provisions governing the operation and performance of the work so that the work may be performed in a safe, orderly, expeditious and workmanlike manner.

ARTICLE 1 – GENERAL PROVISIONS

ARTICLE 1.1 - DEFINITIONS

As used in these contract documents, the following terms shall have the meanings and refer to the parties designated in these definitions.

1. "COMMISSIONER": The Commissioner of the Office of Administration.

2. “CONSTRUCTION DOCUMENTS”: The “Construction Documents” shall consist of the Project Manual, Drawings and Addenda.

3. "CONSTRUCTION REPRESENTATIVE:" Whenever the term "Construction Representative" is used, it shall mean the Owner’s Representative at the work site.

4. "CONTRACTOR": Party or parties who have entered into a contract with the Owner to furnish work under these specifications and drawings.

5. "DESIGNER": When the term "Designer" is used herein, it shall refer to the Architect, Engineer, or Consultant of Record specified and defined in Paragraph 2.0 of the Supplemental Conditions, or his duly authorized representative. The Designer may be either a consultant or state employee.

6. "DIRECTOR": Whenever the term "Director" is used, it shall mean the Director of the Division of Facilities Management, Design and Construction or his Designee, representing the Office of Administration, State of Missouri. The Director is the agent of the Owner.


8. “INCIDENTAL JOB BURDENS": Shall mean those expenses relating to the cost of work, incurred either in the home office or on the job-site, which are necessary in the course of doing business but are incidental to the job. Such costs include office supplies and equipment, postage, courier services, telephone expenses including long distance, water and ice and other similar expenses.

9. "JOINT VENTURE": An association of two (2) or more businesses to carry out a single business enterprise for profit for which purpose they combine their property, capital, efforts, skills and knowledge.

10. "OWNER": Whenever the term “Owner” is used, it shall mean the State of Missouri.

11. “PROJECT”: Wherever the term “Project” is used, it shall mean the work required to be completed by the construction contract.


13. "SUBCONTRACTOR": Party or parties who contract under, or for the performance of part or this entire Contract between the Owner and Contractor. The subcontract may or may not be direct with the Contractor.

14. "WORK": Labor, material, supplies, plant and equipment required to perform and complete the service agreed to by the Contractor in a safe, expeditious, orderly and workmanlike manner so that the project shall be complete and finished in the best manner known to each respective trade.


ARTICLE 1.2 DRAWINGS AND SPECIFICATIONS

A. In case of discrepancy between drawings and specifications, specifications shall govern. Should discrepancies in architectural drawings, structural drawings and mechanical drawings occur, architectural drawings shall govern and, in case of
ARTICLE 1.3 - COMPLIANCE WITH LAWS, PERMITS, REGULATIONS AND INSPECTIONS

A. Since the Owner is the State of Missouri, municipal or political subdivisions, zoning ordinances, construction codes (other than licensing of trades), and other like ordinances are not applicable to construction on Owner’s property, and Contractor will not be required to submit drawings and specifications to any municipal or political subdivision, authority, obtain construction permits or any other licenses (other than licensing of trades) or permits from or submit to inspections by any municipality or political subdivision relating to the construction for this project. All permits or licenses required by municipality or political subdivision for operation on property not belonging to Owner shall be obtained by and paid for by Contractor. Each Contractor shall comply with all applicable laws, ordinances, rules and regulations that pertain to the work of this contract.

B. Contractors, subcontractors and their employees engaged in the businesses of electrical, mechanical, plumbing, carpentry, sprinkler system work, and other construction related trades shall be licensed to perform such work by the municipal or political subdivision where the project is located, if such licensure is required by local code. Local codes shall dictate the level (master, journeyman, and apprentice) and the number, type and ratio of licensed tradesmen required for this project within the jurisdiction of such municipal or political subdivision.

C. Equipment and controls manufacturers and their authorized service and installation technicians that do not maintain an office within the jurisdiction of the municipal or political subdivision but are a listed or specified contractor or subcontractor on this project are exempt from Paragraph 1.3 B above.

D. The Contractor shall post a copy of the wage determination issued for the project and included as a part of the contract documents, in a prominent and easily accessible location at the site of construction for the duration of the project.

E. Any contractor or subcontractor to such contractor at any tier signing a contract to work on this project shall provide a ten-hour Occupational Safety and Health Administration (OSHA) construction safety program for their on-site employees which includes a course in construction safety and health approved by OSHA or a similar program approved by the Department of Labor and Industrial Relations which is at least as stringent as an approved OSHA program. The contractor shall forfeit as a penalty to the public body on whose behalf the contract is made or awarded, two thousand five hundred dollars plus one hundred dollars for each employee employed by the contractor or subcontractor, for each calendar day, or portion thereof, such employee is employed without the required training.

ARTICLE 1.4 - NONDISCRIMINATION IN EMPLOYMENT

A. The Contractor and his subcontractors will not discriminate against individuals based on race, color, religion, national origin, sex, disability, or
age, but may use restrictions which relate to bona
fide occupational qualifications. Specifically, the
Contractor and his subcontractors shall not
discriminate:

1. Against recipients of service on the basis of
race, color, religion, national origin, sex,
disability or age.

2. Against any employee or applicant, for
employment on the basis of race, color,
religion, national origin, sex or otherwise
qualified disability status.

3. Against any applicant for employment or
employee on the basis of age, where such
applicant or employee is between ages 40 and
70 and where such Contractor employs at least
20 persons.

4. Against any applicant for employment or
employee on the basis of that person's status as
a disabled or Vietnam-era veteran.

The Contractor and his Subcontractors will take
affirmative action to insure applicants for
employment and employees are treated equally
without regard to race, color, religion, national
origin, sex, disability, or age. Such action shall
include, but not be limited to, the following:
employment, upgrading, demotion and transfer;
recruitment or recruitment advertising; and
selection for training, including apprenticeship.
The Contractor and his Subcontractors will give
written notice of their commitments under this
clause to any labor union with which they have
bargaining or other agreements.

B. The Contractor and his subcontractors shall
develop, implement, maintain and submit in
writing to the Owner an affirmative action program
if at least fifty (50) persons in the aggregate are
employed under this contract. If less than fifty
(50) persons in the aggregate are to be employed
under this contract, the Contractor shall submit, in
lieu of the written affirmative action program, a
properly executed Affidavit for Affirmative Action
in the form included in the contract specifications.
For the purpose of this section, an "affirmative
action program" means positive action to influence
all employment practices (including, but not
limited to, recruiting, hiring, promoting and
training) in providing equal employment
opportunity regardless of race, color, sex, national
origin, religion, age (where the person affected is
between age 40 and 70), disabled and Vietnam-era veteran status, and disability. Such "affirmative
action program" shall include:

1. A written policy statement committing the
total organization to affirmative action and
assigning management responsibilities and
procedures for evaluation and dissemination;

2. The identification of a person designated to
handle affirmative action;

3. The establishment of non-discriminatory
selection standards, objective measures to
analyze recruitment, an upward mobility
system, a wage and salary structure, and
standards applicable to lay-off, recall,
discharge, demotion and discipline;

4. The exclusion of discrimination from all
collective bargaining agreements; and

5. Performance of an internal audit of the
reporting system to monitor execution and to
provide for future planning.

In the enforcement of this non-discrimination
clause, the Owner may use any reasonable
procedures available, including, but not limited to:
requests, reports, site visits and inspection of
relevant documents of contractors and
subcontractors.

C. In the event of the Contractor's or his
subcontractor's noncompliance with any provisions
of this Article of the Contract, the Owner may
cancel this contract in whole or in part or require
the Contractor to terminate his contract with the
subcontractor.

ARTICLE 1.5 - ANTI-KICKBACK

No employee of the division, shall have or acquire
any pecuniary interest, whether direct or indirect,
in this contract or in any part hereof. No officer,
employee, designer, attorney, or administrator of or
for the Owner who is authorized in such capacity
and on behalf of the Owner to exercise any
legislative, executive, supervisory or other similar
functions in connection with the construction of the
project, shall have or acquire any pecuniary
interest, whether direct or indirect, in this contract,
any material supply contract, subcontract,
insurance contract, or any other contract pertaining
to the project.

ARTICLE 1.6 - PATENTS AND ROYALTIES

A. The Contractor shall hold and save the Owner and
its officers, agents, servants and employees
harmless from liabilities of any nature or kind,
including cost and expenses, for, or on account of,
any patented or unpatented invention, process,
article or appliance manufactured or used in the
performance of this contract, including its use by
the Owner, unless otherwise specifically stipulated
in the contract documents.

B. If the Contractor uses any design, device or
materials covered by letters, patent or copyright,
the Contractor shall provide for such use by suitable agreement with the Owner of such patented or copyrighted design, device or material. It is mutually agreed and understood, without exception, that the contract prices shall include all royalties or costs arising from the use of such design, device or materials, in any way involved in the work. The Contractor and/or his sureties shall indemnify and save harmless the Owner of the project from any and all claims for infringement by reason of the use of such patented or copyrighted design, device or materials or any trademark or copyright in connection with work agreed to be performed under this contract and shall indemnify the Owner for any cost, expense or damage it may be obliged to pay by reason of such infringement at any time during the prosecution of the work or after completion of the work.

ARTICLE 1.7 - PREFERENCE FOR AMERICAN AND MISSOURI PRODUCTS AND SERVICES

A. By virtue of statutory authority a preference will be given to Missouri labor and to products of mines, forests and quarries of the state of Missouri when they are found in marketable quantities in the state, and all such materials shall be of the best quality and suitable character that can be obtained at reasonable market prices, all as provided for in Section 8.280, Missouri Revised Statutes and Cumulative Supplements.

B. Furthermore, pursuant to Section 34.076 Missouri Revised Statutes and Cumulative Supplements, a preference shall be given to those persons doing business as Missouri firms, corporations, or individuals, or which maintain Missouri offices or places of business, when the quality of performance promised is equal or better and the price quoted is the same or less. In addition, in order for a non-domiciliary bidder to be successful, his bid must be that same percentage lower than a domiciliary Missouri bidder's bid, as would be required for a Missouri bidder to successfully bid in the non-domiciliary state.

C. In accordance with the Missouri Domestic Products Procurement Act Section 34.350 RSMo and Cumulative Supplements any manufactured goods or commodities used or supplied in the performance of this contract or any subcontract thereto shall be manufactured, assembled or produced in the United States, unless the specified products are not manufactured, assembled or produced in the United States in sufficient quantities to meet the agency's requirements or cannot be manufactured, assembled or produced in the United States within the necessary time in sufficient quantities to meet the contract requirements, or if obtaining the specified products manufactured, assembled or produced in the United States would increase the cost of this contract for purchase of the product by more than ten percent.

ARTICLE 1.8 - COMMUNICATIONS

A. All notices, requests, instructions, approvals and claims must be in writing and shall be delivered to the Designer and copied to the Construction Representative for the project except as required by Article 1.12 Disputes and Disagreements, or as otherwise specified by the Owner in writing as stated in Section 012600. Any such notice shall be deemed to have been given as of the time of actual receipt.

B. The Contractor shall attend on-site progress and coordination meetings, as scheduled by the Construction Representative, no less than once a month.

C. The Contractor shall ensure that major subcontractors and suppliers shall attend monthly progress meetings as necessary to coordinate the work, and as specifically requested by the Construction Representative.

ARTICLE 1.9 - SEPARATE CONTRACTS AND COOPERATION

A. The Owner reserves the right to let other contracts in connection with this work. The Contractor shall afford other contractors reasonable opportunity for the introduction and storage of their materials and the execution of their work and shall properly connect and coordinate his work with theirs.

B. The Contractor shall consult the drawings for all other contractors in connection with this work. Any work conflicting with the above shall be brought to the attention of the Owner’s Representative before the work is performed. If the Contractor fails to do this, and constructs any work which interferes with the work of another contractor, the Contractor shall remove any part so conflicting and rebuild same, as directed by the Owner’s Representative at no additional cost to the Owner.

C. Each contractor shall be required to coordinate his work with other contractors so as to afford others reasonable opportunity for execution of their work. No contractor shall delay any other contractor by neglecting to perform contract work at the proper time. If any contractor causes delay to another, they shall be liable directly to that contractor for such delay in addition to any liquidated damages which might be due the Owner.

D. Should the Contractor or project associated subcontractors refuse to cooperate with the instructions and reasonable requests of other Contractors or other subcontractors in the overall
coordinating of the work, the Owner may take such appropriate action and issue directions, as required, to avoid unnecessary and unwarranted delays.

E. Each Contractor shall be responsible for damage done to Owner's or other Contractor's property by him/her or workers in his employ through their fault or negligence.

F. Should a Contractor sustain any damage through any act or omission of any other Contractor having a contract with the Owner, the Contractor so damaged shall have no claim or cause of action against the Owner for such damage, but shall have a claim or cause of action against the other Contractor to recover any and all damages sustained by reason of the acts or omissions of such Contractor. The phrase "acts or omissions" as used in this section shall be defined to include, but not be limited to, any unreasonable delay on the part of any such contractors.

**ARTICLE 1.10 - ASSIGNMENT OF CONTRACT**

A. No assignment by Contractor of any amount or any part of this contract or of the funds to be received there under will be recognized unless such assignment has had the written approval of the Director and the surety has been given due notice of such assignment and has furnished written consent thereto. In addition to the usual recitals in assignment contracts, the following language must be set forth: "It is agreed that the funds to be paid to the assignee under this assignment are subject to performance by the Contractor of this contract and to claims or liens for services rendered or materials supplied for the performance of the work called for in said contract in favor of all persons, firms or corporations rendering such services or supplying such materials."

**ARTICLE 1.11 - INDEMNIFICATION**

A. Contractor agrees to indemnify and save harmless Owner and its respective commissioners, officers, officials, agents, consultants and employees and Designer, their agents, servants and employees, from and against any and all liability for damage arising from injuries to persons or damage to property occasioned by any acts or omissions of Contractor, any subcontractors, agents, servants or employees, including any and all expense, legal or otherwise, which may be incurred by Owner or Designer, its agents, servants or employees, in defense of any claim, action or suit.

B. The obligations of the Contractor under this paragraph shall not extend to the liability of the Designer, his agents or employees, arising out of (1) the preparation or approval of maps, drawings, opinions, reports, surveys, contract changes, design or specifications, or (2) giving of or the failure to give directions or instructions by the Designer, his agents or employees as required by this contract documents provided such giving or failure to give is the primary cause of the injury or damage.

**ARTICLE 1.12 - DISPUTES AND DISAGREEMENTS**

It is hereby expressly agreed and understood that in case any controversy or difference of opinion arises during construction, best efforts will be given to resolution at the field level. Should those efforts be unsuccessful, the Contractor has the right to appeal in writing, the decision of the Director’s Designee to the Director at Room 730 Truman Building, P.O. Box 809, Jefferson City, Missouri 65102. The decision of the Director shall be final and binding on all parties.

**ARTICLE 2 -- OWNER/DESIGNER RESPONSIBILITIES**

A. The Owner shall give all orders and directions contemplated under this contract relative to the execution of the work. During progress of work the Owner will be represented at the project site by the Construction Representative and/or Designer, whose responsibilities are to see that this contract is properly fulfilled.

B. The Owner shall at all times have access to the work whenever it is in preparation or progress. The Contractors shall provide proper facilities for such access and for inspection and supervision.

C. All materials and workmanship used in the work shall be subject to the inspection of the Designer and Construction Representative, and any work which is deemed defective shall be removed, rebuilt or made good immediately upon notice. The cost of such correction shall be borne by the Contractor. Contractor shall not be entitled to an extension of the contract completion date in order to remedy defective work. All rejected materials shall be immediately removed from the site of the work.

D. If the Contractor fails to proceed at once with the correction of rejected defective materials or workmanship, the Owner may, by separate contract or otherwise, have the defects remedied or rejected. Materials removed from the site and charge the cost of the same against any monies which may be due the Contractor, without prejudice to any other rights or remedies of the Owner.

E. Failure or neglect on the part of Owner to observe faulty work, or work done which is not in accordance with the drawings and specifications shall not relieve the Contractor from responsibility
for correcting such work without additional compensation.

F. The Owner shall have the right to direct the Contractor to uncover any completed work.
   1. If the Contractor fails to adequately notify the Construction Representative and/or Designer of an inspection as required by the Contract Documents, the Contractor shall, upon written request, uncover the work. The Contractor shall bear all costs associated with uncovering and again covering the work exposed.
   2. If the Contractor is directed to uncover work, which was not otherwise required by the Contract Documents to be inspected, and the work is found to be defective in any respect, no compensation shall be allowed for this work. If, however, such work is found to meet the requirements of this contract, the actual cost of labor and material necessarily involved in the examination and replacement plus 10% shall be allowed the Contractor.

G. The Designer shall give all orders and directions contemplated under this contract relative to the scope of the work and shall give the initial interpretation of the contract documents.

H. The Owner may file a written notice to the Contractor to dismiss immediately any subcontractors, project managers, superintendents, foremen, workers, watchmen or other employees whom the Owner may deem incompetent, careless or a hindrance to proper or timely execution of the work. The Contractor shall comply with such notice as promptly as practicable without detriment to the work or its progress.

I. If in the Owner’s judgment it becomes necessary at any time to accelerate work, when ordered by the Owner in writing, the Contractor shall redirect resources to such work items and execute such portions of the work as may be required to complete the work within the current approved contract schedule.

ARTICLE 3 -- CONTRACTOR RESPONSIBILITIES

The Contractor shall register and utilize the Owner’s eBuilder digital project management system for submission of documents described in the following sections. This includes but is not limited to submittals as required by designer, payment applications, Request for Information (RFI), construction change orders, Request for Proposals (RFP), Designer Supplemental Instructions (DSI), etc.

ARTICLE 3.1 -- ACCEPTABLE SUBSTITUTIONS

A. The Contractor may request use of any article, device, product, material, fixture, form or type of construction which in the judgment of the Owner and Designer is equal in all respects to that named. Standard products of manufacturers other than those specified will be accepted when, prior to the ordering or use thereof, it is proven to the satisfaction of the Owner and Designer that they are equal in design, strength, durability, usefulness and convenience for the purpose intended.

B. Any changes required in the details and dimensions indicated on the drawings for the substitution of products other than those specified shall be properly made at the expense of the Contractor requesting the substitution or change.

C. The Contractor shall submit a request for such substitutions in writing to the Owner and Designer within twenty (20) working days after the date of the "Notice to Proceed." Thereafter no consideration will be given to alternate forms of accomplishing the work. This Article does not preclude the Owner from exercising the provisions of Article 4 hereof.

D. Any request for substitution by the Contractor shall be submitted in accordance with SECTION 002113 - INSTRUCTIONS TO BIDDERS.

E. When a material has been approved, no change in brand or make will be permitted unless:
   1. Written verification is received from the manufacturer stating they cannot make delivery on the date previously agreed, or
   2. Material delivered fails to comply with contract requirements.

ARTICLE 3.2 -- SUBMITTALS

A. The Contractor’s submittals must be submitted with such promptness as to allow for review and approval so as not to cause delay in the work. The Contractor shall coordinate preparation and processing of submittals with performance of construction activities.

Coordinate each submittal with fabrication, = purchasing, testing, delivery, other submittals, and related activities that require sequential activity.

Submit four (4) copies to the Designer and additional copies as required for the subcontractors and material suppliers. Also provide copies to meet the requirements for maintenance manuals.

B. All subcontractors' shop drawings and schedules shall be submitted by the Contractor and shall bear evidence that Contractor has received, reviewed, and approved them. Any shop drawings and
schedules submitted without this evidence will be returned to the Contractor for resubmission.

C. The Contractor shall include with the shop drawing, a letter indicating any and all deviations from the drawings and/or specifications. Failure to notify the Designer of such deviations will be grounds for subsequent rejection of the related work or materials. If, in the opinion of the Designer, the deviations are not acceptable, the Contractor will be required to furnish the item as specified and indicated on the drawings.

D. The Designer shall check shop drawings and schedules with reasonable promptness and approve them only if they conform to the design concept of the project and comply with the information given in the contract documents. The approval shall not relieve the Contractor from the responsibility to comply with the drawings and specifications, unless the Contractor has called the Designer's attention to the deviation, in writing, at the time of submission and the Designer has knowingly approved thereof. An approval of any such modification will be given only under the following conditions:
   1. It is in the best interest of the Owner
   2. It does not increase the contract sum and/or completion time
   3. It does not deviate from the design intent
   4. It is without prejudice to any and all rights under the surety bond.

E. No extension of time will be granted because of the Contractor's failure to submit shop drawings and schedules in ample time to allow for review, possible resubmission, and approval. Fabrication of work shall not commence until the Contractor has received approval. The Contractor shall furnish prints of approved shop drawings and schedules to all subcontractors whose work is in any way related to the work under this contract. Only prints bearing this approval will be allowed on the site of construction.

F. The Contractor shall maintain a complete file on-site of approved shop drawings available for use by the Construction Representative.

ARTICLE 3.3 – AS-BUILT DRAWINGS

A. The Contractor shall update a complete set of the construction drawings, shop drawings and schedules of all work monthly by marking changes, and at the completion of their work (prior to submission of request for final payment) note all changes and turn the set over to the Construction Representative. The updates shall show all addenda, all field changes that were made to adapt to field conditions, changes resulting from contract changes or supplemental instructions, and all locations of structures, buried installations of piping, conduit, and utility services. All buried and concealed items both inside and outside shall be accurately located as to depth and referenced to permanent features such as interior or exterior wall faces and dimensions shall be given in a neat and legible manner in a contrasting colored pencil or ink. If approved by the Designer, an electronic file format may be provided.

ARTICLE 3.4 – GUARANTY AND WARRANTIES

A. General Guaranty
   1. Neither the final certificate of payment nor any provision in the contract documents nor partial use or occupancy of the premises by the Owner shall constitute an acceptance of work not done in accordance with contract requirements.
   2. The Contractor or surety shall remedy any defects in the work and pay for any damage to property resulting there from which shall appear within a period of one (1) year from the date of substantial completion unless a longer period is otherwise specified or a differing guaranty period has been established in the substantial completion certificate. The Owner will give notice of observed defects with reasonable promptness.
   3. In case of default on the part of the Contractor in fulfilling this part of this contract, the Owner may correct the work or repair the damage and the cost and expense incurred in such event shall be paid by or recoverable from the Contractor or surety.
   4. The work will be free from defects not inherent in the quality required or permitted, and that the Work will conform to the requirements of the Contract Documents. Work not conforming to these requirements, including substitutions not properly approved and authorized, may be considered defective. The Contractor's guaranty excludes remedy for damage or defect caused by abuse, modifications not executed by the Contractor, improper or insufficient maintenance, improper operation, or normal wear and tear under normal usage. If required by the Owner, the Contractor shall furnish satisfactory evidence as to the kind and quality of materials and equipment.

B. Extended Warranty

Manufacturer's certificates of warranty shall be obtained for all major equipment. Warranty shall be obtained for at least one year. Where a longer
period is offered at no additional cost or called for in the specific equipment specifications, the longer period shall govern.

**ARTICLE 3.5 – OPERATION AND MAINTENANCE MANUALS**

A. Immediately after equipment submittals are approved and no later than ten (10) working days prior to the substantial completion inspection, the Contractor shall provide to the Designer three (3) copies of operating instructions and service manuals, containing the following:

1. Start-up and Shut-down Procedures: Provide a step-by-step write up of all major equipment. When manufacturer’s printed start-up, trouble shooting and shut-down procedures are available; they may be incorporated into the operating manual for reference.

2. Operating Instructions: Written operating instructions shall be included for the efficient and safe operation of all equipment.

3. Equipment List: List of all major equipment as installed shall be prepared to include model number, capacities, flow rate, name place data, shop drawings and air and water balance reports.

4. Service Instructions: Provide the following information for all pieces of equipment.
   a. Recommended spare parts including catalog number and name of local supplier or factory representative.
   b. Belt sizes, types, and lengths.
   c. Wiring diagrams.

5. Manufacturer’s Certificate of Warranty as described in Article 3.4.

6. Prior to the final payment, furnish to the Designer three (4) copies of parts catalogs for each piece of equipment furnished by him/her on the project with the components identified by number for replacement ordering.

B. Submission of operating instructions shall be done in the following manner.

1. Manuals shall be in quadruplicate, and all materials shall be bound into volumes of standard 8½” x 11” hard binders. Large drawings too bulky to be folded into 8½” x 11” shall be separately bound or folded and in envelopes, cross referenced and indexed with the manuals.

2. The manuals shall identify project name, project number, and include the name and address of the Contractor, subcontractors and manufacturers who were involved with the activity described in that particular manual.

3. Internally subdivide the binder contents with permanent page dividers, logically organized with tab titles clearly printed under reinforced laminated plastic tabs.

4. Contents: Prepare a Table of Contents for each volume, with each product or system description identified.

**ARTICLE 3.6 – OTHER CONTRACTOR RESPONSIBILITIES**

A. The Contractor shall keep on site, during progress of the work, a competent superintendent satisfactory to the Construction Representative. The superintendent shall represent the Contractor and all agreements made by the superintendent shall be binding. The superintendent shall carefully study and compare all drawings, specifications and other instructions and shall promptly notify the Construction Representative and Designer, in writing, any error, inconsistency or omission which may be discovered. The superintendent shall coordinate all work on the project. Any change of the superintendent shall be approved by the Construction Representative.

B. Contractor shall, at all times, enforce strict discipline and good order among his employees, and shall not employ on the work any unfit person or anyone not skilled in the work assigned to him/her.

C. The Contractor shall supply sufficient labor, material, plant and equipment and pay when due any laborer, subcontractor or supplier for supplies furnished and otherwise prosecute the work with diligence to prevent work stoppage and insure completion thereof within the time specified.

D. The Contractor and each of his subcontractors shall submit to the Construction Representative, through the Designer such schedules of quantities and costs, progress schedules, payrolls, reports, estimates, records and other data as the Owner may request concerning work performed or to be performed under this contract.

E. The Contractor, subcontractors, and material suppliers shall upon written request, give the Owner access to all time cards, material invoices, payrolls, estimates, profit and loss statements, and all other direct or indirect costs related to this work.

F. The Contractor shall be responsible for laying out all contract work such as layout of architectural, structural, mechanical and electrical work, which shall be coordinated with layouts of subcontractors.
for general construction work. The Contractor is also responsible for unloading, uncrating and handling of all materials and equipment to be erected or placed by him/her, whether furnished by Contractor or others. No extra charges or compensation will be allowed as a result of failure to verify dimensions before ordering materials or fabricating items.

G. The Contractor must notify the Construction Representative at least one working day before placing concrete or burying underground utilities, pipelines, etc.

H. Contractors shall prearrange time with the Construction Representative for the interruption of any facility operation. Unless otherwise specified in these documents, all connections, alterations or relocations as well as all other portions of the work will be performed during normal working hours.

I. The Contractor shall coordinate all work so there will not be prolonged interruptions of existing equipment operation. Any existing plumbing, heating, ventilating, air conditioning or electrical disconnections necessary for the project, which affect portions of the construction or building or any other building must be scheduled with the Construction Representative to minimize or avoid any disruption of facility operations. In no case, unless previously approved in writing by the Construction Representative, shall utilities be left disconnected at the end of a work day or over a weekend. Any interruption of utilities either intentionally or accidentally shall not relieve the Contractor responsible for the interruption from the responsibility to repair and restore the utility to normal service. Repairs and restoration shall be made before the workers responsible for the repair and restoration leave the job.

J. Contractors shall limit operations and storage of materials to the area within the project, except as necessary to connect to existing utilities, and shall not encroach on neighboring property. The Contractor shall be responsible for repair of their damage to property on or off the project site occurring during construction of project. All such repairs shall be made to the satisfaction of the property owner.

K. Unless otherwise permitted, all materials shall be new and both workmanship and materials shall be of the best quality.

L. Unless otherwise provided and stipulated within these specifications, the Contractor shall furnish, construct, and/or install and pay for materials, devices, mechanisms, equipment, all necessary personnel, utilities including, but not limited to water, heat, light and electric power, transportation services, applicable taxes of every nature, and all other facilities necessary for the proper execution and completion of the work.

M. Contractor shall carefully examine the plans and drawings and shall be responsible for the proper fitting of his material, equipment and apparatus into the building.

N. The Contractor or subcontractors shall not overload, or permit others to overload, any part of any structure during the performance of this contract.

O. All temporary shoring, bracing, etc., required for the removal of existing work and/or for the installation of new work shall be included in this contract. The Contractor shall make good, at no cost to the Owner, any damage caused by improper support or failure of shoring in any respect. Each Contractor shall be responsible for shoring required to protect his work or adjacent property and improvements of Owner and shall be responsible for shoring or for giving written notice to adjacent property owners. Shoring shall be removed only after completion of permanent supports.

P. The Contractor shall provide at the proper time such material as is required for support of the work. If openings are required, whether shown on drawings or not, the Contractor shall see that they are properly constructed.

Q. During the performance of work the Contractor shall be responsible for providing and maintaining warning signs, lights, signal devices, barricades, guard rails, fences and other devices appropriately located on site which will give proper and understandable warning to all persons of danger of entry onto land, structure or equipment.

R. The Contractor shall be responsible for protection, including weather protection, and proper maintenance of all equipment and materials.

S. The Contractor shall be responsible for care of the finished work and shall protect same from damage or defacement until substantial completion by the Owner. If the work is damaged by any cause, the Contractor shall immediately begin to make repairs in accordance with the drawings and specifications. Contractor shall be liable for all damage or loss unless attributable to the acts or omissions of the Owner or Designer. Any claim for reimbursement shall be submitted in accordance with Article 4. After substantial completion the Contractor will only be responsible for damage resulting from acts or omissions of the Contractor or subcontractors through final warranty.

T. In the event the Contractor encounters an unforeseen hazardous material, the Contractor...
shall immediately stop work in the area affected and report the condition to the Owner and Designer in writing. The Contractor shall not be required, pursuant to Article 4, to perform, any work relating to hazardous materials.

U. In an emergency affecting safety of persons or property, the Contractor shall act, at the Contractor's discretion, to prevent threatened damage, injury or loss. Additional compensation or extension of time claimed by the Contractor on account of an emergency shall be determined as provided in Article 4.

V. Before commencing work, Contractors shall confer with the Construction Representative and facility representative and review any facility rules and regulations which may affect the conduct of the work.

W. Project signs will only be erected on major projects and only as described in the specifications. If no sign is specified, none shall be erected.

ARTICLE 3.7 -- SUBCONTRACTS

A. Subcontractor assignments as identified in the bid form shall not be changed without written approval of the Owner. The Owner will not approve changes of a listed subcontractor unless the Contractor documents, to the satisfaction of the Owner that the subcontractor cannot or will not perform the work as specified.

B. The Contractor is fully responsible to the Owner for the acts and omissions of all subcontractors and of persons either directly or indirectly employed by them.

C. Every subcontractor shall be bound by the applicable terms and provisions of these contract documents, but no contractual relationship shall exist between any subcontractor and the Owner unless the right of the Contractor to proceed with the work is suspended or this contract is terminated as herein provided, and the Owner in writing elects to assume the subcontract.

D. The Contractor shall upon receipt of "Notice to Proceed" and prior to submission of the first payment request, notify the Designer and Construction Representative in writing of the names of any subcontractors to be used in addition to those identified in the bid form and all major material suppliers proposed for all parts of the work.

ARTICLE 4 -- CHANGES IN THE WORK

4.1 CHANGES IN THE WORK

A. The Construction Representative, without giving notice to the surety and without invalidating this contract, may order extra work or make changes by altering, adding to or deducting from the work, this contract sum being adjusted accordingly. All such work shall be executed under the conditions of the original contract. A claim for extension of time caused by any change must be adjusted at the time of ordering such change. No future request for time will be considered.

B. Each Contract Change shall include all costs required to perform the work including all labor, material, equipment, overheads and profit, delay, disruptions, or other miscellaneous expenses. No subsequent requests for additional compensation including claims for delay, disruption, or reduced efficiency as a result of each change will be considered. Values from the Schedule of Values will not be binding as a basis for additions to or deductions from the contract price.

C. The amount of any adjustment in this contract price for authorized changes shall be agreed upon before such changes become effective and shall be determined, through submission of a request for proposal, as follows:

1. By an acceptable fixed price proposal from the Contractor. Breakdowns shall include all takeoff sheets of each Contractor and subcontractor. Breakdown shall include a listing of each item of material with unit prices and number of hours of labor for each task. Labor costs per hour shall be included with labor burden identified, which shall be not less than the prevailing wage rate, etc. Overhead and profit shall be shown separately for each subcontractor and the Contractor.

2. By a cost-plus-fixed-fee (time and material) basis with maximum price, total cost not to exceed said maximum. Breakdown shall include a listing of each item of material with unit prices and number of hours of labor for each task. Labor costs per hour shall be included with labor burden identified, which shall be not less than the prevailing wage rate, etc. Overhead and profit shall be shown separately for each subcontractor and the Contractor.

3. By unit prices contained in Contractor's original bid form and incorporated in the construction contract.

D. Overhead and Profit on Contract Changes shall be applied as follows:

1. The overhead and profit charge by the Contractor and all subcontractors shall be considered to include, but is not limited to: incidental job burdens, small truck (under 1 ton) expense, mileage, small hand tools,
warranty costs, company benefits and general office overhead. Project supervision including field supervision and job site office expense shall be considered a part of overhead and profit unless a compensable time extension is granted.

2. The percentages for overhead and profit charged on Contract Changes shall be negotiated, and may vary according to the nature, extent, and complexity of the work involved. However, the overhead and profit for the Contractor or subcontractor actually performing the work shall not exceed 14%. When one or more tiers of subcontractors are used, in no event shall any Contractor or subcontractor receive as overhead and profit more than 3% of the cost of the work performed by any of his subcontractors. In no case shall the total overhead and profit paid by the Owner on any Contract Changes exceed twenty percent (20%) of the cost of materials, labor and equipment (exclusive of Contractor or any Subcontractor overhead and profit) necessary to put the contract change work in place.

3. The Contractor will be allowed to add the cost of bonding and insurance to their cost of work. This bonding and insurance cost shall not exceed 2% and shall be allowed on the total cost of the added work, including overhead and profit.

4. On proposals covering both increases and decreases in the amount of this contract, the application of overhead and profit shall be on the net change in the cost of the work.

5. The percentage for overhead and profit to be credited to the Owner on Contract Changes that are solely decreases in the quantity of work or materials shall be negotiated, and may vary according to the nature, extent and complexity of the work involved, but in no case shall be less than ten percent (10%). If the percentage for overhead and profit charged for work added by Contract Changes for this contract has been negotiated to less than 10%, the negotiated rate shall then apply to credits as well.

E. No claim for an addition to this contract sum shall be valid unless authorized as aforesaid in writing by the Owner. In the event that none of the foregoing methods are agreed upon, the Owner may order the Contractor to perform work on a time and material basis. The cost of such work shall be determined by the Contractor's actual labor and material cost to perform the work plus overhead and profit as outlined herein. The Designer and Construction Representative shall approve the Contractor's daily time and material invoices for the work involved.

F. If the Contractor claims that any instructions involve extra cost under this contract, the Contractor shall give the Owner’s Representative written notice thereof within a reasonable time after the receipt of such instructions, and in any event before proceeding to execute the work. No such claim shall be valid unless so made and authorized by the Owner, in writing.

G. In an emergency affecting the safety of life or of the structure or of adjoining property, the Contractor, without special instruction or authorization from the Construction Representative, is hereby permitted to act at their discretion to prevent such threatened loss or injury. The Contractor shall submit a claim for compensation for such emergency work in writing to the Owner’s Representative.

ARTICLE 4.2 – CHANGES IN COMPLETION TIME

A. Extension of the number of work days stipulated in the Contract for completion of the work with compensation may be made when:

1. The contractor documents that proposed Changes in the work, as provided in Article 4.1, extends construction activities critical to contract completion date, OR

2. The Owner suspends all work for convenience of the Owner as provided in Article 7.3, OR

3. An Owner caused delay extends construction activities critical to contract completion (except as provided elsewhere in these General Conditions). The Contractor is to review the work activities yet to begin and evaluate the possibility of rescheduling the work to minimize the overall project delay.

B. Extension of the number of work days stipulated in the Contract for completion of the work without compensation may be made when:

1. Weather-related delays occur, subject to provisions for the inclusion of a specified number of "bad weather" days when provided for in Section 012100-Allowances, OR

2. Labor strikes or acts of God occur, OR

3. The work of the Contractor is delayed on account of conditions which were beyond the control of the Contractor, subcontractors or suppliers, and were not the result of their fault or negligence.

C. No time extension or compensation will be provided for delays caused by or within the control
of the Contractor, subcontractors or suppliers and for concurrent delays caused by the Owner.

D. The Contractor shall notify the Owner promptly of any occurrence or conditions which in the Contractor's opinion results in a need for an extension of time. The notice shall be in writing and shall include all necessary supporting materials with details of any resultant costs and be submitted in time to permit full investigation and evaluation of the Contractor's claim. The Owner shall promptly acknowledge the Contractor's notice and, after recommendation from the Owner's Representative and/or Designer, shall provide a decision to the Contractor. Failure on the part of the Contractor to provide such notice and to detail the costs shall constitute a waiver by the Contractor of any claim. Requests for extensions of time shall be for working days only.

ARTICLE 5 - CONSTRUCTION AND COMPLETION

ARTICLE 5.1 - CONSTRUCTION COMMENCEMENT

A. Upon receipt of the "Intent to Award" letter, the Contractor must submit the following properly executed instruments to the Owner:
   1. Contract;
   2. Performance/payment bond as described in Article 6.1;
   3. Certificates of Insurance, or the actual policies themselves, showing that the Contractor has obtained the insurance coverage required by Article 6.2.

Above referenced items must be received by the Owner within ten (10) working days after the effective date of the contract. If not received, the Owner may treat the failure to timely submit them as a refusal by the Contractor to accept a contract for this work and may retain as liquidated damages the Contractor's bid bond, cashier's check or certified check as provided in the Instructions to Bidders. Upon receipt the Owner will issue a "Notice to Proceed" with the work to the Contractor.

B. Within the time frame noted in Section 013200 - Schedules, following receipt of the "Notice to Proceed", the Contractor shall submit to the Owner a progress schedule and schedule of values, showing activities through the end of the contract period. Should the Contractor not receive written notification from the Owner of the disapproval of the schedule of values within fifteen (15) working days, the Contractor may consider it approved for purpose of determining when the first monthly Application and Certification for Payment may be submitted.

C. The Contractor may commence work upon receipt of the Division of Facilities Management, Design and Construction’s "Notice to Proceed" letter. Contractor shall prosecute the work with faithfulness and energy, and shall complete the entire work on or before the completion time stated in the contract documents or pay to the Owner the damages resulting from the failure to timely complete the work as set out within Article 5.4.

ARTICLE 5.2 -- PROJECT CONSTRUCTION

A. Each Contractor shall submit for the Owner's approval, in reproducible form, a progress schedule showing the rate of progress and the order of the work proposed to carry on various phases of the project. The schedule shall be in conformance with the requirements outlined in Section 013200 – Schedules.

B. Contractor shall employ and supply a sufficient force of workers, material, and equipment and shall pay when due, any worker, subcontractor or supplier and otherwise prosecute the work with such diligence so as to maintain the rate of progress indicated on the progress schedule, prevent work stoppage, and insure completion of the project within the time specified.

ARTICLE 5.3 -- PROJECT COMPLETION

A. Substantial Completion. A Project is substantially complete when construction is essentially complete and work items remaining to be completed can be done without interfering with the Owner’s ability to use the Project for its intended purpose.

   1. Once the Contractor has reached what they believe is Substantial Completion, the Contractor shall notify the Designer and the Construction Representative of the following:
      a. That work is essentially complete with the exception of certain listed work items. The list shall be referred to as the "Contractor’s Punch."
      b. That all Operation and Maintenance Manuals have been assembled and submitted in accordance with Article 3.5A.
      c. That the Work is ready for inspection by the Designer and Construction Representative. The Owner shall be entitled to a minimum of ten working
days notice before the inspection shall be performed.

2. If the work is acceptable, the Owner shall issue a Certificate of Substantial Completion, which shall set forth the responsibilities of the Owner and the Contractor for utilities, security, maintenance, damage to the work and risk of loss. The Certificate shall also identify those remaining items of work to be performed by the Contractor. All such work items shall be complete within 30 working days of the date of the Certificate, unless the Certificate specifies a different time. If the Contractor shall be required to perform tests that must be delayed due to climatic conditions, it is understood that such tests and affected equipment will be identified on the Certificate and shall be accomplished by the Contractor at the earliest possible date. Performance of the tests may not be required before Substantial Completion can be issued. The date of the issuance of the Certificate of Substantial Completion shall determine whether or not the work was completed within the contract time and whether or not Liquidated Damages are due.

3. If the work is not acceptable, and the Owner does not issue a Certificate of Substantial Completion, the Owner shall be entitled to charge the Contractor with the Owner’s costs of re-inspection, including time and travel.

B. Partial Occupancy. Contractor agrees that the Owner shall be permitted to occupy and use any completed or partially completed portions of the Project, when such occupancy and use is in the Owner’s best interest. Owner shall notify Contractor of its desire and intention to take Partial Occupancy as soon as possible but at least ten (10) working days before the Owner intends to occupy. If the Contractor believes that the portion of the work the Owner intends to occupy is not ready for occupancy, the Contractor shall notify the Owner immediately. The Designer shall inspect the work in accordance with the procedures above. If the Contractor claims increased cost of the project or delay in completion as a result of the occupancy, he shall notify the Owner immediately but in all cases before occupancy occurs.

C. Final Completion. The Project is finally complete when the Certificate of Substantial Completion has been issued and all work items identified therein as incomplete have been completed, and when all administrative items required by the contract have been completed. Final Completion entitles the Contractor to payment of the outstanding balance of the contract amount including all change orders and retainage. Within five (5) working days of the date of the Certificate of Substantial Completion, the Contractor shall identify the cost to complete any outstanding items of work. The Designer shall review the Contractor’s estimate and either approve it or provide an independent estimate for all such items. If the Contractor fails to complete the remaining items within the time specified in the Certificate, the Owner may terminate the contract and go to the surety for project completion in accordance with Article 7.2 or release the contract balance to the Contractor less 150% of the approved estimate to complete the outstanding items. Upon completion of the outstanding items, when a final cost has been established, any monies remaining shall be paid to the Contractor. Failure to complete items of work does not relieve the Contractor from the obligation to complete the administrative requirements of the contract, such as the provisions of Article 5.3  FAILURE TO COMPLETE ALL ITEMS OF WORK UNDER THE CONTRACT SHALL BE CONSIDERED A DEFAULT AND BE GROUNDS FOR CONTRACT TERMINATION AND DEBARMENT.

D. Liquidated Damages. Contractor agrees that the Owner may deduct from the contract price and retain as liquidated damages, and not as penalty or forfeiture, the sum stipulated in this contract for each work day after the Contract Completion Day on which work is not Substantially Complete. Assessment of Liquidated Damages shall not relieve the Contractor or the surety of any responsibility or obligation under the Contract. In addition, the Owner may, without prejudice to any other rights, claims, or remedies the Owner may have including the right to Liquidated Damages, charge the Contractor for all additional expenses incurred by the Owner and/or Designer as the result of the extended contract period through Final Completion. Additional Expenses shall include but not be limited to the costs of additional inspections.

E. Early Completion. The Contractor has the right to finish the work before the contract completion date; however, the Owner assumes no liability for any hindrances to the Contractor unless Owner caused delays result in a time extension to the contract completion date. The Contractor shall not be entitled to any claims for lost efficiencies or for delay if a Certificate of Substantial Completion is given on or before the Contract Completion Date.

ARTICLE 5.4 -- PAYMENT TO CONTRACTOR

A. Payments on account of this contract will be made monthly in proportion to the work which has been completed. Request for payment must be submitted on the Owner's forms. No other pay request will
be processed. Supporting breakdowns must be in the same format as Owner’s forms and must provide the same level of detail. The Designer will, within 5 working days from receipt of the contractor’s request for payment either issue a Certificate for Payment to the Owner, for such amount as the Designer determines is properly due, or notify the Contractor in writing of reasons for withholding a Certificate. The Owner shall make payment within 30 calendar days after the "Application and Certification for Payment" has been received and certified by the Designer. The following items are to be attached to the contractor’s pay request:

1. Updated construction schedule
2. Certified payrolls consisting of name, occupation and craft, number of hours worked and actual wages paid for each individual employee, of the Contractor and all subcontractors working on the project

B. The Owner shall retain 5 percent of the amount of each such payment application, except as allowed by Article 5.4, until final completion and acceptance of all work covered by this contract.

C. Each payment made to Contractor shall be on account of the total amount payable to Contractor and all material and work covered by paid partial payment shall thereupon become the sole property of Owner. This provision shall not be construed as relieving Contractor from sole responsibility for care and protection of materials and work upon which payments have been made or restoration of any damaged work or as a waiver of the right of Owner to require fulfillment of all terms of this contract.

D. Materials delivered to the work site and not incorporated in the work will be allowed in the Application and Certification for Payment on the basis of one hundred (100%) percent of value, subject to the 5% retainage providing that they are suitably stored on the site or in an approved warehouse in accordance with the following requirements:

1. Material has previously been approved through submittal and acceptance of shop drawings conforming to requirements of Article 3.2 of General Conditions.
2. Delivery is made in accordance with the time frame on the approved schedule.
3. Materials, equipment, etc., are properly stored and protected from damage and deterioration and remain so - if not, previously approved amounts will be deleted from subsequent pay applications.

4. The payment request is accompanied by a breakdown identifying the material equipment, etc. in sufficient detail to establish quantity and value.

E. The Contractor shall be allowed to include in the Application and Certification for Payment, one hundred (100%) of the value, subject to retainage, of major equipment and material stored off the site if all of the following conditions are met:

1. The request for consideration of payment for materials stored off site is made at least 15 working days prior to submittal of the Application for Payment including such material. Only materials inspected will be considered for inclusion on Application for Payment requests.
2. Materials stored in one location off site are valued in excess of $25,000.
3. That a Certificate of Insurance is provided indicating adequate protection from loss, theft conversion or damage for materials stored off site. This Certificate shall show the State of Missouri as an additional insured for this loss.
4. The materials are stored in a facility approved and inspected, by the Construction Representative.
5. Contractor shall be responsible for, Owner costs to inspect out of state facilities, and any delays in the completion of the work caused by damage to the material or for any other failure of the Contractor to have access to this material for the execution of the work.

F. The Owner shall determine the amount, quality and acceptability of the work and materials which are to be paid for under this contract. In the event any questions shall arise between the parties, relative to this contract or specifications, determination or decision of the Owner or the Construction Representative and the Designer shall be a condition precedent to the right of the Contractor to receive any money or payment for work under this contract affected in any manner or to any extent by such question.

G. Payments Withheld: The Owner may withhold or nullify in whole or part any certificate to such extent as may be necessary to protect the Owner from loss on account of:

1. Defective work not remedied. When a notice of noncompliance is issued on an item or items, corrective action shall be undertaken immediately. Until corrective action is completed, no monies will be paid and no additional time will be allowed for the item or
items. The cost of corrective action(s) shall be borne by the Contractor.

2. A reasonable doubt that this contract can be completed for the unpaid balance.

3. Failure of the Contractor to update as-built drawings monthly for review by the Construction Representative.

4. Failure of the Contractor to update the construction schedule.

When the Construction Representative is satisfied the Contractor has remedied above deficiencies, payment shall be released.

H. Final Payment: Upon receipt of written notice from the Contractor to the Designer and Project Representative that the work is ready for final inspection and acceptance, the Designer and Project Representative, with the Contractor, shall promptly make such inspection. If the work is acceptable and the contract fully performed, the Construction Representative shall complete a final acceptance report and the Contractor will be directed to submit a final Application and Certification for Payment. If the Owner approves the same, the entire balance shall be due and payable, with the exception of deductions as provided for under Article 5.4.

1. Where the specifications provide for the performance by the Contractor of certain tests for the purpose of balancing and checking the air conditioning and heating equipment and the Contractor shall have furnished and installed all such equipment in accordance with the specifications, but said test cannot then be made because of climatic conditions, such test shall may be considered as required under the provisions of the specifications, Section 013300 and this contract may be substantial. Full payment will not be made until the tests have been made and the equipment and system is finally accepted. If the tests are not completed when scheduled, the Owner may deduct 150% of the value of the tests from the final payment.

2. The final payment shall not become due until the Contractor delivers to the Construction Representative:

   a) A complete file of releases, on the standard form included in the contract documents as "Final Receipt of Payment and Release Form", from subcontractors and material suppliers evidencing payment in full for services, equipment and materials, as the case may require, if the Owner approves, or a consent from the Surety to final payment accepting liability for any unpaid amounts.

   b) An Affidavit of Compliance with Prevailing Wage Law, in the form as included in this contract specifications, properly executed by each subcontractor, and the Contractor

   c) Certified copies of all payrolls

   d) As-built drawings

3. If any claim remains unsatisfied after all payments are made, the Contractor shall refund to the Owner all monies that the latter may be compelled to pay in discharging such a claim including all costs and a reasonable attorney's fee.

4. Missouri statute requires prompt payment from the Owner to the Contractor within thirty calendar days and from the Contractor to his subcontractors within fifteen calendar days. Failure to make payments within the required time frame entitles the receiving party to charge interest at the rate of one and one half percent per month calculated from the expiration of the statutory time period until paid.

5. The value of all unused unit price allowances and/or 150% of the value of the outstanding work items, and/or liquidated damages may be deducted from the final pay request without executing a Contract Change. Any unit price items which exceed the number of units in the contract may be added by Contract Change.

**ARTICLE 6 -- INSURANCE AND BONDS**

**ARTICLE 6.1 -- BOND**

A. Contractor shall furnish a performance/payment bond in an amount equal to 100% of the contract price to guarantee faithful performance of the contract and 100% of the contract price to guarantee the payment of all persons performing labor on the project and furnishing materials in connection therewith under this contract as set forth in the standard form of performance and payment bond included in the contract documents. The surety on such bond shall be issued by a surety company authorized by the Missouri Department of Insurance to do business in the state of Missouri.

B. All Performance/Payment Bonds furnished in response to this provision shall be provided by a bonding company with a rating of B+ or higher as established by A.M. Best Company, Inc. in their most recent publication.
ARTICLE 6.2 – INSURANCE

A. The successful Contractor shall procure and maintain for the duration of the contract issued a policy or policies of insurance for the protection of both the Contractor and the Owner and their respective officers, officials, agents, consultants and employees. The Owner requires certification of insurance coverage from the Contractor prior to commencing work.

B. Minimum Scope andExtent of Coverage

1. General Liability

Commercial General Liability, ISO coverage form number or equivalent CG 00 01 ("occurrence" basis), or I-SO coverage form number CG 00 02, or ISO equivalent.

If ISO equivalent or manuscript general liability coverage forms are used, minimum coverage will be as follows: Premises/Operations; Independent Contractors; Products/Completed Operations; personal Injury; Broad Form Property Damage including Completed Operations; Broad Form Contractual Liability Coverage to include Contractor's obligations under Article 1.11 Indemnification and any other Special Hazards required by the work of the contract.

2. Automobile Liability

Business Automobile Liability Insurance, ISO Coverage form number or equivalent CA 00 01 covering automobile liability, code 1 "ANY AUTO".

3. Workers' Compensation and Employer's Liability

Statutory Workers' Compensation Insurance for Missouri and standard Employer's Liability Insurance, or the authorization to self-insure for such liability from the Missouri Division of Workers’ Compensation.

4. Builder's Risk or Installation Floater Insurance

Insurance upon the work and all materials, equipment, supplies, temporary structures and similar items which may be incident to the performance of the work and located at or adjacent to the site, against loss or damage from fire and such other casualties as are included in extended coverage in broad "All Risk" form, including coverage for Flood and Earthquake, in an amount not less than the replacement cost of the work or this contact price, whichever is greater, with loss payable to Contractor and Owner as their respective interests may appear.

Contractor shall maintain sufficient insurance to cover the full value of the work and materials as the work progresses, and shall furnish Owner copies of all endorsements. If Builder's Risk Reporting- Form of Endorsement is used, Contractor shall make all reports as required therein so as to keep in force an amount of insurance which will equal the replacement cost of the work, materials, equipment, supplies, temporary structures, and other property covered thereby; and if, as a result of Contractor's failure to make any such report, the amount of insurance so recoverable shall be less than such replacement cost, Contractor's interest in the proceeds of such insurance, if any, shall be subordinated to Owner's interest to the end that Owner may receive full reimbursement for its loss.

C. Minimum Limits of Insurance

1. General Liability

Contractor

$2,000,000 combined single limit per occurrence for bodily injury, personal injury, and property damage

$2,000,000 annual aggregate

2. Automobile Liability

$2,000,000 combined single limit per occurrence for bodily injury and property damage

3. Workers' Compensation and Employers Liability

Workers' Compensation limits as required by applicable State Statutes (generally unlimited) and minimum of $1,000,000 limit per accident for Employer's Liability.

General Liability and Automobile Liability insurance may be arranged under individual policies for the full limits required or by a combination of underlying policies with the balance provided by a form-following Excess or Umbrella Liability policy.

D. Deductibles and Self-Insured Retentions

All deductibles, co-payment clauses, and self-insured retentions must be declared to and approved by the Owner. The Owner reserves the right to request the reduction or elimination of unacceptable deductibles or self-insured retentions, as they would apply to the Owner, and their respective officers, officials, agents, consultants and employees. Alternatively, the Owner may request Contractor to procure a bond guaranteeing
payment of losses and related investigations, claims administration, and defense expenses.

E. Other Insurance Provisions and Requirements

The respective insurance policies and coverage, as specified below, must contain, or be endorsed to contain the following conditions or provisions:

1. General Liability

The Owner, and its respective commissioners, officers, officials, agents, consultants and employees shall be endorsed as additional insured’s by ISO form CG 20 26 Additional Insured - Designated Person or Organization. As additional insured’s, they shall be covered as to work performed by or on behalf of the Contractor or as to liability which arises out of Contractor's activities or resulting from the performance of services or the delivery of goods called for by the Contract.

Contractor's insurance coverage shall be primary with respect to all additional insured’s. Insurance of self-insurance programs maintained by the designated additional insured’s shall be in excess of the Contractor's insurance and shall not contribute with it.

Additionally, the Contractor and Contractor's general liability insurer shall agree to waive all rights of subrogation against the Owner and any of their respective officers, officials, agents, consultants or employees for claims, losses, or expenses which arise out of Contractor's activities or result from the performance of services or the delivery of goods called for by the Contract.

Contractor's failure to comply with the terms and conditions of these insurance policies shall not affect or abridge coverage for the Owner or for any of its officers, officials, agents, consultants or employees.

3. Workers' Compensation/Employer's Liability

Contractor's workers' compensation insurance shall be endorsed with NCCI form WC 00 03 01 A - Alternative Employer Endorsement. The Alternative Employer Endorsement shall designate the Owner as "alternate employers."

4. All Coverages

Each insurance policy required by this section of the Contract shall contain a stipulation, endorsed if necessary, that the Owner will receive a minimum of a thirty (30) calendar day advance notice of any policy cancellation. Ten (10) calendar days advance notice is required for policy cancellation due to non-payment of premium.

F. Insurer Qualifications and Acceptability

Insurance required hereunder shall be issued by an A.M. Best, "B+" rated, Class IX insurance company approved to conduct insurance business in the state of Missouri.

G. Verification of Insurance Coverage

Prior to Owner issuing a Notice to Proceed, the Contractor shall furnish the Owner with Certificate(s) of Insurance and with any applicable original endorsements evidencing the required insurance coverage. The insurance certificates and endorsements are to be signed by a person authorized by that insurer to bind coverage on its behalf. All certificates and endorsements received by the Owner are subject to review and approval by the Owner. The Owner reserves the right to require certified copies of all required policies at any time. If the scope of this contract will exceed one (1) year - or, if any of Contractor's applicable insurance coverage expires prior to completion of the work or services required under this contract -
the Contractor will provide a renewal or replacement certificate before continuing work or services hereunder. If the Contractor fails to provide documentation of required insurance coverage, the Owner may issue a stop work order and no additional contract completion time and/or compensation shall be granted as a result thereof.

ARTICLE 7 – SUSPENSION OR TERMINATION OF CONTRACT

ARTICLE 7.1 - FOR SITE CONDITIONS
When conditions at the site of the proposed work are considered by the Owner to be unsatisfactory for prosecution of the work, the Contractor may be ordered in writing to suspend the work or any part thereof until reasonable conditions exist. When such suspension is not due to fault or negligence of the Contractor, time allowed for completion of such suspended work will be extended by a period of time equal to that lost due to delay occasioned by ordered suspension. This will be a no cost time extension.

ARTICLE 7.2 - FOR CAUSE
A. Termination or Suspension for Cause:
   1. If the Contractor shall file for bankruptcy, or should make a general assignment for the benefit of the creditors, or if a receiver should be appointed on account of insolvency, or if the contractor should persistently or repeatedly refuse or fail to supply enough properly skilled workers or proper materials, or if the contractor should fail to make prompt payment to subcontractors or for material or labor, or persistently disregard laws, ordinances or the instructions of the Owner, or otherwise be guilty of a substantial violation of any provision of this contract, then the Owner may serve notice on the Contractor and the surety setting forth the violations and demanding compliance with this contract. Unless within ten (10) consecutive calendar days after serving such notice, such violations shall cease and satisfactory arrangements for correction be made, the Owner may suspend the Contractor's right to proceed with the work or terminate this contract.
   2. In the event the Owner suspends Contractor's right to proceed with the work or terminates the contract, the Owner may demand that the Contractor's surety take over and complete the work on this contract, after the surety submits a written proposal to the Owner and receives written approval and upon the surety's failure or refusal to do so within ten (10) consecutive calendar days after demand therefore, the Owner may take over the work and prosecute the same to completion by bid or negotiated contract, or the Owner may elect to take possession of and utilize in completing the work such materials, supplies, appliances and plant as may be on the site of the work, and all subcontractors, if the Owner elects, shall be bound to perform their contracts.
   B. The Contractor and its surety shall be and remain liable to the Owner for any excess cost or damages occasioned to the Owner as a result of the actions above set forth.
   C. The Contractor in the event of such suspension or termination shall not be entitled to receive any further payments under this contract until the work is wholly finished. Then if the unpaid balance under this contract shall exceed all expenses of the Owner as certified by the Director, such excess shall be paid to the Contractor; but, if such expenses shall exceed the unpaid balance as certified by the Director, the Contractor and their surety shall be liable for and shall pay the difference and any damages to the Owner.
   D. In exercising Owner's right to secure completion of the work under any of the provisions hereof, the Director shall have the right to exercise Owner's sole discretion as to the manner, methods and reasonableness of costs of completing the work.
   E. The rights of the Owner to suspend or terminate as herein provided shall be cumulative and not exclusive and shall be in addition to any other remedy provided by law.
   F. The Contractor in the event of such suspension or termination may be declared ineligible for Owner contracts for a minimal period of twelve (12) months. Further, no contract will be awarded to any Contractor who lists in their bid form any subcontractor whose prior performance has contributed, as determined by the Owner, to a breach of a contract. In order to be considered for state-awarded contracts after this period, the Contractor/subcontractor will be required to forward acceptance reports to the Owner regarding successful completion of non-state projects during the intervening twelve (12) months from the date of default. No contracts will be awarded to a subcontractor/Contractor until the ability to perform responsibly in the private sector has been proven to the Owner.

ARTICLE 7.3 -- FOR CONVENIENCE
A. The Owner may terminate or suspend the Contract or any portion of the Work without cause at any time, and at the Owner's convenience. Notification of a termination or suspension shall be in writing
and shall be given to the Contractor and their surety. If the Contract is suspended, the notice will contain the anticipated duration of the suspension or the conditions under which work will be permitted to resume. If appropriate, the Contractor will be requested to demobilize and re-mobilize and will be reimbursed time and costs associated with the suspension.

B. Upon receipt of notification, the Contractor shall:
   1. Cease operations when directed.
   2. Take actions to protect the work and any stored materials.
   3. Place no further subcontracts or orders for material, supplies, services or facilities except as may be necessary to complete the portion of the Contract that has not been terminated. No claim for payment of materials or supplies ordered after the termination date shall be considered.
   4. Terminate all existing subcontracts, rentals, material, and equipment orders.
   5. Settle all outstanding liabilities arising from termination with subcontractors and suppliers.
   6. Transfer title and deliver to the Owner, work in progress, completed work, supplies and other material produced or acquire for the work terminated, and completed or partially completed plans, drawings information and other property that, if the Contract had been completed, would be required to be furnished to the Owner.

C. For termination without cause and at the Owner's convenience, in addition to payment for work completed prior to date of termination, the Contractor may be entitled to payment of other documented costs directly associated with the early termination of the contract. Payment for anticipated profit and unapplied overhead will not be allowed.
SECTION 007300 - SUPPLEMENTARY CONDITIONS

1.0 GENERAL:
   A. These Supplementary General Conditions clarify, add, delete, or otherwise modify standard terms and conditions of DIVISION 0, BIDDING AND CONTRACTING REQUIREMENTS.

2.0 CONTACTS:
   Designer: Drew Flanakin
   Bernhard TME, LLC
   622 Emerson Rd., Suite 250
   St. Louis, Missouri  63141
   Telephone: (314) 727-8760
   Email: dflanakin@bernhardtme.com

   Construction Representative: Mike Howard
   Division of Facilities Management, Design and Construction
   119 Olympic Way
   St. Peters, Missouri  63376
   Telephone: (636) 524-8503
   Email: Mike.Howard@oa.mo.gov

   Project Manager: Glenn Smith
   Division of Facilities Management, Design and Construction
   301 West High Street, Room 730
   Jefferson City, Missouri  65102
   Telephone: (573) 751-1367
   Email: Glenn.Smith@oa.mo.gov

   Contract Specialist: Paul Girouard
   Division of Facilities Management, Design and Construction
   301 West High Street, Room 730
   Jefferson City, Missouri  65102
   Telephone: (573) 751-4797
   Email: Paul.Girouard@oa.mo.gov

3.0 NOTICE: ALL BID MATERIALS ARE DUE AT THE TIME OF BID SUBMITTAL. THERE IS NO SECOND SUBMITTAL FOR THIS PROJECT.

4.0 FURNISHING CONSTRUCTION DOCUMENTS:
   A. The Owner will furnish the Contractor with approximately 4 complete sets of drawings and specifications at no charge.
   B. The Owner will furnish the Contractor with approximately 4 sets of explanatory or change drawings at no charge.
   C. The Contractor may make copies of the documents as needed with no additional cost to the Owner.

5.0 SAFETY REQUIREMENTS
   Contractor and subcontractors at any tier shall comply with RSMo 292.675 and Article 1.3, E, of Section 007213, General Conditions.

6.0 INSURANCE REQUIREMENTS:
   From SECTION 007213 - GENERAL CONDITIONS, Article 6.2, delete "Builders Risk or Installation Floater" insurance requirement.
Annual Wage Order No. 27
Section 100
ST. LOUIS COUNTY

In accordance with Section 290.262 RSMo 2000, within thirty (30) days after a certified copy of this Annual Wage Order has been filed with the Secretary of State as indicated below, any person who may be affected by this Annual Wage Order may object by filing an objection in triplicate with the Labor and Industrial Relations Commission, P.O. Box 599, Jefferson City, MO 65102-0599. Such objections must set forth in writing the specific grounds of objection. Each objection shall certify that a copy has been furnished to the Division of Labor Standards, P.O. Box 449, Jefferson City, MO 65102-0449 pursuant to 8 CSR 20-5.010(1). A certified copy of the Annual Wage Order has been filed with the Secretary of State of Missouri.

Filed With Secretary of State: March 10, 2020
Last Date Objections May Be Filed: April 9, 2020

Prepared by Missouri Department of Labor and Industrial Relations
<table>
<thead>
<tr>
<th>OCCUPATIONAL TITLE</th>
<th><strong>Prevailing Hourly Rate</strong></th>
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<tbody>
<tr>
<td>Asbestos Worker</td>
<td>$63.23</td>
</tr>
<tr>
<td>Boilermaker</td>
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<tr>
<td>Bricklayer</td>
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<td>Carpenter</td>
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<td>Lather</td>
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<tr>
<td>Linoleum Layer</td>
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<td>Pile Driver</td>
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<td>Plasterer</td>
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<td>Electrician Outside Lineman</td>
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<td>Lineman Operator</td>
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<tr>
<td>Lineman - Tree Trimmer</td>
<td></td>
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<tr>
<td>Groundman</td>
<td></td>
</tr>
<tr>
<td>Groundman - Tree Trimmer</td>
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<tr>
<td>Elevator Constructor</td>
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<td>General Laborer</td>
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<td>First Semi-Skilled</td>
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<td>Marble Mason</td>
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<td>Marble Finisher</td>
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<tr>
<td>Terrazzo Worker</td>
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<tr>
<td>Terrazzo Finisher</td>
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<tr>
<td>Tile Setter</td>
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</tr>
<tr>
<td>Operating Engineer</td>
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<td>Group V</td>
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<td>Group III</td>
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</tr>
</tbody>
</table>

*The Division of Labor Standards received less than 1,000 reportable hours for this occupational title.
Public works contracting minimum wage is established for this occupational title using data provided by Missouri Economic Research and Information Center.

**The Prevailing Hourly Rate includes any applicable fringe benefit amounts for each occupational title.
The following table contains the prevailing hourly rates for occupational titles in the Heavy Construction Rates for ST. LOUIS County:

<table>
<thead>
<tr>
<th>OCCUPATIONAL TITLE</th>
<th>**Prevailing Hourly Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carpenter</td>
<td>$56.93</td>
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<td>Groundman</td>
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<td>Laborer</td>
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<td>General Laborer</td>
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<td>Skilled Laborer</td>
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<tr>
<td>Operating Engineer</td>
<td>$62.85</td>
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<tr>
<td>Group I</td>
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<td>Group II</td>
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<td>Group III</td>
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<td>Group IV</td>
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<td>Truck Driver</td>
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<td>Truck Control Service Driver</td>
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<tr>
<td>Group III</td>
<td></td>
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<tr>
<td>Group IV</td>
<td></td>
</tr>
</tbody>
</table>

Use Heavy Construction Rates on Highway and Heavy construction in accordance with the classifications of construction work established in 8 CSR 30-3.040(3).

Use Building Construction Rates on Building construction in accordance with the classifications of construction work established in 8 CSR 30-3.040(2).

If a worker is performing work on a heavy construction project within an occupational title that is not listed on the Heavy Construction Rate Sheet, use the rate for that occupational title as shown on the Building Construction Rate Sheet.

*The Division of Labor Standards received less than 1,000 reportable hours for this occupational title.

Public works contracting minimum wage is established for this occupational title using data provided by Missouri Economic Research and Information Center.

**The Prevailing Hourly Rate includes any applicable fringe benefit amounts for each occupational title.
OVERTIME

For all work performed on a Sunday or a holiday, not less than twice (2x) the prevailing hourly rate of wages for work of a similar character in the locality in which the work is performed or the public works contracting minimum wage, whichever is applicable, shall be paid to all workers employed by or on behalf of any public body engaged in the construction of public works, exclusive of maintenance work.

For all overtime work performed, not less than one and one-half (1½) the prevailing hourly rate of wages for work of a similar character in the locality in which the work is performed or the public works contracting minimum wage, whichever is applicable, shall be paid to all workers employed by or on behalf of any public body engaged in the construction of public works, exclusive of maintenance work or contractual obligation. For purposes of this subdivision, "overtime work" shall include work that exceeds ten hours in one day and work in excess of forty hours in one calendar week; and

A thirty-minute lunch period on each calendar day shall be allowed for each worker on a public works project, provided that such time shall not be considered as time worked.

HOLIDAYS

January First;
The last Monday in May;
July Fourth;
The first Monday in September;
November Eleventh;
The fourth Thursday in November; and
December Twenty-Fifth;

If any holiday falls on a Sunday, the following Monday shall be considered a holiday.
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 WORK COVERED BY CONTRACT DOCUMENTS

A. The Project consists of the building automation system replacement.

1. Project Location: Jennings State Office Building, 8501 Lucan & Hunt Road, Jennings, MO 63136

2. Owner: State of Missouri, Office of Administration, Division of Facilities Management, Design and Construction, Harry S Truman State Office Building, Post Office Box 809, 301 West High Street, Jefferson City, Missouri 65102.

B. Contract Documents, dated 09/14/2020 were prepared for the Project by Bernhard TME 622 Emerson Road Suite 250, St. Louis, MO 63141, 314-727-8760.

1. Engineer's Representative Drew Flanakin 622 Emerson Road, Suite 250, St. Louis, MO 63141, 314-727-8760

C. The Work consists of replacement of the building automation system

1. The Work includes, but is not limited to:
   a) Replace the Building automation System Front End including the network controller and all required programming to allow remote supervision and control.
   b) Replace two (2) rooftop air handling unit controllers including rework and rewiring of the existing building automation devices.
   c) Replace 23 variable air volume (VAV) unit with electric reheat controllers and actuators.
   d) Replace 22 VAV unit controllers and actuators.
   e) Provide monitoring and start/stop control for one (1) exhaust fan.

D. The Work will be constructed under a single prime contract.

1.3 DESIGNER'S ESTIMATE OF CONSTRUCTION COST RANGE

A. The project designer has prepared this cost estimate range. The State of Missouri makes no guarantee regarding the accuracy of the estimate range nor does the State of Missouri intend to imply that the estimate range in any way reflects the actual cost required to perform the work represented by the specifications and drawings. The contractor should not rely on this estimate range in any way while preparing a bid for this project or otherwise.

   Estimate Range: $135,000 TO $155,000

1.4 WORK UNDER OTHER CONTRACTS

A. The Owner reserves the right to award separate contracts for performance of certain construction operations at the site to a contractor of their choosing at any time.

B. Cooperate fully with separate contractors so that work under those contracts may be carried out smoothly, without interfering with or delaying work under this Contract.
1.5 WORK SEQUENCE

A. The Work will be conducted under one contract

B. The owner shall approve the final work sequence and schedule

C. The engineering, programming, graphical development and installation of the temperature controls shall adhere to the following sequence of work.

1. Prior to the start of installation work of new temperature controls in the field, the following submittals, programming and graphical update work must be submitted for review, approved and completed.

2. Temperature controls submittals as listed in Section 230923 shall be submitted for review and approved.

3. Temperature controls computer graphics shall be developed and submitted on color printouts for review and approved.

4. Temperature control sequences of operation shall be programmed in their completion for all systems. This programming shall be submitted in the form of programming drawings for review. Programming shall be ready for downloading onto device controllers immediately after the installation of field devices, wiring and controllers for a mechanical system.

5. Updated and Approved temperature controls graphics shall be installed and viewable.

6. Once the items above are complete, submitted, approved and installed where applicable, the installation of new temperature control work (field devices, wiring, controllers) shall begin. At the completion of field device wiring, but prior to individual equipment (air handling units, VAV boxes, etc.) startup, reviewed programming shall be downloaded onto controllers and computer graphics activated and control points mapped.

7. So the Owner can monitor progress and approved payment, the prime contractor shall provide a project schedule that incorporates the above sequence of control work including shop drawings, graphical development, programming and installation work. The controls project schedule shall include time allowed for owner and engineer’s review (minimum of 3 weeks). In addition, the prime contractor shall provide a detailed breakdown of work and value to be incorporated in the Schedule of Values. At a minimum, the breakdown shall have individual values attributed to engineering and shop drawings, graphical development, programming and field installation work. Furthermore, this breakdown shall be by major equipment systems and by individual floors.

1.6 CONTRACTOR USE OF PREMISES

A. Use of the Site: Limit use of the premises to work in areas indicated. Confine operations to areas within contract limits indicated. Do not disturb portions of the site beyond the areas in which the Work is indicated.

1. Owner Occupancy: Allow for Owner occupancy and use by the public.

2. Driveways and Entrances: Keep driveways and entrances serving the premises clear and available to the Owner, the Owner’s employees, and emergency vehicles at all times. Do not use these areas for parking or storage of materials. Schedule deliveries to minimize space and time requirements for storage of materials and equipment on-site.

B. Use of the Existing Building: Maintain the existing building in a weathertight condition throughout the construction period. Repair damage cause by construction operations. Take all precautions necessary to protect the building and its occupants during the construction period.

1.7 OCCUPANCY REQUIREMENTS

A. Full Owner Occupancy: The Owner will occupy the site and existing building during the entire construction period. Cooperate with the Owner during construction operations to minimize
conflicts and facilitate owner usage. Perform the Work so as not to interfere with the Owner’s operations.

1.8 MISCELLANEOUS PROVISIONS

A. All utility or systems shutdown (electrical, supply air, fire alarm, temperature controls, etc.) shall be coordinated and scheduled with the Owner no less than seven (7) days in advance and shall occur outside of normal working hours. Normal working hours are between 7AM and 5 PM on weekdays. Individual VAV box system shutdowns 4 hours or less, may be performed during normal working hours but shall be coordinated and scheduled with the Owner.

B. All air conditioning, electrical, supply air, fire alarm, temperature controls, etc. interruptions 15 minutes or less shall be minimized and shall be coordinated and scheduled with the Owner.

C. Any deviations from the originally agreed scheduling shall be anticipated by the Contractor and the Owner shall be immediately notified.

D. Work generating a large amount of noise shall be completed prior to 9am or after 5pm.

E. In all cutting, welding, soldering and brazing activities, the Contractor shall use “smoke eater” type portable exhaust/filtration units.

F. Contractor shall use portable HEPA filtration exhaust systems when removing corridor ceilings and any construction activity that generates dust.

PART 2 - PRODUCTS (Not Applicable)

PART 3 - EXECUTION (Not Applicable)

END OF SECTION 011000
SECTION 012200 – UNIT PRICES

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 SUMMARY

A. This Section includes administrative and procedural requirements for Unit Prices.

B. Related Sections include the following:
   1. Division 1 Section "Contract Modification Procedures" for procedures for submitting and handling Change Orders.

1.3 DEFINITIONS

A. Unit Price is a price per unit of measurement for materials or services added to or deducted from the Contract Sum by appropriate modification, if estimated quantities of Work required by the Contract Documents are increased or decreased.

1.4 PROCEDURES

A. Unit Prices include all necessary material plus cost for delivery, installation, insurance, overhead, and profit.

B. Measurement and Payment: Refer to individual Specification Sections for work that requires establishment of Unit Prices. Methods of measurement and payment for Unit Prices are specified in those Sections.

C. Owner reserves the right to reject Contractor's measurement of Work in-place that involves use of established Unit Prices and to have this work measured, at Owner's expense, by an independent surveyor acceptable to Contractor.

D. List of Unit Prices: A list of Unit Prices is included in Part 3. Specification Sections referenced in the schedule contain requirements for materials described under each Unit Price.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION

3.1 LIST OF UNIT PRICES

A. Unit Price No. 1 – Replace VAV Box Airflow sensor
   1. Description: Where VAV Box Airflow sensor is found to be defective/broken during TAB activities. Contractor shall notify Owner and Engineer when VAV Box Airflow sensor deficiencies are discovered. Drill
hole in ductwork upstream of VAV box and mount sensor according to manufactures installation instructions. Extend Polyethylene tubing from sensors to tees and to VAV Box controller differential pressure sensor. according to Section Division 23 Section 230923 DIRECT DIGITAL CONTROL (DDC) SYSTEM.

2. Unit of Measurement: Airflow sensor for a VAV Box.

3. Base Bid Quantity: 2

B. Unit Price No. 2 – Replace VAV Box Airflow Pickup Sensing Tubes and Tees

1. Description: Where VAV Box sensing tubes or tees are found to be defective/broken during TAB activities. Contractor shall notify Owner and Engineer when VAV Box Airflow Pickup Sensing Tubes and Tees deficiencies are discovered. Cut existing pickup tubes 6" after exiting VAV Box flow tube. Install ¼" brass metal tees and vacuum test caps. Extend Polyethylene tubing from tees to VAV Box controller differential pressure sensor. according to Division 23 Section 230923 DIRECT DIGITAL CONTROL (DDC) SYSTEM

2. Unit of Measurement: One Set of Sensing Tubes and Tees for a VAV Box

3. Base Bid Quantity: 12

END OF SECTION 012200
SECTION 012600 – CONTRACT MODIFICATION PROCEDURES

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

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

1.2 SUMMARY

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

B. Related Sections include the following:

1. Division 0, Section 007213, Article 3.1 "Acceptable Substitutions" for administrative procedures for handling Requests for Substitutions made after Contract award.

2. Division 0, Section 007213, Article 4.0 "Changes in the Work" for Contract Change requirements.

1.3 REQUESTS FOR INFORMATION

A. In the event that the Contractor or Subcontractor, at any tier, determines that some portion of the Drawings, Specifications, or other Contract Documents requires clarification or interpretation, the Contractor shall submit a “Request for Information” (RFI) in writing to the Designer. A RFI may only be submitted by the Contractor and shall only be submitted on the RFI forms provided by the Owner. The Contractor shall clearly and concisely set forth the issue for which clarification or interpretation is sought and why a response is needed. In the RFI, the Contractor shall set forth an interpretation or understanding of the requirement along with reasons why such an understanding was reached.

B. Responses to RFI shall be issued within ten (10) working days of receipt of the Request from the Contractor unless the Designer determines that a longer time is necessary to provide an adequate response. If a longer time is determined necessary by the Designer, the Designer will, within five (5) working days of receipt of the request, notify the Contractor of the anticipated response time. If the Contractor submits a RFI on a time sensitive activity on the current project schedule, the Contractor shall not be entitled to any time extension due to the time it takes the Designer to respond to the request provided that the Designer responds within the ten (10) working days set forth above.

C. Responses from the Designer will not change any requirement of the Contract Documents. In the event the Contractor believes that a response to a RFI will cause a change to the requirements of the Contract Document, the Contractor shall give written notice to the Designer requesting a Contract Change for the work. Failure to give such written notice within ten (10) working days, shall waive the Contractor's right to seek additional time or cost under Article 4, “Changes in the Work” of the General Conditions.

1.4 MINOR CHANGES IN THE WORK

A. Designer will issue supplemental instructions authorizing Minor Changes in the Work, not involving adjustment to the Contract Amount or the Contract Time, on “Designer's Supplemental Instructions” (DSI).
1.5 PROPOSAL REQUESTS

A. The Designer or Owner Representative will issue a detailed description of proposed Changes in the Work that may require adjustment to the Contract Amount or the Contract Time. The proposed Change Description will be issued using the “Request for Proposal” (RFP) form. If necessary, the description will include supplemental or revised Drawings and Specifications.

1. Proposal Requests issued by the Designer or Owner Representative are for information only. Do not consider them instructions either to stop work in progress or to execute the proposed change.

2. Within ten (10) working days after receipt of Proposal Request, submit a proposal for the cost adjustments to the Contract Amount and the Contract Time necessary to execute the Change. The Contractor shall submit his proposal on the appropriate Contract Change Detailed Breakdown form. Subcontractors may use the appropriate Contract Change Detailed Breakdown form or submit their proposal on their letterhead provided the same level of detail is included. All proposals shall include:

   a. A detailed breakdown of costs per Article 4.1 of the General Conditions.
   b. If requesting additional time per Article 4.2 of the General Conditions, include an updated Contractor’s Construction Schedule that indicates the effect of the Change including, but not limited to, changes in activity duration, start and finish times, and activity relationship.

1.6 CONTRACT CHANGE PROCEDURES

A. On Owner's approval of a Proposal Request, the Designer or Owner Representative will issue a Contract Change for signatures of Owner and Contractor on the “Contract Change” form.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION

3.1 REFERENCED FORMS

A. The following forms can be found on our website at https://oa.mo.gov/facilities/vendor-links/architectengineering-forms or https://oa.mo.gov/facilities/vendor-links/contractor-forms:

1. Request for Information
2. Designer’s Supplemental Instructions
3. Request for Proposal
4. Contract Change
5. Contract Change Detailed Breakdown – SAMPLES
6. Contract Change Detailed Breakdown – General Contractor (GC)
7. Contract Change Detailed Breakdown – Subcontractor (SUB)

END OF SECTION 012600
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 SUMMARY

A. This Section includes administrative provisions for coordinating construction operations on Projects including, but not limited to, the following:

1. Coordination Drawings.
2. Administrative and supervisory personnel.
3. Project meetings.

B. Each Contractor shall participate in coordination requirements. Certain areas of responsibility will be assigned to a specific Contractor.

C. Related Sections include the following:

1. Division 1, Section 013200 "Schedules – Bar Chart " for preparing and submitting Contractor's Construction Schedule.
3. Article 5.4.H of Section 007213 "General Conditions" for coordinating Closeout of the Contract.

1.3 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, which depend on each other for proper installation, connection, and operation.

B. Coordination: Each Contractor shall coordinate its construction operations with those of other contractors and entities to ensure efficient and orderly installation of each part of the Work. Each Contractor shall coordinate its operations 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. Coordinate installation of different components with other Contractors to ensure maximum accessibility for required maintenance, service, and repair.

3. Make adequate provisions to accommodate items scheduled for later installation.

4. Where availability of space is limited, coordinate installation of different components to ensure maximum performance and accessibility for required maintenance, service, and repair of all components including mechanical and electrical.
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 and activities of other Contractors 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. Startup and adjustment of systems.
8. 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.

1. Salvage materials and equipment involved in 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.

1.4 SUBMITTALS

A. Coordination Drawings: Prepare Coordination Drawings if limited space availability necessitates maximum utilization of space for efficient installation of different components or if coordination is required for installation of products and materials fabricated by separate entities.

B. Key Personnel Names: Within fifteen (15) work 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 and office telephone numbers. 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, and by each temporary telephone. Keep list current at all times.

1.5 PROJECT MEETINGS

A. The Owner’s Construction Representative will schedule a Pre-Construction Meeting prior to beginning of construction. The date, time, and exact place of this meeting will be determined after Contract Award and notification of all interested parties. The Contractor shall arrange to have the Job Superintendent and all prime Subcontractors present at the meeting. During the Pre-Construction Meeting, the construction procedures and information necessary for submitting payment requests will be discussed and materials distributed along with any other pertinent information.
1. Minutes: Designer will record and distribute meeting minutes.

B. Progress Meetings: The Owner's Construction Representative will conduct Monthly Progress Meetings as stated in Articles 1.8.B and 1.8.C of Section 007213 “General Conditions”.

1. Minutes: Designer will record and distribute to Contractor the meeting minutes.

C. Preinstallation Conferences: Contractor shall conduct a preinstallation conference at Project site before each construction activity that requires coordination with other construction.

1. Attendees: Installer and representatives of Manufacturers and Fabricators involved in or affected by the installation and its coordination or integration with other materials and installations that have preceded or will follow, shall attend the meeting. Advise Designer and Construction Representative of scheduled meeting dates.

2. Agenda: Review progress of other construction activities and preparations for the particular activity under consideration including requirements for the following:

   a. Contract Documents
   b. Options
   c. Related RFIs
   d. Related Contract Changes
   e. Purchases
   f. Deliveries
   g. Submittals
   h. Review of mockups
   i. Possible conflicts
   j. Compatibility problems
   k. Time schedules
   l. Weather limitations
   m. Manufacturer's written recommendations
   n. Warranty requirements
   o. Compatibility of materials
   p. Acceptability of substrates
   q. Temporary facilities and controls
   r. Space and access limitations
   s. Regulations of authorities having jurisdiction
   t. Testing and inspecting requirements
   u. Installation procedures
   v. Coordination with other Work
   w. Required performance results
   x. Protection of adjacent Work
y. Protection of construction and personnel

3. Contractor shall record significant conference discussions, agreements, and disagreements including required corrective measures and actions.

4. Reporting: Distribute minutes of the meeting to each party present and to parties who should have been present.

5. Do not proceed with installation if the conference cannot be successfully concluded. Initiate whatever actions are necessary to resolve impediments to performance of the Work and reconvene the conference at earliest feasible date.

6. Revise paragraph below if Project requires holding progress meetings at different intervals. Insert special intervals such as "every third Tuesday" to suit special circumstances.

7. Project name

8. Name and address of Contractor

9. Name and address of Designer

10. RFI number including RFIs that were dropped and not submitted

11. RFI description

12. Date the RFI was submitted

13. Date Designer's response was received

14. Identification of related DSI or Proposal Request, as appropriate

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION 013100
PART 1 - GENERAL

1.1 RELATED DOCUMENTS

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

B. Division 1, Section 013300 - Submittals

C. Division 1, Section 012600 – Contract Modification Procedures

1.2 SUMMARY

A. Project Management Communications: The Contractor shall use the Internet web based project management communications tool, E-Builder® ASP software, and protocols included in that software during this project. The use of project management communications as herein described does not replace or change any contractual responsibilities of the participants.
   1. Project management communications is available through E-Builder® as provided by "e-Builder®" in the form and manner required by the Owner.
   2. The project communications database is on-line and fully functional. User registration, electronic and computer equipment, and Internet connections are the responsibility of each project participant. The sharing of user accounts is prohibited

B. Support: E-Builder® will provide on-going support through on-line help files.

C. Copyrights and Ownership: Nothing in this specification or the subsequent communications supersedes the parties’ obligations and rights for copyright or document ownership as established by the Contract Documents. The use of CAD files, processes or design information distributed in this system is intended only for the project specified herein.

D. Purpose: The intent of using E-Builder® is to improve project work efforts by promoting timely initial communications and responses. Secondly, to reduce the number of paper documents while providing improved record keeping by creation of electronic document files

E. Authorized Users: Access to the web site will be by individuals who are authorized users.
   1. Individuals shall complete the E-Builder New Company/User Request Form located at the following web site: https://oa.mo.gov/facilities/vendor-links/contractor-forms. Completed forms shall be emailed to the following email address: OA.FMDCE-BuilderSupport@oa.mo.gov.
   2. Authorized users will be contacted directly and assigned a temporary user password.
   3. Individuals shall be responsible for the proper use of their passwords and access to data as agents of the company in which they are employed.

F. Administrative Users: Administrative users have access and control of user licenses and all posted items. DO NOT POST PRIVATE OR YOUR COMPANY CONFIDENTIAL ITEMS IN THE DATABASE! Improper or abusive language toward any party or repeated posting of items intended to deceive or disrupt the work of the project will not be tolerated and will result in deletion of the offensive items and revocation of user license at the sole discretion of the Administrative User(s).
G. Communications: The use of fax, email and courier communication for this project is discouraged in favor of using E-Builder® to send messages. Communication functions are as follows:

1. Document Integrity and Revisions:
   a. Documents, comments, drawings and other records posted to the system shall remain for the project record. The authorship time and date shall be recorded for each document submitted to the system. Submitting a new document or record with a unique ID, authorship, and time stamp shall be the method used to make modifications or corrections.
   b. The system shall make it easy to identify revised or superseded documents and their predecessors.
   c. Server or Client side software enhancements during the life of the project shall not alter or restrict the content of data published by the system. System upgrades shall not affect access to older documents or software.

2. Document Security:
   a. The system shall provide a method for communication of documents. Documents shall allow security group assignment to respect the contractual parties communication except for Administrative Users. DO NOT POST PRIVATE OR YOUR COMPANY CONFIDENTIAL ITEMS IN THE DATABASE!

3. Document Integration:
   a. Documents of various types shall be logically related to one another and discoverable. For example, requests for information, daily field reports, supplemental sketches and photographs shall be capable of reference as related records.

4. Reporting:
   a. The system shall be capable of generating reports for work in progress, and logs for each document type. Summary reports generated by the system shall be available for team members.

5. Notifications and Distribution:
   a. Document distribution to project members shall be accomplished both within the extranet system and via email as appropriate. Project document distribution to parties outside of the project communication system shall be accomplished by secure email of outgoing documents and attachments, readable by a standard email client.

6. Required Document Types:
   a. RFI, Request for Information.
   b. Submittals, including record numbering by drawing and specification section.
   c. Transmittals, including record of documents and materials delivered in hard copy.
   d. Meeting Minutes.
   e. Application for Payments (Draft or Pencil).
   f. Review Comments.
   g. Field Reports.
   h. Construction Photographs.
   i. Drawings.
   j. Supplemental Sketches.
   k. Schedules.
   l. Specifications.
   m. Request for Proposals
   n. Designer's Supplemental Instructions
   o. Punch Lists

H. Record Keeping: Except for paper documents, which require original signatures and large format documents (greater than 8½ x 11 inches), all other 8½ x 11 inches documents shall be submitted by transmission in electronic form to the E-Builder® web site by licensed users.
   a. The Owner and his representatives, the Designer and his consultants, and the Contractor and his Sub Contractors and suppliers at every tier shall respond to
documents received in electronic form on the web site, and consider them as if received in paper document form.

b. The Owner and his representatives, the Designer and his consultants, and the Contractor and his Sub Contractors and suppliers at every tier reserves the right to and shall reply or respond by transmissions in electronic form on the web site to documents actually received in paper document form.

c. The Owner and his representatives, the Designer and his consultants, and the Contractor and his Sub Contractors and suppliers at every tier reserves the right to and shall copy any paper document into electronic form and make same available on the web site.

I. Minimum Equipment and Internet Connection: In addition to other requirements specified in this Section, the Owner and his representatives, the Construction Manager and his representatives, the Architect and his consultants, and the Contractor and his sub-contractors and suppliers at every tier required to have a user license(s) shall be responsible for the following:

1. Providing suitable computer systems for each licensed user at the users normal work location\(^1\) with high-speed Internet access, i.e. DSL, local cable company's Internet connection, or T1 connection.

2. Each of the above referenced computer systems shall have the following minimum system\(^2\) and software requirements:
   a. Desktop configuration (Laptop configurations are similar and should be equal to or exceed desktop system.)
      1) Operating System: Windows XP or newer
      2) Internet Browser: Internet Explorer 6.01SP2+ (Recommend IE7.0+)
      3) Minimum Recommend Connection Speed: 256K or above
      4) Processor Speed: 1 Gigahertz and above
      5) RAM: 512 mb
      6) Operating system and software shall be properly licensed.
      7) Internet Explorer version 7 (current version is a free distribution for download). This specification is not intended to restrict the host server or client computers provided that industry standard HTTP clients may access the published content.
      8) Adobe Acrobat Reader (current version is a free distribution for download).
      9) Users should have the standard Microsoft Office Suite (current version must be purchased) or the equivalent.

PART 2 - PRODUCTS (Not Applicable)

PART 3 - EXECUTION (Not Applicable.)

END OF SECTION 013115

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\(^1\) The normal work location is the place where the user is assigned for more than one-half of his time working on this project.

\(^2\) The minimum system herein will not be sufficient for many tasks and may not be able to process all documents and files stored in the E-Builder® Documents area.
PART 1 - GENERAL

1.1 RELATED DOCUMENTS

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

1.2 SUMMARY

A. This Section includes requirements for a Bar Chart Schedule for the project construction activities, schedule of submittals, and schedule for testing.

PART 2 - PRODUCTS – (Not Applicable)

PART 3 - EXECUTION

3.1 SUBMITTAL PROCEDURES

A. The Contractor shall submit to the Designer, within ten (10) working days following the Notice to Proceed, a Progress Schedule including Schedule of Values showing the rate of progress the Contractor agrees to maintain and the order in which he proposed to carry out the various phases of Work. No payments shall be made to the Contractor until the Progress Schedule has been approved by the Owner.

B. The Contractor shall submit an updated Schedule for presentation at each Monthly Progress Meeting. The Schedule shall be updated by the Contractor as necessary to reflect the current Schedule and its relationship to the original Schedule. The updated Schedule shall reflect any changes in the logic, sequence, durations, or completion date. Payments to the Contractor shall be suspended if the Progress Schedule is not adequately updated to reflect actual conditions.

C. The Contractor shall submit Progress Schedules to Subcontractors to permit coordinating their Progress Schedules to the general construction Work. The Contractor shall coordinate preparation and processing of Schedules and reports with performance of other construction activities.

3.2 CONSTRUCTION PROGRESS SCHEDULE – BAR CHART SCHEDULE

A. Bar-Chart Schedule: The Contractor shall prepare a comprehensive, fully developed, horizontal bar chart-type Contractor’s Construction Schedule. The Contractor for general construction shall prepare the Construction Schedule for the entire Project. The Schedule shall show the percentage of work to be completed at any time, anticipated monthly payments by Owner, as well as significant dates (such as completion of excavation, concrete foundation work, underground lines, superstructure, rough-ins, enclosure, hanging of fixtures, etc.) which shall serve as check points to determine compliance with the approved Schedule.

1. The Contractor shall provide a separate time bar for each significant construction activity. Provide a continuous vertical line to identify the first working day of each week.
   a. If practical, use the same Schedule of Values breakdown for schedule time bars.

2. The Contractor shall provide a base activity time bar showing duration for each construction activity. Each bar is to indicate start and completion dates for the
activity. The Contractor is to place a contrasting bar below each original schedule activity time for indicating actual progress and planned remaining duration for the activity.

3. The Contractor shall prepare the Schedule on a minimal number of separate sheets to readily show the data for the entire construction period.

4. Secure time commitments for performing critical elements of the Work from parties involved. Coordinate each element on schedule with other construction activities. Include minor elements involved in the overall sequence of the Work. Show each activity in proper sequence. Indicate graphically the sequences necessary for completion of related portions of the Work.

5. Coordinate the Contractor’s Construction Schedule with the Schedule of Values, list of subcontracts, Submittal Schedule, progress reports, payment requests, and other required schedules and reports.

6. Indicate the Intent to Award and the Contract Substantial Completion dates on the schedule.

B. Phasing: Provide notations on the schedule to show how the sequence of the Work is affected by the following:

1. Requirement for Phased completion
2. Work by separate Contractors
3. Work by the Owner
4. Pre-purchased materials
5. Coordination with existing construction
6. Limitations of continued occupancies
7. Un-interruptible services
8. Partial Occupancy prior to Substantial Completion
9. Site restrictions
10. Provisions for future construction
11. Seasonal variations
12. Environmental control

C. Work Stages: Use crosshatched bars to indicate important stages of construction for each major portion of the Work. Such stages include, but are not necessarily limited to, the following:

1. Subcontract awards
2. Submittals
3. Purchases
4. Mockups
5. Fabrication
6. Sample testing
7. Deliveries
8. Installation
9. Testing
10. Adjusting
11. Curing
12. Startup and placement into final use and operation

D. Area Separations: Provide a separate time bar to identify each major area of construction for each major portion of the Work. For the purposes of this Article, a “major area” is a story of construction, a separate building, or a similar significant construction element.

1. Indicate where each construction activity within a major area must be sequenced or integrated with other construction activities to provide for the following:
   a. Structural completion.
   b. Permanent space enclosure
   c. Completion of mechanical installation
   d. Completion of the electrical portion of the Work
   e. Substantial Completion

3.3 SCHEDULE OF SUBMITTALS

A. Upon acceptance of the Construction Progress Schedule, prepare and submit a complete schedule of submittals. Coordinate the submittal schedule with Section 013300 SUBMITTALS, the approved Construction Progress Schedule, list of subcontracts, Schedule of Values and the list of products.

B. Prepare the schedule in chronological order. Provide the following information
   1. Scheduled date for the first submittal
   2. Related Section number
   3. Submittal category
   4. Name of the Subcontractor
   5. Description of the part of the Work covered
   6. Scheduled date for resubmittal
   7. Scheduled date for the Designer’s final release or approval

C. Distribution: Following the Designer’s response to the initial submittal schedule, print and distribute copies to the Designer, Owner, subcontractors, and other parties required to comply with submittal dates indicated.
   1. Post copies in the Project meeting room and temporary field office.
   2. When revisions are made, distribute to the same parties and post in the same locations. Delete parties from distribution when they have completed their assigned part of the Work and are no longer involved in construction activities.

D. Schedule Updating: Revise the schedule after each meeting or other activity where revisions have been recognized or made. Issue the updated schedule concurrently with the report of each meeting.

3.4 SCHEDULE OF INSPECTIONS AND TESTS

A. Prepare a schedule of inspections, tests, and similar services required by the Contract Documents. Submit the schedule with (15) days of the date established for commencement of the Contract Work. The Contractor is to notify the testing agency at least (5) working days in advance of the required tests unless otherwise specified.

B. Form: This schedule shall be in tabular form and shall include, but not be limited to, the following:
1. Specification Section number
2. Description of the test
3. Identification of applicable standards
4. Identification of test methods
5. Number of tests required
6. Time schedule or time span for tests
7. Entity responsible for performing tests
8. Requirements for taking samples
9. Unique characteristics of each service

C. Distribution: Distribute the schedule to the Owner, Architect, and each party involved in performance of portions of the Work where inspections and tests are required.

END OF SECTION 013200
PART 1 - GENERAL

RELATED DOCUMENTS

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

SUMMARY

This Section includes administrative and procedural requirements for submittals required for performance of the Work including the following:

1. Shop Drawings
2. Product Data
3. Samples
4. Quality Assurance Submittals
5. Construction Photographs
6. Operating and Maintenance Manuals
7. Warranties

Administrative Submittals: Refer to General and Supplementary Conditions other applicable Division 1 Sections and other Contract Documents for requirements for administrative submittals. Such submittals include, but are not limited to, the following:

8. Construction Progress Schedule including Schedule of Values
9. Performance and Payment Bonds
10. Insurance Certificates
11. Applications for Payment
12. Certified Payroll Reports
13. Partial and Final Receipt of Payment and Release Forms
14. Affidavit – Compliance with Prevailing Wage Law
15. Record Drawings
16. Notifications, Permits, etc.

The Contractor is obliged and responsible to check all shop drawings and schedules to assure compliance with contract plans and specifications. The Contractor is responsible for the content of the shop drawings and coordination with other contract work. Shop drawings and schedules shall indicate, in detail, all parts of an Item or Work including erection and setting instructions and integration with the Work of other trades.

The Contractor shall at all times make a copy, of all approved submittals, available on site to the Construction Representative.

SUBMITTAL PROCEDURES

The Contractor shall comply with the General and Supplementary Conditions and other applicable sections of the Contract Documents. The Contractor shall submit, with such promptness as to cause no delay in his work or in that of any other contractors, all required submittals indicated in Part 3.1 of this section and elsewhere in the Contract Documents. Coordinate preparation and processing of submittals with performance of construction activities.
Transmit each submittal sufficiently in advance of performance of related construction activities to avoid delay.

17. Coordinate each submittal with fabrication, purchasing, testing, delivery, other submittals, and related activities that require sequential activity.

18. Coordinate transmittal of different types of submittals for related elements of the Work so processing will not be delayed by the need to review submittals concurrently for coordination.
   
a. The Designer reserves the right to withhold action on a submittal requiring coordination with other submittals until all related submittals are received.

Each drawing and/or series of drawings submitted must be accompanied by a letter of transmittal giving a list of the titles and numbers of the drawings. Each series shall be numbered consecutively for ready reference and each drawing shall be marked with the following information:

19. Date of Submission
20. Name of Project
21. Location
22. Section Number of Specification
23. State Project Number
24. Name of Submitting Contractor
25. Name of Subcontractor
26. Indicate if Item is submitted as specified or as a substitution

SHOP DRAWINGS

Comply with the General Conditions, Article 3.2.

The Contractor shall submit newly prepared information drawn accurately to scale. Highlight, encircle, or otherwise indicate deviations from the Contract Documents. Do not reproduce Contract Documents or copy standard information as the basis of Shop Drawings. Standard information prepared without specific reference to the Project is not a Shop Drawing.

Shop Drawings include fabrication and installation drawings, setting diagrams, schedules, patterns, templates, and similar drawings including the following information:

27. Dimensions
28. Identification of products and materials included by sheet and detail number
29. Compliance with specified standards
30. Notation of coordination requirements
31. Notation of dimensions established by field measurement
32. Sheet Size: Except for templates, patterns and similar full-size Drawings, submit Shop Drawings on sheets at least 8½”x11” but no larger than 36”x48”.

PRODUCT DATA

The Contractor shall comply with the General Conditions, Article 3.2.

The Contractor shall collect Product Data into a single submittal for each element of construction or system. Product Data includes printed information, such as manufacturer’s installation
instructions, catalog cuts, standard color charts, roughing-in diagrams and templates, standard wiring diagrams, and performance curves.

33. Mark each copy to show applicable choices and options. Where printed Product Data includes information on several products that are not required, mark copies to indicate the applicable information including the following information:
   a. Manufacturer’s printed recommendations
   b. Compliance with Trade Association standards
   c. Compliance with recognized Testing Agency standards
   d. Application of Testing Agency labels and seals
   e. Notation of dimensions verified by field measurement
   f. Notation of coordination requirements

34. Do not submit Product Data until compliance with requirements of the Contract Documents has been confirmed.

SAMPLES

The Contractor shall comply with the General Conditions, Article 3.2.

The Contractor shall submit full-size, fully fabricated samples, cured and finished as specified, and physically identical with the material or product proposed. Samples include partial sections of manufactured or fabricated components, cuts or containers of materials, color range sets, and swatches showing color, texture, and pattern.

35. The Contractor shall mount or display samples in the manner to facilitate review of qualities indicated. Prepare samples to match the Designer’s sample including the following:
   a. Specification Section number and reference
   b. Generic description of the Sample
   c. Sample source
   d. Product name or name of the Manufacturer
   e. Compliance with recognized standards
   f. Availability and delivery time

36. The Contractor shall submit samples for review of size, kind, color, pattern, and texture. Submit samples for a final check of these characteristics with other elements and a comparison of these characteristics between the final submittal and the actual component as delivered and installed.
   a. Where variation in color, pattern, texture, or other characteristic is inherent in the material or product represented, submit at least three (3) multiple units that show approximate limits of the variations.
   b. Refer to other Specification Sections for requirements for samples that illustrate workmanship, fabrication techniques, details of assembly, connections, operation, and similar construction characteristics.
   c. Refer to other Sections for samples to be returned to the Contractor for incorporation in the Work. Such samples must be undamaged at time of use. On the transmittal, indicate special requests regarding disposition of sample submittals.
   d. Samples not incorporated into the Work, or otherwise designated as the Owner’s property, are the property of the Contractor and shall be removed from the site prior to Substantial Completion.
37. Field samples are full-size examples erected onsite to illustrate finishes, coatings, or finish materials and to establish the Project standard.
   
a. The Contractor shall comply with submittal requirements to the fullest extent possible. The Contractor shall process transmittal forms to provide a record of activity.

QUALITY ASSURANCE DOCUMENTS

The Contractor shall comply with the General Conditions, Article 3.2

The Contractor shall submit quality control submittals including design data, certifications, manufacturer’s instructions, manufacturer’s field reports, and other quality-control submittals as required under other Sections of the Specifications.

Certifications: Where other Sections of the Specifications require certification that a product, material, or installation complies with specified requirements, submit a notarized certification from the Manufacturer certifying compliance with specified requirements.

38. Signature: Certification shall be signed by an officer of the Manufacturer or other individual authorized to contractually bind the Company.

Inspection and Test Reports: The Contractor shall submit the required inspection and test reports from independent testing agencies as specified in this Section and in other Sections of the Contract Documents.

Construction Photographs: The Contractor shall submit record construction photographs as specified in this Section and in other Sections of the Contract Documents.

39. The Contractor shall submit digital photographs. The Construction Administrator shall determine the quantity and naming convention at the preconstruction meeting.

40. The Contractor shall identify each photograph with project name, location, number, date, time, and orientation.

41. The Contractor shall submit progress photographs monthly unless specified otherwise. Photographs shall be taken one (1) week prior to submitting.

42. The Contractor shall take four (4) site photographs from differing directions and a minimum of five (5) interior photographs indicating the relative progress of the Work.

OPERATING AND MAINTENANCE MANUALS AND WARRANTIES

The Contractor shall submit all required manufacturer’s operating instructions, maintenance/service manuals, and warranties in accordance with the General Conditions, Article 3.5, and Supplementary Conditions along with this and other Sections of the Contract Documents.

PART 2 - PRODUCTS (Not Applicable)

PART 3 - EXECUTION

REQUIRED SUBMITTALS

Contractor shall submit the following information for materials and equipment to be provided under this contract
<table>
<thead>
<tr>
<th>SECTION</th>
<th>DESCRIPTION</th>
<th>TYPE OF SUBMITTAL</th>
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<tr>
<td>013100</td>
<td>COORDINATION</td>
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<td>CONSTRUCTION WASTE MANAGEMENT AND DISPOSAL</td>
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<td>017700</td>
<td>CLOSEOUT PROCEDURES</td>
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<td>017823</td>
<td>OPERATION AND MAINTENANCE DATA</td>
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<td>017839</td>
<td>PROJECT RECORD DOCUMENTS</td>
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</tr>
<tr>
<td>230553</td>
<td>IDENTIFICATION FOR HVAC PIPING AND EQUIPMENT</td>
<td>X X</td>
</tr>
<tr>
<td>230593</td>
<td>TESTING, ADJUSTING, AND BALANCING FOR HVAC</td>
<td>X X</td>
</tr>
<tr>
<td>230923</td>
<td>DIRECT DIGITAL CONTROL (DDC) SYSTEM</td>
<td>X X X</td>
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<tr>
<td>230993</td>
<td>SEQUENCE OF OPERATIONS FOR HVAC CONTROLS</td>
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<tr>
<td>260519</td>
<td>LOW-VOLTAGE ELECTRICAL POWER CONDUCTORS AND CABLES</td>
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</tr>
<tr>
<td>260533</td>
<td>RACWAYS AND BOXES FOR ELECTRICAL SYSTEMS</td>
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</tbody>
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END OF SECTION 013300
SECTION 013513.10 – SITE SECURITY AND HEALTH REQUIREMENTS (OA)

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

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

1.2 SUBMITTALS

A. List of required submittals:

1. Materials Safety Data Sheets for all hazardous materials to be brought onsite.

2. Schedule of proposed shutdowns, if applicable.

3. A list of the names of all employees who will submit fingerprints for a background check, and the signed privacy documents identified below for each employee.

PART 2 - PRODUCTS (Not Applicable)

PART 3 - EXECUTION

3.1 ACCESS TO THE SITE

A. The Contractor shall arrange with Facility Representatives to establish procedures for the controlled entry of workers and materials into the work areas at the Facility.

B. The Contractor shall establish regular working hours with Facility Representatives. The Contractor must report changes in working hours or overtime to Facility Representatives and obtain approval twenty-four (24) hours ahead of time. The Contractor shall report emergency overtime to Facility Representatives as soon as it is evident that overtime is needed. The Contractor must obtain approval from Facility Representatives for all work performed after dark.

C. The Contractor shall provide the name and phone number of the Contractor’s employee or agent who is in charge onsite; this individual must be able to be contacted in case of emergency. The Contractor must be able to furnish names and address of all employees upon request.

D. All construction personnel shall visibly display issued identification cards.

3.2 FIRE PROTECTION, SAFETY, AND HEALTH CONTROLS

A. The Contractor shall take all necessary precautions to guard against and eliminate possible fire hazards.

1. Onsite burning is prohibited.

2. The Contractor shall store all flammable or hazardous materials in proper containers located outside the buildings or offsite, if possible.

3. The Contractor shall provide and maintain, in good order, during construction fire extinguishers as required by the National Fire Protection Association. In areas of flammable liquids, asphalt, or electrical hazards, 15-pound carbon dioxide or 20-pound dry chemical extinguishers shall be provided.

B. The Contractor shall not obstruct streets or walks without permission from the Owner’s Construction Representative and Facility Representatives.
C. The Contractor’s personnel shall not exceed the speed limit of 15 mph while at the Facility unless otherwise posted.

D. The Contractor shall take all necessary, reasonable measures to reduce air and water pollution by any material or equipment used during construction. The Contractor shall keep volatile wastes in covered containers, and shall not dispose of volatile wastes or oils in storm or sanitary drains.

E. The Contractor shall keep the project site neat, orderly, and in a safe condition at all times. The Contractor shall immediately remove all hazardous waste, and shall not allow rubbish to accumulate. The Contractor shall provide onsite containers for collection of rubbish and shall dispose of it at frequent intervals during the progress of the Work.

F. Fire exits, alarm systems, and sprinkler systems shall remain fully operational at all times, unless written approval is received from the Owner’s Construction Representative and the appropriate Facility Representative at least twenty-four (72) hours in advance. The Contractor shall submit a written time schedule for any proposed shutdowns.

G. For all hazardous materials brought onsite, Material Safety Data Sheets shall be on site and readily available upon request at least a day before delivery.

H. Alcoholic beverages or illegal substances shall not be brought upon the Facility premises. The Contractor’s workers shall not be under the influence of any intoxicating substances while on the Facility premises.

3.3 DISRUPTION OF ACCESS

A. The Contractor shall give a minimum of seventy-two (72) hours written notice to the Construction Representative and Facility Representative before closing any access drives, and shall make temporary access available, if possible. The Contractor shall not obstruct streets, walks, or parking.

END OF SECTION 013513.10
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 DEFINITIONS

A. General: Basic Contract definitions are included in the Conditions of the Contract.

B. "Approved": When used to convey Architect's action on Contractor's submittals, applications, and requests, "approved" is limited to Architect's duties and responsibilities as stated in the Conditions of the Contract.

C. "Directed": A command or instruction by Architect. Other terms including "requested," "authorized," "selected," "required," and "permitted" have the same meaning as "directed."

D. "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."

E. "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.

F. "Furnish": Supply and deliver to Project site, ready for unloading, unpacking, assembly, installation, and similar operations.

G. "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.

H. "Provide": Furnish and install, complete and ready for the intended use.

I. "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.
C. Copies of Standards: Each entity engaged in construction on Project should 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.

1.4 ABBREVIATIONS AND ACRONYMS

A. Industry Organizations: Where abbreviations and acronyms are used in Specifications or other Contract Documents, they shall mean the recognized name of the entities indicated in Thomson Gale's "Encyclopedia of Associations" or in Columbia Books' "National Trade & Professional Associations of the U.S."

B. Industry Organizations: Where abbreviations and acronyms are used in Specifications or other Contract Documents, they shall mean the recognized name of the entities in the following list. Names, telephone numbers, and Web sites are subject to change and are believed to be accurate and up-to-date as of the date of the Contract Documents.

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Organization Name</th>
<th>Telephone</th>
<th>Web Site</th>
</tr>
</thead>
<tbody>
<tr>
<td>AABC</td>
<td>Associated Air Balance Council</td>
<td>(202) 737-0202</td>
<td><a href="http://www.aabchq.com">www.aabchq.com</a></td>
</tr>
<tr>
<td>ABAA</td>
<td>Air Barrier Association of America</td>
<td>(866) 956-5888</td>
<td><a href="http://www.airbarrier.org">www.airbarrier.org</a></td>
</tr>
<tr>
<td>ACI</td>
<td>American Concrete Institute</td>
<td>(248) 848-3700</td>
<td></td>
</tr>
<tr>
<td>ACPA</td>
<td>American Concrete Pipe Association</td>
<td>(972) 506-7216</td>
<td><a href="http://www.concrete-pipe.org">www.concrete-pipe.org</a></td>
</tr>
<tr>
<td>AGA</td>
<td>American Gas Association</td>
<td>(202) 824-7000</td>
<td></td>
</tr>
<tr>
<td>AIA</td>
<td>American Institute of Architects (The)</td>
<td>(800) 242-3837</td>
<td></td>
</tr>
<tr>
<td>AISC</td>
<td>American Institute of Steel Construction</td>
<td>(800) 644-2400</td>
<td>(312) 670-2400</td>
</tr>
<tr>
<td>AISI</td>
<td>American Iron and Steel Institute</td>
<td>(202) 452-7100</td>
<td><a href="http://www.steel.org">www.steel.org</a></td>
</tr>
<tr>
<td>ANSI</td>
<td>American National Standards Institute</td>
<td>(202) 293-8020</td>
<td></td>
</tr>
</tbody>
</table>
API American Petroleum Institute  
www.api.org  
(202) 682-8000

ARI www.ari.org

ASCE American Society of Civil Engineers  
www.asce.org  
(800) 548-2723  
(703) 295-6300

ASCE/SEI American Society of Civil Engineers/Structural Engineering Institute  
(See ASCE)

ASHRAE www.ashrae.org  
(404) 636-8400

ASME ASME International  
www.asme.org  
(800) 843-2763

ASSE American Society of Sanitary Engineering  
(440) 835-3040

ASTM ASTM International  
(American Society for Testing and Materials International)  
(610) 832-9500

ATIS Alliance for Telecommunications Industry Solutions  
www.atis.org  
(202) 628-6380

AWCI www.awci.org

AWS American Welding Society  
www.aws.org  
(800) 443-9353  
(305) 443-9353

AWWA American Water Works Association  
www.awwa.org  
(800) 926-7337  
(303) 794-7711

CGA Compressed Gas Association  
(703) 788-2700

CSA Canadian Standards Association  
www.csa.ca  
(800) 463-6727  
(416) 747-4000
CSA  
(Formerly: IAS - International Approval Services)  
www.csa-international.org  
(416) 747-4000

CSI  
www.csinet.org  
(703) 684-0300

CTI  
Cooling Technology Institute  
(Formerly: Cooling Tower Institute)  
(281) 583-4087

ECA  
Electrical Components Association  
www.ec-central.org  
(703)907-8024

FM Approvals  
www.fmglobal.com

FM Global  
FM Global  
www.fmglobal.com  
(401) 275-3000

HI  
Hydronics Institute  
www.gamanet.org  
(908) 464-8200

HI/GAMA  
Hydronics Institute/Gas Appliance Manufacturers Association  
Division of Air-Conditioning, Heating, and Refrigeration  
Institute (AHRI)  
www.ahrinet.org  
(908) 464-8200

ICBO  
International Conference of Building Officials  
www.iccsafe.org  
(888) 422-7233

ICEA  
www.icea.net

IEC  
International Electrotechnical Commission  
www.iec.ch  
41 22 919 02 11

IEEE  
www.ieee.org

IES  
Illuminating Engineering Society of North America  
(703) 525-0320
<table>
<thead>
<tr>
<th>Acronym</th>
<th>Name and Address</th>
<th>Phone</th>
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<tbody>
<tr>
<td>IEST</td>
<td>Institute of Environmental Sciences and Technology</td>
<td>(847) 255-1561</td>
</tr>
<tr>
<td>ISA</td>
<td>Instrumentation, Systems, and Automation Society, The</td>
<td>(919) 549-8411</td>
</tr>
<tr>
<td>ISO</td>
<td>International Organization for Standardization</td>
<td>41 22 749 01 11</td>
</tr>
<tr>
<td>ITU</td>
<td>International Telecommunication Union</td>
<td>41 22 730 51 11</td>
</tr>
<tr>
<td>LPI</td>
<td>Lightning Protection Institute</td>
<td>(800) 488-6864</td>
</tr>
<tr>
<td>MFMA</td>
<td>Metal Framing Manufacturers Association, Inc.</td>
<td>(312) 644-6610</td>
</tr>
<tr>
<td>MSS</td>
<td>Manufacturers Standardization Society of The Valve and Fittings Industry Inc.</td>
<td>(703) 281-6613</td>
</tr>
<tr>
<td>NAIMA</td>
<td>North American Insulation Manufacturers Association</td>
<td>(703) 684-0084</td>
</tr>
<tr>
<td>NCAA</td>
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<td><a href="http://www.ncaa.org">www.ncaa.org</a></td>
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<tr>
<td>NCTA</td>
<td>National Cable &amp; Telecommunications Association</td>
<td>(202) 222-2300</td>
</tr>
<tr>
<td>NEBB</td>
<td>National Environmental Balancing Bureau</td>
<td>(301) 977-3698</td>
</tr>
<tr>
<td>NECA</td>
<td></td>
<td><a href="http://www.necanet.org">www.necanet.org</a></td>
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<tr>
<td>NEMA</td>
<td>National Electrical Manufacturers Association</td>
<td>(703) 841-3200</td>
</tr>
<tr>
<td>NETA</td>
<td>InterNational Electrical Testing Association</td>
<td>(888) 300-6382</td>
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<tr>
<td>NFHS</td>
<td></td>
<td>(269) 488-6382</td>
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<tr>
<td>Code Agency</td>
<td>Full Name</td>
<td>Abbreviation</td>
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<td>NFPA</td>
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<td>NRMCA</td>
<td>National Ready Mixed Concrete Association</td>
<td><a href="http://www.nrmca.org">www.nrmca.org</a></td>
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<td>NSF</td>
<td>(National Sanitation Foundation International)</td>
<td><a href="http://www.nsf.org">www.nsf.org</a></td>
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<td>PPI</td>
<td>Plastics Pipe Institute</td>
<td><a href="http://www.plasticpipe.org">www.plasticpipe.org</a></td>
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<td>SAE</td>
<td>SAE International</td>
<td><a href="http://www.sae.org">www.sae.org</a></td>
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<td>SEI/ASCE</td>
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<td>SMACNA</td>
<td>National Association</td>
<td><a href="http://www.smacna.org">www.smacna.org</a></td>
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<td>SSPC</td>
<td></td>
<td><a href="http://www.sspc.org">www.sspc.org</a></td>
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<td>STI</td>
<td>Steel Tank Institute</td>
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<td>SWPA</td>
<td>Submersible Wastewater Pump Association</td>
<td><a href="http://www.swpa.org">www.swpa.org</a></td>
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<td>TIA/EIA</td>
<td>Telecommunications Industry Association/Electronic Industries Alliance</td>
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<td>Uni-Bell PVC Pipe Association</td>
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<tr>
<td>USGBC</td>
<td>U.S. Green Building Council</td>
<td><a href="http://www.usgbc.org">www.usgbc.org</a></td>
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C. Code Agencies: Where abbreviations and acronyms are used in Specifications or other Contract Documents, they shall mean the recognized name of the entities in the following list. Names,
telephone numbers, and Web sites are subject to change and are believed to be accurate and up-to-date as of the date of the Contract Documents.

DIN
www.din.de

IAPMO International Association of Plumbing and Mechanical Officials (909) 472-4100

ICC International Code Council www.iccsafe.org (888) 422-7233


D. Federal Government Agencies: Where abbreviations and acronyms are used in Specifications or other Contract Documents, they shall mean the recognized name of the entities in the following list. Names, telephone numbers, and Web sites are subject to change and are believed to be accurate and up-to-date as of the date of the Contract Documents.

CPSC Consumer Product Safety Commission www.cpsc.gov (800) 638-2772 (301) 504-7923

DOC Department of Commerce www.commerce.gov (202) 482-2000

DOE Department of Energy www.energy.gov (202) 586-9220

EPA Environmental Protection Agency (202) 272-0167

FCC Federal Communications Commission www.fcc.gov (888) 225-5322

FDA www.fda.gov

GSA General Services Administration (800) 488-3111

USDA www.usda.gov

E. 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 following list. Names, telephone numbers, and Web sites are subject to change and are believed to be accurate and up-to-date as of the date of the Contract Documents.

ADAAG Americans with Disabilities Act (ADA) Architectural Barriers Act (ABA) (202) 272-0080

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION 014200
SECTION 017400 – CLEANING

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

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

1.2 SUMMARY

A. This Section includes administrative and procedural requirements for cleaning during the Project.

B. Environmental Requirements: Conduct cleaning and waste-disposal operations in compliance with local laws and ordinances. Comply fully with federal and local environmental and anti-pollution regulations.

1. Do not dispose of volatile wastes such as mineral spirits, oil, or paint thinner in storm or sanitary drains.

2. Burning or burying of debris, rubbish, or other waste material on the premises is not permitted.

PART 2 - PRODUCTS

2.1 MATERIALS

A. Cleaning Agents: Use cleaning materials and agents recommended by the manufacturer or fabricator for 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 PROGRESS CLEANING

A. General

1. Retain all stored items in an orderly arrangement allowing maximum access, not impending drainage or traffic, and providing the required protection of materials.

2. Do not allow the accumulation of scrap, debris, waste material, and other items not required for construction of this Work.

3. At least twice each month, and more often if necessary, completely remove all scrap, debris, and waste material from the jobsite.

4. Provide adequate storage for all items awaiting removal from the jobsite, observing all requirements for fire protection and protection of the ecology.

B. Site

1. Daily, inspect the site and pick up all scrap, debris, and waste material. Remove all such items to the place designated for their storage.

2. Weekly, inspect all arrangements of materials stored onsite. Re-stack, tidy, or otherwise service all material arrangements.

3. Maintain the site in a neat and orderly condition at all times.

C. Structures
1. Daily, inspect the structures and pick up all scrap, debris, and waste material. Remove all such items to the place designated for their storage.

2. Weekly, sweep all interior spaces clean. “Clean” for the purposes of this paragraph, shall be interpreted as meaning free from dust and other material capable of being removed by use of reasonable effort and handheld broom.

3. In preparation for installation of succeeding materials, clean the structures or pertinent portions thereof to the degree of cleanliness recommended by the manufacturer of the succeeding material, using all equipment and materials required to achieve the required cleanliness.

4. Following the installation of finish floor materials, clean the finish floor daily while work is being performed in the space in which finish materials have been installed. “Clean” for the purposes of this subparagraph, shall be interpreted as meaning free from all foreign material which, in the opinion of the Construction Representative, may be injurious to the finish of the finish floor material.

### 3.2 FINAL CLEANING

A. General: Provide final cleaning operations when indicated. Employ experienced workers or professional cleaners for final cleaning. Clean each surface or unit of Work to the condition expected from a commercial building cleaning and maintenance program. Comply with manufacturer’s instructions.

B. Complete the following cleaning operations before requesting inspection for certification of Substantial Completion for the entire Project or a portion of the Project.

1. Clean the Project Site, yard and grounds, in areas disturbed by construction activities including landscape development areas, of rubbish, waste material, litter, and foreign substances.

2. Sweep paved areas broom clean. Rake grounds that are neither planted nor paved to a smooth, even-textured surface.

3. Remove petrochemical spills, stains, and other foreign deposits.

4. Remove tools, construction equipment, machinery, and surplus material from the site.

5. Remove snow and ice to provide safe access to the building.

6. Clean exposed exterior and interior hard-surfaced 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.

7. Remove debris and surface dust from limited access spaces, including roofs, plenums, shafts, trenches, equipment vaults, manholes, attics, and similar spaces.


9. Vacuum clean carpet and similar soft surfaces removing debris and excess nap. Shampoo, if required.

10. Clean transparent material, including mirrors and glass in doors and windows. Remove glazing compounds and other substances that are noticeable vision-obscuring materials. Replace chipped or broken glass and other damaged transparent materials. Polish mirrors and glass, taking care not to scratch surfaces.

11. Remove labels that are not permanent labels.

12. Touch up and otherwise repair and restore marred, exposed finishes and surfaces. Replace finishes and surfaces that cannot be satisfactorily repaired or restored or that already show evidence of repair or restoration.
a. Do not paint over "UL" and similar labels, including mechanical and electrical nameplates.

13. Wipe surfaces of mechanical and electrical equipment, elevator equipment, and similar equipment. Remove excess lubrication, paint and mortar droppings, and other foreign substances.

14. Clean plumbing fixtures to a sanitary condition free of stains, including stains resulting from water exposure.

15. Replace disposable air filters and clean permanent air filters. Clean exposed surfaces of diffusers, registers, and grills.

16. Clean ducts, blowers, and coils if units were operated without filters during construction.

17. Clean food-service equipment to a sanitary condition, ready and acceptable for its intended use.

18. Clean light fixtures, lamps, globes, and reflectors to function with full efficiency. Replace burned-out bulbs and defective and noisy starters in fluorescent and mercury vapor fixtures.

19. Leave the Project clean and ready for occupancy.

C. Pest Control: Engage an experienced, licensed exterminator to make a final inspection and rid the Project of rodents, insects, and other pests. Comply with regulations of local authorities.

D. Removal of Protection: Remove temporary protection and facilities installed during construction to protect previously completed installations during the remainder of the construction period.

E. Compliances: Comply with governing regulations and safety standards for cleaning operations. Remove waste materials from the site and dispose of lawfully.

1. Where extra materials of value remain after Final Acceptance by the Owner, they become the Owner’s property.
SECTION 017700 - CLOSEOUT PROCEDURES

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

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

1.2 SUMMARY

A. Section includes administrative and procedural requirements for contract closeout, including, but not limited to, the following:

1. Substantial Completion procedures.
2. Final completion procedures.
3. Warranties.
4. Final cleaning.
5. Repair of the Work.

B. Related Requirements:
1. Division 00 Project Completion article of the General Conditions 007213 article 5.3
2. Division 01 Section "Execution" for progress cleaning of Project site.
3. Division 01 Section "Operation and Maintenance Data" for operation and maintenance manual requirements.
4. Division 01 Section "Project Record Documents" for submitting record Drawings, record Specifications, and record Product Data.
5. Divisions 23 through 26 Sections for specific closeout and special cleaning requirements for the Work in those Sections.

1.3 ACTION SUBMITTALS

A. Contractor's List of Incomplete Items: Initial submittal at Substantial Completion.

B. Certified List of Incomplete Items: Final submittal at Final Completion.

1.4 SUBSTANTIAL COMPLETION PROCEDURES

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

B. Submittals Prior to Substantial Completion: Complete the following a minimum of 10 days prior to requesting inspection for determining date of Substantial Completion. List items below that are incomplete at time of request.
1. Submit closeout submittals specified in other Division 01 Sections, including project record documents, operation and maintenance manuals.
2. Submit closeout submittals specified in individual Divisions 02 through 33 Sections, including specific warranties, workmanship bonds, maintenance service agreements, final certifications, and similar documents.


C. Procedures Prior to Substantial Completion:

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

1. Complete startup and testing of systems and equipment.
2. Perform preventive maintenance on equipment used prior to Substantial Completion.
3. Instruct Owner's personnel in operation, adjustment, and maintenance of products, equipment, and systems.
4. Terminate and remove temporary facilities from Project site, along with mockups, construction tools, and similar elements.

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

D. Inspection:

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

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

1.5 FINAL COMPLETION PROCEDURES

A. Submittals Prior to Final Completion:

Before requesting final inspection for determining final completion, complete the following:

1. Submit a final Application for Payment according to Division 01 Section "Payment Procedures."
2. Certified List of Incomplete Items: Submit certified copy of Architect's Substantial Completion inspection list of items to be completed or corrected (punch list), endorsed and dated by Architect. Certified copy of the list shall state that each item has been completed or otherwise resolved for acceptance.

B. Inspection:

Submit a written request for final inspection to determine acceptance a minimum of 10 days prior to date the work will be completed and ready for final inspection and tests. On receipt of request, Architect will either proceed with inspection or notify Contractor of unfulfilled requirements. Architect will prepare a final Certificate for Payment after inspection or will notify Contractor of construction that must be completed or corrected before certificate will be issued.

1. Reinspection: Request reinspection when the Work identified in previous inspections as incomplete is completed or corrected.

1.6 LIST OF INCOMPLETE ITEMS (PUNCH LIST)

A. Organization of List:

Include name and identification of each space and area affected by construction operations for incomplete items and items needing correction including, if necessary, areas disturbed by Contractor that are outside the limits of construction.
1. Organize list of spaces in sequential order.
2. Organize items applying to each space by trade.
3. Include the following information at the top of each page:
   a. Project name.
   b. Date.
   c. Name of Architect.
   d. Name of Contractor.
   e. Page number.
4. Submit list of incomplete items in the following format:
   a. PDF electronic file.

1.7 SUBMITTAL OF PROJECT WARRANTIES

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

B. Provide additional copies of each warranty to include in operation and maintenance manuals.

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 FINAL CLEANING

A. General: Perform final cleaning. Conduct cleaning and waste-removal operations to comply with local laws and ordinances and Federal and local environmental and antipollution regulations.

B. Complete repair and restoration operations before requesting inspection for determination of Substantial Completion.

C. Repair or remove and replace defective construction. Repairing includes replacing defective parts, refinishing damaged surfaces, touching up with matching materials, and properly adjusting operating equipment. Where damaged or worn items cannot be repaired or restored, provide replacements. Remove and replace operating components that cannot be repaired. Restore damaged construction and permanent facilities used during construction to specified condition.

1. Replace parts subject to operating conditions during construction that may impede operation or reduce longevity.

END OF SECTION 017700
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. Section includes administrative and procedural requirements for preparing operation and maintenance manuals, including the following:
   1. Operation manuals for systems, subsystems, and equipment.
   2. Systems and equipment maintenance manuals.

B. Related Requirements:
   1. Division 01 Section "Submittal Procedures" for submitting copies of submittals for operation and maintenance manuals.
   2. Divisions 23 through 26 Sections for specific operation and maintenance manual requirements for the Work in those Sections.

1.3 DEFINITIONS

A. System: An organized collection of parts, equipment, or subsystems united by regular interaction.

B. Subsystem: A portion of a system with characteristics similar to a system.

1.4 CLOSEOUT SUBMITTALS

A. Manual Content: Operations and maintenance manual content: See General Conditions and individual Specification Sections. Submit manual content formatted and organized as required by this Section.

   1. Architect will comment on whether content of operations and maintenance submittals are acceptable.
   2. Where applicable, clarify and update reviewed manual content to correspond to revisions and field conditions.

B. Format: Submit operations and maintenance manuals in the following format:


   2. For Final Submission:
      a. PDF Electronic File.
      b. Printed Hard Copies: See General Conditions for hard copy count and requirements.
C. Manual Submittal:
   1. Submit manual for review sufficient time before final submission is required as per General Conditions. Architect shall review submission and return copy with comments.
   2. Correct or revise manual to comply with Architect's comments. Submit revised copy of manual for review.
   3. Final Submission: See General Conditions for requirements.

PART 2 - PRODUCTS

2.1 REQUIREMENTS FOR OPERATION AND MAINTENANCE MANUALS

A. Organization: Unless otherwise indicated, organize each manual into a separate section for each system and subsystem, and a separate section for each piece of equipment not part of a system. Each manual shall contain the following materials, in the order listed:

1. Title page.
2. Table of contents.

B. Title Page: Include the following information:

1. Subject matter included in manual.
2. Name and address of Project.
3. Name and address of Owner.
4. Date of submittal.
5. Name and contact information for Contractor.
6. Name and contact information for Architect.
7. Names and contact information for major consultants to the Architect that designed the systems contained in the manuals.
8. Cross-reference to related systems in other operation and maintenance manuals.

C. Table of Contents: List each product included in manual, identified by product name, indexed to the content of the volume, and cross-referenced to Specification Section number in Project Manual.

1. If operation or maintenance documentation requires more than one volume to accommodate data, include comprehensive table of contents for all volumes in each volume of the set.

D. Manual Contents: Organize into sets of manageable size. Arrange contents alphabetically by system, subsystem, and equipment. If possible, assemble instructions for subsystems, equipment, and components of one system into a single binder.

E. Manuals, Electronic Files: Submit manuals in the form of a multiple file composite electronic PDF file for each manual type required.

1. Electronic Files: Use electronic files prepared by manufacturer where available. Where scanning of paper documents is required, configure scanned file for minimum readable file size.
2.2 OPERATION MANUALS

A. Content: In addition to requirements in this Section, include operation data required in individual Specification Sections and the following information:

2. Performance and design criteria.
3. Operating standards.
4. Operating procedures.
5. Operating logs.
6. Wiring diagrams.
7. Control diagrams.
8. Piped system diagrams.
9. Precautions against improper use.
10. License requirements including inspection and renewal dates.

B. Descriptions: Include the following:

1. Product name and model number. Use designations for products indicated on Contract Documents.
2. Manufacturer’s name.
3. Equipment identification with serial number of each component.
4. Equipment function.
5. Operating characteristics.
6. Limiting conditions.
7. Performance curves.
8. Engineering data and tests.
9. Complete nomenclature and number of replacement parts.

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

1. Startup procedures.
2. Equipment or system break-in procedures.
3. Routine and normal operating instructions.
4. Regulation and control procedures.
5. Instructions on stopping.
7. Seasonal and weekend operating instructions.
8. Required sequences for electric or electronic systems.
9. Special operating instructions and procedures.

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

E. Piped Systems: Diagram piping as installed, and identify color-coding where required for identification.

2.3 SYSTEMS AND EQUIPMENT MAINTENANCE MANUALS

A. Content: For each system, subsystem, and piece of equipment not part of a system, include source information, manufacturers’ maintenance documentation, maintenance procedures, maintenance and service schedules, spare parts list and source information, maintenance service contracts, and warranty and bond information, as described below.
B. Source Information: List each system, subsystem, and piece of equipment included in manual, identified by product name and arranged to match manual's table of contents. For each product, list name, address, and telephone number of Installer or supplier and maintenance service agent, and cross-reference Specification Section number and title in Project Manual and drawing or schedule designation or identifier where applicable.

C. Manufacturers' Maintenance Documentation: Manufacturers' maintenance documentation including the following information for each component part or piece of equipment:
   1. Standard maintenance instructions and bulletins.
   2. Drawings, diagrams, and instructions required for maintenance, including disassembly and component removal, replacement, and assembly.
   3. Identification and nomenclature of parts and components.
   4. List of items recommended to be stocked as spare parts.

D. Maintenance Procedures: Include the following information and items that detail essential maintenance procedures:
   1. Test and inspection instructions.
   2. Troubleshooting guide.
   3. Precautions against improper maintenance.
   4. Disassembly; component removal, repair, and replacement; and reassembly instructions.
   5. Aligning, adjusting, and checking instructions.
   6. Demonstration and training video recording, if available.

E. Maintenance and Service Schedules: Include service and lubrication requirements, list of required lubricants for equipment, and separate schedules for preventive and routine maintenance and service with standard time allotment.
   1. Scheduled Maintenance and Service: Tabulate actions for daily, weekly, monthly, quarterly, semiannual, and annual frequencies.
   2. Maintenance and Service Record: Include manufacturers' forms for recording maintenance.

F. Spare Parts List and Source Information: Include lists of replacement and repair parts, with parts identified and cross-referenced to manufacturers' maintenance documentation and local sources of maintenance materials and related services.

G. Warranties and Bonds: Include copies of warranties and bonds and lists of circumstances and conditions that would affect validity of warranties or bonds.
   1. Include procedures to follow and required notifications for warranty claims.

PART 3 - EXECUTION

3.1 MANUAL PREPARATION

A. Operation and Maintenance Manuals: Assemble a complete set of operation and maintenance data indicating operation and maintenance of each system, subsystem, and piece of equipment not part of a system.

B. Manufacturers' Data: Where manuals contain manufacturers' standard printed data, include only sheets pertinent to product or component installed. Mark each sheet to identify each product or
component incorporated into the Work. If data include more than one item in a tabular format, identify each item using appropriate references from the Contract Documents. Identify data applicable to the Work and delete references to information not applicable.

1. Prepare supplementary text if manufacturers' standard printed data are not available and where the information is necessary for proper operation and maintenance of equipment or systems.

C. Drawings: Prepare drawings supplementing manufacturers' printed data to illustrate the relationship of component parts of equipment and systems and to illustrate control sequence and flow diagrams. Coordinate these drawings with information contained in record Drawings to ensure correct illustration of completed installation.

1. Do not use original project record documents as part of operation and maintenance manuals.
2. Comply with requirements of newly prepared record Drawings in Division 01 Section "Project Record Documents."

D. Comply with Division 01 Section "Closeout Procedures" for schedule for submitting operation and maintenance documentation.

END OF SECTION 017823
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. Section includes administrative and procedural requirements for project record documents, including the following:

1. Record Drawings.

B. Related Requirements:
1. Division 01 Section "Closeout Procedures" for general closeout procedures.
2. Division 01 Section "Operation and Maintenance Data" for operation and maintenance manual requirements.
3. Divisions 02 through 33 Sections for specific requirements for project record documents of the Work in those Sections.

1.3 CLOSEOUT SUBMITTALS

A. Record Drawings: Comply with the following:
1. Number of Copies: Submit copies of record Drawings as follows:
   a. Initial Submittal:
      1) Submit PDF electronic files of scanned record prints.
      2) Submit record digital data files.
      3) Architect will indicate whether general scope of changes, additional information recorded, and quality of drafting are acceptable.
   b. Final Submittal:
      1) Submit record digital data files and one set(s) of record digital data file plots.
      2) Plot each drawing file, whether or not changes and additional information were recorded.

PART 2 - PRODUCTS

2.1 RECORD DRAWINGS

A. Record Prints: Maintain one set of marked-up paper copies of the Contract Drawings and Shop Drawings, incorporating new and revised drawings as modifications are issued.

1. 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 provide information for preparation of corresponding marked-up record prints.

a. Give particular attention to information on concealed elements that would be difficult to identify or measure and record later.
b. Accurately record information in an acceptable drawing technique.
c. Record data as soon as possible after obtaining it.
d. Record and check the markup before enclosing concealed installations.

2. Content: Types of items requiring marking include, but are not limited to, the following:

a. Dimensional changes to Drawings.
b. Revisions to details shown on Drawings.
c. Locations and depths of underground utilities.
d. Revisions to routing of piping and conduits.
e. Revisions to electrical circuitry.
f. Actual equipment locations.
g. Duct size and routing.
h. Locations of concealed internal utilities.
i. Changes made by Change Order or Construction Work Change Directive.
j. Changes made following Architect’s written orders.
k. Field records for variable and concealed conditions.

3. Mark the Contract Drawings and Shop Drawings completely and accurately. Use personnel proficient at recording graphic information in production of marked-up record prints.

4. Mark record sets with erasable, red-colored pencil. Use other colors to distinguish between changes for different categories of the Work at same location.

5. Mark important additional information that was either shown schematically or omitted from original Drawings.

6. Note Construction Change Directive numbers, alternate numbers, Change Order numbers, and similar identification, where applicable.

B. Record Digital Data Files: Immediately before inspection for Certificate of Substantial Completion, review marked-up record prints with Architect. When authorized, prepare a full set of corrected digital data files of the Contract Drawings, as follows:

1. Format: DWG, Version AutoCAD 2010 operating system.
2. Incorporate changes and additional information previously marked on record prints. Delete, redraw, and add details and notations where applicable.

a. See Division 01 Section “Submittal Procedures” for requirements related to use of Architect’s digital data files.
b. Architect will provide data file layer information. Record markups in separate layers.

C. Format: Identify and date each record Drawing; include the designation "PROJECT RECORD DRAWING" in a prominent location.

2. Record Digital Data Files: Organize digital data information into separate electronic files that correspond to each sheet of the Contract Drawings. Name each file with the sheet identification. Include identification in each digital data file.
3. Identification: As follows:

a. Project name.
b. Date.
c. Designation "PROJECT RECORD DRAWINGS."
d. Name of Architect.
e. Name of Contractor.

PART 3 - EXECUTION

3.1 RECORDING AND MAINTENANCE

A. Recording: Maintain one copy of each submittal during the construction period for project record document purposes. Post changes and revisions to project record documents as they occur; do not wait until end of Project.

B. Maintenance of Record Documents and Samples: Do not use project record documents for construction purposes. Maintain record documents in good order and in a clean, dry, legible condition, protected from deterioration and loss. Provide access to project record documents for Architect's reference during normal working hours.

END OF SECTION 017839
SECTION 078413 - PENETRATION FIRESTOPPING

PART 1 - GENERAL

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

1.2 SUMMARY
   A. Section Includes:
      1. Penetrations in fire-resistance-rated walls.

1.3 ACTION SUBMITTALS
   A. Product Data: For each type of product indicated.
   B. Product Schedule: For each penetration firestopping system. Include location and design designation of qualified testing and inspecting agency.
      1. Where Project conditions require modification to a qualified testing and inspecting agency's illustration for a particular penetration firestopping condition, submit illustration, with modifications marked, approved by penetration firestopping manufacturer's fire-protection engineer as an engineering judgment or equivalent fire-resistance-rated assembly.

1.4 INFORMATIONAL SUBMITTALS
   A. Installer Certificates: From Installer indicating penetration firestopping has been installed in compliance with requirements and manufacturer's written recommendations.
   B. Product Test Reports: Based on evaluation of comprehensive tests performed by a qualified testing agency, for penetration firestopping.

1.5 QUALITY ASSURANCE
   A. Installer Qualifications: A firm that has been approved by FM Global according to FM Global 4991, "Approval of Firestop Contractors," or been evaluated by UL and found to comply with its "Qualified Firestop Contractor Program Requirements."
   B. Fire-Test-Response Characteristics: Penetration firestopping shall comply with the following requirements:
      1. Penetration firestopping tests are performed by a qualified testing agency acceptable to authorities having jurisdiction.
2. Penetration firestopping is identical to those tested per testing standard referenced in "Penetration Firestopping" Article. Provide rated systems complying with the following requirements:

   a. Penetration firestopping products bear classification marking of qualified testing and inspecting agency.

   b. Classification markings on penetration firestopping correspond to designations listed by the following:

      1) UL in its "Fire Resistance Directory."

1.6 PROJECT CONDITIONS

A. Environmental Limitations: Do not install penetration firestopping when ambient or substrate temperatures are outside limits permitted by penetration firestopping manufacturers or when substrates are wet because of rain, frost, condensation, or other causes.

B. Install and cure penetration firestopping per manufacturer's written instructions using natural means of ventilations or, where this is inadequate, forced-air circulation.

1.7 COORDINATION

A. Coordinate construction of openings and penetrating items to ensure that penetration firestopping is installed according to specified requirements.

B. Coordinate sizing of sleeves, openings, core-drilled holes, or cut openings to accommodate penetration firestopping.

PART 2 - PRODUCTS

2.1 MANUFACTURERS

A. Manufacturers: Subject to compliance with requirements, provide products by one of the following:

   2. Hilti, Inc.
   3. Specified Technologies Inc.
   4. 3M Fire Protection Products.

2.2 PENETRATION FIRESTOPPING

A. Provide penetration firestopping that is produced and installed to resist spread of fire according to requirements indicated, resist passage of smoke and other gases, and maintain original fire-resistance rating of construction penetrated. Penetration firestopping systems shall be compatible with one another, with the substrates forming openings, and with penetrating items if any.
B. Penetrations in Fire-Resistance-Rated Walls: Provide penetration firestopping with ratings determined per ASTM E 814 or UL 1479, based on testing at a positive pressure differential of 0.01-inch wg.

1. Fire-resistance-rated walls include fire-barrier walls and fire partitions.
   a. Fire-Resistance-Rated Walls include corridor walls, shaft walls, stairway walls.

2. F-Rating: Not less than the fire-resistance rating of constructions penetrated.

C. Penetrations in Horizontal Assemblies: Provide penetration firestopping with ratings determined per ASTM E 814 or UL 1479, based on testing at a positive pressure differential of 0.01-inch wg.

1. Horizontal assemblies include floors.

2. F-Rating: At least 2 hour, but not less than the fire-resistance rating of constructions penetrated.

3. T-Rating: At least 2 hour, but not less than the fire-resistance rating of constructions penetrated except for floor penetrations within the cavity of a wall.
   a. Shaft walls: 2 hour

D. Exposed Penetration Firestopping: Provide products with flame-spread and smoke-developed indexes of less than 25 and 450, respectively, as determined per ASTM E 84.

E. Accessories: Provide components for each penetration firestopping system that are needed to install fill materials and to maintain ratings required. Use only those components specified by penetration firestopping manufacturer and approved by qualified testing and inspecting agency for firestopping indicated.

1. Permanent forming/damming/backing materials, including the following:
   a. Slag-wool-fiber or rock-wool-fiber insulation.
   b. Sealants used in combination with other forming/damming/backing materials to prevent leakage of fill materials in liquid state.
   c. Fire-rated form board.
   d. Fillers for sealants.

2. Temporary forming materials.


5. Steel sleeves.

F. Special Condition: Piping that conveys fluids at temperatures below ambient (chilled water supply and return) shall have continuous insulation and vapor barrier through each penetration assemblies. If insulation thickness at any penetration needs to increase to meet T-Ratings or certain jackets need to be included in assembly, the revision and installation of such materials shall be coordinated with the installing and insulating contractor.

2.3 MIXING

A. For those products requiring mixing before application, comply with penetration firestopping manufacturer's written instructions for accurate proportioning of materials, water (if required), type of mixing equipment, selection of mixer speeds, mixing containers, mixing time, and other items or procedures needed to produce products of uniform quality with optimum performance characteristics for application indicated.
PART 3 - EXECUTION

3.1 EXAMINATION

A. Examine substrates and conditions, with Installer present, for compliance with requirements for opening configurations, penetrating items, penetrating item’s insulation and vapor barrier systems, substrates, and other conditions affecting performance of the Work.

B. Proceed with installation only after unsatisfactory conditions have been corrected.

3.2 PREPARATION

A. Surface Cleaning: Clean out openings immediately before installing penetration firestopping to comply with manufacturer's written instructions and with the following requirements:

1. Remove from surfaces of opening substrates and from penetrating items foreign materials that could interfere with adhesion of penetration firestopping.
2. Clean opening substrates and penetrating items to produce clean, sound surfaces capable of developing optimum bond with penetration firestopping. Remove loose particles remaining from cleaning operation.
3. Remove laitance and form-release agents from concrete.

B. Priming: Prime substrates where recommended in writing by manufacturer using that manufacturer's recommended products and methods. Confine primers to areas of bond; do not allow spillage and migration onto exposed surfaces.

3.3 INSTALLATION

A. General: Install penetration firestopping to comply with manufacturer's written installation instructions and published drawings for products and applications indicated.

B. Install forming materials and other accessories of types required to support fill materials during their application and in the position needed to produce cross-sectional shapes and depths required to achieve fire ratings indicated.

1. After installing fill materials and allowing them to fully cure, remove combustible forming materials and other accessories not indicated as permanent components of firestopping.

C. Install fill materials for firestopping by proven techniques to produce the following results:

1. Fill voids and cavities formed by openings, forming materials, accessories, and penetrating items as required to achieve fire-resistance ratings indicated.
2. Apply materials so they contact and adhere to substrates formed by openings and penetrating items.
3. For fill materials that will remain exposed after completing the Work, finish to produce smooth, uniform surfaces that are flush with adjoining finishes.
3.4 CLEANING AND PROTECTION

A. Clean off excess fill materials adjacent to openings as the Work progresses by methods and with cleaning materials that are approved in writing by penetration firestopping manufacturers and that do not damage materials in which openings occur.

B. Provide final protection and maintain conditions during and after installation that ensure that penetration firestopping is without damage or deterioration at time of Substantial Completion. If, despite such protection, damage or deterioration occurs, immediately cut out and remove damaged or deteriorated penetration firestopping and install new materials to produce systems complying with specified requirements.

3.5 PENETRATION FIRESTOPPING SCHEDULE

A. Where UL-classified systems are indicated, they refer to system numbers in UL's "Fire Resistance Directory" under product Category XHEZ.

B. Firestopping for Metallic Pipes, Conduit, or Tubing:

1. UL-Classified Systems:
   b. Gypsum board walls: W-L-XXXX, C-AJ-XXXX.
2. F-Rating: Walls: 1 or 2 hours to match existing construction. Floors

C. Firestopping for Insulated Pipes:

1. UL-Classified Systems:
   b. Gypsum board walls: W-L-XXXX, C-AJ-XXXX.
2. F-Rating: Floors 1 hour; Walls: 1 or 2 hours to match existing construction.
4. Special Condition: Piping that conveys fluids at temperatures below ambient (chilled water supply and return) shall have continuous insulation and vapor barrier through each penetration assemblies. If insulation thickness at any penetration needs to increase to meet T-Ratings or certain jackets need to be included in assembly, the prevision and installation of such materials shall be coordinated with the installing and insulating contractors.

END OF SECTION 078413
PART 1 - GENERAL

1.1 RELATED DOCUMENTS

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

1.2 SUMMARY

A. Section Includes:
   1. Labels for VAV Boxes
   2. Ceiling Tile Labels
   3. Thermostat Labels

1.3 ACTION SUBMITTALS

A. Product Data: For each type of product indicated.
   B. Equipment Label Schedule: Include a listing of all equipment to be labeled with the proposed content for each label.

1.4 COORDINATION

A. Coordinate installation of identifying devices with completion of covering and painting of surfaces where devices are to be applied.
   B. Coordinate installation of identifying devices with locations of access panels and doors.
   C. Install identifying devices before installing acoustical ceilings and similar concealment.

PART 2 - PRODUCTS

2.1 EQUIPMENT LABELS

A. Labels for Equipment (Indoors):
   1. Material and Thickness: Printed plastic with contact-type, permanent-adhesive backing.
   4. Maximum Temperature: Able to withstand temperatures up to 160 deg F.
   5. Minimum Label Size: Length and width vary for required label content, but not less than 2-1/2 by 3/4 inch.
   6. Minimum Letter Size: 1/4 inch for name of units if viewing distance is less than 24 inches, 1/2 inch for viewing distances up to 72 inches, and proportionately larger lettering for greater viewing distances. Include secondary lettering two-thirds to three-fourths the size of principal lettering.
   7. Adhesive: Contact-type permanent adhesive, compatible with label and with substrate.

B. Label Content: Include equipment's Drawing designation or unique equipment number.

C. Equipment Label Schedule: For each item of equipment to be labeled, on 8-1/2-by-11-inch bond paper. Tabulate equipment identification number and identify Drawing numbers where equipment is indicated (plans, details, and schedules, plus the Specification Section number and title where
equipment is specified. Equipment schedule shall be included in operation and maintenance data.

1. Adhesive: Contact-type permanent adhesive, compatible with label and with substrate.

### 2.2 CEILING TILE LABELS AND THERMOSTAT LABELS

**A. Labels for Equipment (Indoors):**
1. Material and Thickness: Printed plastic with contact-type, permanent-adhesive backing.
2. Letter Color: Black.
4. Minimum Label Size: Length and width vary for required label content, but not less than 1/2 inch high.
5. Minimum Letter Size: 1/4 inch for name of units if viewing distance is less than 24 inches, 3/8 inch for viewing distances up to 72 inches, and proportionately larger lettering for greater viewing distances. Include secondary lettering two-thirds to three-fourths the size of principal lettering.
6. Adhesive: Contact-type permanent adhesive, compatible with label and with substrate.

**B. Label Content:** Include equipment's Drawing designation or unique equipment number.

**C. Equipment Label Schedule:** For each item of equipment to be labeled, on 8-1/2-by-11-inch bond paper. Tabulate equipment identification number and identify Drawing numbers where equipment is indicated (plans, details, and schedules, plus the Specification Section number and title where equipment is specified. Equipment schedule shall be included in operation and maintenance data.

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**PART 3 - EXECUTION**

### 3.1 PREPARATION

**A.** Remove existing labels. Clean surfaces of substances that could impair bond of identification devices, including dirt, oil, grease, release agents, and incompatible primers, paints, and encapsulants.

### 3.2 EQUIPMENT LABEL INSTALLATION

**A.** Install or permanently fasten labels on each major item of mechanical equipment.

**B.** Locate equipment labels where accessible and visible.

### 3.3 CEILING TILE LABELS

**A.** Locate labels on t-bar grid below VAV box location.

### 3.4 THERMOSTAT LABELS

**A.** Label thermostat with VAV box designation. Place label on side of thermostat.

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END OF SECTION 230553
PART 1 - GENERAL

1.1 RELATED DOCUMENTS

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

1.2 SUMMARY

A. Section Includes:
   1. Balancing Existing Air Systems Existing Air Handling Unit RTU-1 and RTU-2
      a. Record maximum airflow conditions
      b. Adjust Static Pressure settings
   2. Calibration of Air Flow measuring Devices
      a. Supply air terminal boxes in instances in which VAV box controller is replaced.

1.3 DEFINITIONS

C. TAB: Testing, adjusting, and balancing.
D. TAB Specialist: An entity engaged to perform TAB Work.

1.4 INFORMATIONAL SUBMITTALS

A. Qualification Data: Within 30 days of Contractor’s Notice to Proceed, submit documentation that the TAB contractor and this Project’s TAB team members meet the qualifications specified in “Quality Assurance” Article.
D. Certified TAB reports.
E. Sample report forms.
F. Instrument calibration reports, to include the following:
   1. Instrument type and make.
   2. Serial number.
   3. Application.
   4. Dates of use.
   5. Dates of calibration.

1.5 QUALITY ASSURANCE

A. TAB Contractor Qualifications: Engage a TAB entity certified by AABC or NEBB
1. TAB Field Supervisor: Employee of the TAB contractor and certified by AABC or NEBB
2. TAB Technician: Employee of the TAB contractor and who is certified by AABC or NEBB as a TAB technician.

B. TAB Conference: Meet with Owner on approval of the TAB strategies and procedures plan to develop a mutual understanding of the details. Require the participation of the TAB field supervisor and technicians. Provide fifteen days' advance notice of scheduled meeting time and location.
   1. Agenda Items:
      b. The TAB plan.
      c. Coordination and cooperation of trades and subcontractors.
      d. Coordination of documentation and communication flow.

C. Certify TAB field data reports and perform the following:
   1. Review field data reports to validate accuracy of data and to prepare certified TAB reports.
   2. Certify that the TAB team complied with the approved TAB plan and the procedures specified and referenced in this Specification.

D. TAB Report Forms: Use standard NEBB or AABC forms

E. Instrumentation Type, Quantity, Accuracy, and Calibration: As described in ASHRAE 111, Section 5, "Instrumentation."

F. ASHRAE Compliance: Applicable requirements in ASHRAE 62.1, Section 7.2.2 - "Air Balancing."

G. ASHRAE/IESNA Compliance: Applicable requirements in ASHRAE/IESNA 90.1, Section 6.7.2.3 - "System Balancing."

1.6 PROJECT CONDITIONS

A. Full Owner Occupancy: Owner will occupy the site and existing building during entire TAB period. Cooperate with Owner during TAB operations to minimize conflicts with Owner's operations.

1.7 COORDINATION

A. Notice: Provide seven days' advance notice for each test. Include scheduled test dates and times.

1.8 Testing, Adjusting, and Balancing (TAB) Assistance.

A. Refer to 230923 Direct Digital Control (DDC) System for the controls assistance to the contractor.

PART 2 - PRODUCTS (Not Applicable)

PART 3 - EXECUTION

3.1 EXAMINATION

A. Examine the Contract Documents to become familiar with Project requirements and to discover conditions in systems' designs that may preclude proper TAB of systems and equipment.

B. Examine the approved submittals for HVAC systems and equipment.
C. Examine design data including HVAC system descriptions, statements of design assumptions for environmental conditions and systems' output, and statements of philosophies and assumptions about HVAC system and equipment controls.

D. Examine terminal units; such as variable-air-volume boxes, and verify that they are accessible, and their controls are connected and functioning.

E. Report deficiencies discovered before and during performance of TAB procedures. Observe and record system reactions to changes in conditions. Record default set points if different from indicated values.

3.2 PREPARATION

A. Prepare a TAB plan that includes strategies and step-by-step procedures.

B. Complete system-readiness checks and prepare reports. Verify the following:
   1. Permanent electrical-power wiring is complete.
   2. Automatic temperature-control systems are operational.
   3. Equipment and duct access doors are securely closed.

3.3 GENERAL PROCEDURES FOR TESTING AND BALANCING

A. Perform testing and balancing procedures on each system according to the procedures contained in AABC's "National Standards for Total System Balance" or NEBB's "Procedural Standards for Testing, Adjusting, and Balancing of Environmental Systems" and in this Section.
   1. Comply with requirements in ASHRAE 62.1, Section 7.2.2 - "Air Balancing."

B. Cut insulation, ducts, pipes, and equipment cabinets for installation of test probes to the minimum extent necessary for TAB procedures.
   1. After testing and balancing, patch probe holes in ducts with same material and thickness as used to construct ducts.
   2. After testing and balancing, install test ports and duct access doors.

3.4 GENERAL PROCEDURES FOR BALANCING AIR SYSTEMS

A. Determine the best locations in main and branch ducts for accurate duct-airflow measurements.

B. Check dampers for proper position to achieve desired airflow path.

C. Check for airflow blockages.

3.5 PROCEDURES FOR VARIABLE-AIR-VOLUME SYSTEMS

A. Record fans maximum airflows within the maximum allowable fan speed listed by fan manufacturer.
   1. Measure total airflow.
      a. Multiple Pitot-tube traverse measurements may be required where there are split main ducts or insufficient duct access. In these instances, total air flow shall be calculated.
   2. Measure fan static pressures as follows to determine actual static pressure:
      a. Measure outlet static pressure as far downstream from the fan as practical and upstream from restrictions in ducts such as elbows and transitions.
      b. Measure static pressure directly at the fan outlet or through the flexible connection.
c. Measure inlet static pressure of single-inlet fans in the inlet duct as near the fan as possible, upstream from the flexible connection, and downstream from duct restrictions.

d. Measure inlet static pressure of double-inlet fans through the wall of the plenum that houses the fan.

3. Measure static pressure across each component that makes up an air-handling unit.
   a. Report the cleanliness status of filters and the wetness of coils at the time static pressures are measured.

B. Pressure-Independent, Variable-Air-Volume Systems: After the fan systems have been adjusted, adjust the variable-air-volume systems as follows:
   1. Select the terminal unit that is most critical to the supply-fan airflow and static pressure. Measure static pressure. Adjust system static pressure so the entering static pressure for the critical terminal unit is not less than the sum of the terminal-unit manufacturer’s recommended minimum inlet static pressure plus the static pressure needed to overcome terminal-unit discharge system losses.
   2. Set terminal units at maximum airflow and adjust controller or regulator to deliver the designed maximum airflow. Coordinate with building automation contractor for this. Record box k factor and final correction factor in TAB report.
   3. Set terminal units at minimum airflow and adjust controller or regulator to deliver the designed minimum airflow. Check air outlets for a proportional reduction in airflow the same as described for constant-volume air systems.

3.6 TOLERANCES

A. Set HVAC system's air flow rates and water flow rates within the following tolerances:
   1. Supply, Return, and Exhaust Fans and Equipment with Fans: Plus or minus 10 percent
   2. Air Outlets and Inlets: Plus or minus 10 percent

3.7 REPORTING

A. Initial Construction-Phase Report: Based on examination of the Contract Documents as specified in "Examination" Article, prepare a report on the adequacy of design for systems' balancing devices. Recommend changes and additions to systems' balancing devices to facilitate proper performance measuring and balancing. Recommend changes and additions to HVAC systems and general construction to allow access for performance measuring and balancing devices.

B. Status Reports: Prepare biweekly progress reports to describe completed procedures, procedures in progress, and scheduled procedures. Include a list of deficiencies and problems found in systems being tested and balanced. Prepare a separate report for each system and each building floor for systems serving multiple floors.

3.8 FINAL REPORT

A. General: Prepare a certified written report; tabulate and divide the report into separate sections for tested systems and balanced systems.
   1. Include a certification sheet at the front of the report's binder, signed and sealed by the certified testing and balancing engineer.
   2. Include a list of instruments used for procedures, along with proof of calibration.

B. Final Report Contents: In addition to certified field-report data, include the following:
   1. Field test reports prepared by system and equipment installers.
   2. Other information relative to equipment performance; do not include Shop Drawings and product data.
C. General Report Data: In addition to form titles and entries, include the following data:

1. Title page.
2. Name and address of the TAB contractor.
3. Project name.
4. Project location.
5. Engineer's name and address.
6. Contractor's name and address.
7. Report date.
8. Signature of TAB supervisor who certifies the report.
9. Table of Contents with the total number of pages defined for each section of the report.
10. Summary of contents including the following:
   a. Indicated versus final performance.
   b. Notable characteristics of systems.
   c. Description of system operation sequence if it varies from the Contract Documents.
11. Nomenclature sheets for each item of equipment.
12. Data for terminal units, including manufacturer's name, type, size, and fittings.
13. Notes to explain why certain final data in the body of reports vary from indicated values.

D. Instrument Calibration Reports:

1. Report Data:
   a. Instrument type and make.
   b. Serial number.
   c. Application.
   d. Dates of use.
   e. Dates of calibration.

3.9 INSPECTIONS

A. Final Inspection:

1. After initial inspection is complete and documentation by random checks verifies that testing and balancing are complete and accurately documented in the final report, request that a final inspection be made by Owner.
2. The TAB Contractor's test and balance Engineer shall conduct the inspection in the presence of Owner shall randomly select measurements, documented in the final report, to be rechecked. Rechecking shall be limited to either 10 percent of the total measurements recorded or the extent of measurements that can be accomplished in a normal 8-hour business day.
3. If rechecks yield measurements that differ from the measurements documented in the final report by more than the tolerances allowed, the measurements shall be noted as "FAILED."
4. If the number of "FAILED" measurements is greater than 10 percent of the total measurements checked during the final inspection, the testing and balancing shall be considered incomplete and shall be rejected.

B. TAB Work will be considered defective if it does not pass final inspections. If TAB Work fails, proceed as follows:

1. Recheck all measurements and make adjustments. Revise the final report and balancing device settings to include all changes; resubmit the final report and request a second final inspection.
2. If the second final inspection also fails, Owner may contract the services of another TAB Contractor to complete TAB Work according to the Contract Documents and deduct the cost of the services from the original TAB Contractor's final payment.

C. Prepare test and inspection reports.

END OF SECTION 230593
PART 1 - GENERAL

1.1 RELATED DOCUMENTS

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

1.2 SUMMARY

A. Section Includes:
   1. DDC system for monitoring and controlling of HVAC, Plumbing and Electrical systems.
   2. Delivery of selected control devices to systems installers for field installation.

B. Related Requirements:
   1. Section 230993 "Sequence of Operations" for control sequences in DDC systems.

1.3 DEFINITIONS

A. Algorithm: A logical procedure for solving a recurrent mathematical problem. A prescribed set of well-defined rules or processes for solving a problem in a finite number of steps.

B. Analog: A continuously varying signal value, such as current, flow, pressure, or temperature.

C. BACnet Specific Definitions:
   2. BACnet Interoperability Building Blocks (BIBBs): BIBB defines a small portion of BACnet functionality that is needed to perform a particular task. BIBBs are combined to build the BACnet functional requirements for a device.
   3. BACnet/IP: Defines and allows using a reserved UDP socket to transmit BACnet messages over IP networks. A BACnet/IP network is a collection of one or more IP subnetworks that share the same BACnet network number.
   5. PICS (Protocol Implementation Conformance Statement): Written document that identifies the particular options specified by BACnet that are implemented in a device.

D. Binary: Two-state signal where a high signal level represents ON" or "OPEN" condition and a low signal level represents "OFF" or "CLOSED" condition. "Digital" is sometimes used interchangeably with "Binary" to indicate a two-state signal.

E. Controller: Generic term for any standalone, microprocessor-based, digital controller residing on a network, used for local or global control. Three types of controllers are indicated: Network Controller, Programmable Application Controller, and Application-Specific Controller.
F. Control System Integrator: An entity that assists in expansion of existing enterprise system and support of additional operator interfaces to I/O being added to existing enterprise system.

G. COV: Changes of value.

H. DDC System Provider: Authorized representative of, and trained by, DDC system manufacturer and responsible for execution of DDC system Work indicated.

I. Distributed Control: Processing of system data is decentralized and control decisions are made at subsystem level. System operational programs and information are provided to remote subsystems and status is reported back. On loss of communication, subsystems shall be capable of operating in a standalone mode using the last best available data.

J. DOCSIS: Data-Over Cable Service Interface Specifications.

K. E/P: Voltage to pneumatic.

L. Gateway: Bidirectional protocol translator that connects control systems that use different communication protocols.

M. HLC: Heavy load conditions.

N. I/O: System through which information is received and transmitted. I/O refers to analog input (AI), binary input (BI), analog output (AO) and binary output (BO). Analog signals are continuous and represent control influences such as flow, level, moisture, pressure, and temperature. Binary signals convert electronic signals to digital pulses (values) and generally represent two-position operating and alarm status. "Digital," (DI and (DO), is sometimes used interchangeably with "Binary," (BI) and (BO), respectively.

O. I/P: Current to pneumatic.

P. LAN: Local area network.

Q. Low Voltage: As defined in NFPA 70 for circuits and equipment operating at less than 50 V or for remote-control, signaling power-limited circuits.


S. MS/TP: Master-slave/token-passing, IEE 8802-3. Datalink protocol LAN option that uses twisted-pair wire for low-speed communication.

T. Network Controller: Digital controller, which supports a family of programmable application controllers and application-specific controllers, that communicates on peer-to-peer network for transmission of global data.

U. Network Repeater: Device that receives data packet from one network and rebroadcasts it to another network. No routing information is added to protocol.

V. Peer to Peer: Networking architecture that treats all network stations as equal partners.

W. POT: Portable operator's terminal.

X. PUE: Performance usage effectiveness.

Y. RAM: Random access memory.
Z. RF: Radio frequency.

AA. Router: Device connecting two or more networks at network layer.

BB. TCP/IP: Transport control protocol/Internet protocol incorporated into Microsoft Windows.

CC. UPS: Uninterruptible power supply.

DD. USB: Universal Serial Bus.

EE. User Datagram Protocol (UDP): This protocol assumes that the IP is used as the underlying protocol.

FF. VAV: Variable air volume.

GG. WLED: White light emitting diode.

1.4 ACTION SUBMITTALS

A. Multiple Submissions:

1. If multiple submissions are required to execute work within schedule, first submit a coordinated schedule clearly defining intent of multiple submissions. Include a proposed date of each submission with a detailed description of submittal content to be included in each submission.

2. Clearly identify each submittal requirement indicated and in which submission the information will be provided.

3. Include an updated schedule in each subsequent submission with changes highlighted to easily track the changes made to previous submitted schedule.

B. Product Data: For each type of product include the following:

1. Construction details, material descriptions, dimensions of individual components and profiles, and finishes.

2. Operating characteristics, electrical characteristics, and furnished accessories indicating process operating range, accuracy over range, control signal over range, default control signal with loss of power, calibration data specific to each unique application, electrical power requirements, and limitations of ambient operating environment, including temperature and humidity.


4. Installation, operation and maintenance instructions including factors effecting performance.

5. Bill of materials of indicating quantity, manufacturer, and extended model number for each unique product.

   a. Operator workstations.
   b. Gateways.
   c. Routers.
   d. Protocol analyzers.
   e. DDC controllers.
   f. Enclosures.
   g. Electrical power devices.
   h. UPS units.
i. Accessories.
j. Instruments.
k. Control dampers and actuators.
l. Control valves and actuators.

6. When manufacturer's product datasheets apply to a product series rather than a specific product model, clearly indicate and highlight only applicable information.

7. Each submitted piece of product literature shall clearly cross reference specification and drawings that submittal is to cover.

C. Software Submittal:

1. Cross-referenced listing of software to be loaded on each, gateway, and DDC controller.
2. Description and technical data of all software provided, and cross-referenced to products in which software will be installed.
3. Operating system software, operator interface and programming software, color graphic software, DDC controller software, maintenance management software, and third-party software.

D. Shop Drawings:

1. General Requirements:
   a. Include cover drawing with Project name, location, Owner, Architect, Contractor and issue date with each Shop Drawings submission.
   b. Include a drawing index sheet listing each drawing number and title that matches information in each title block.
   c. Prepare Drawings using CAD.
   d. Drawings Size: 11”x17” or 24”x36”.

2. Include plans, elevations, sections, and mounting details where applicable.

3. Include details of product assemblies. Indicate dimensions, weights, loads, required clearances, method of field assembly, components, and location and size of each field connection.

4. Detail means of vibration isolation and show attachments to rotating equipment.

5. Plan Drawings indicating the following:
   a. Screened backgrounds of walls, structural grid lines, HVAC equipment, ductwork and piping.
   b. Room names and numbers with coordinated placement to avoid interference with control products indicated.
   c. Each router, DDC controller, control panel instrument connecting to DDC controller, and damper to DDC controller, if included in Project.
   d. Exact placement of products in rooms, ducts, and piping to reflect proposed installed condition.
   e. Network communication cable and raceway routing.
   f. Power supply locations and cable routing
   g. Information, drawn to scale.
   h. Proposed routing of wiring, cabling, conduit, and tubing, coordinated with building services for review before installation.

6. Schematic drawings for each controlled HVAC system indicating the following:
a. I/O points labeled with point names shown. Indicate instrument range, normal operating set points, and alarm set points. Indicate fail position of each damper and valve, if included in Project.
b. I/O listed in table format showing point name, type of device, manufacturer, model number, and cross-reference to product data sheet number.
c. A graphic showing location of control I/O in proper relationship to HVAC system.
d. Wiring diagram with each I/O point having a unique identification and indicating labels for all wiring terminals.
e. Unique identification of each I/O that shall be consistently used between different drawings showing same point.
f. Elementary wiring diagrams of controls for HVAC equipment motor circuits including interlocks, switches, relays and interface to DDC controllers.
g. Narrative sequence of operation.
h. Graphic sequence of operation, showing all inputs and output logical blocks.

7. Control panel drawings indicating the following:
   a. Panel dimensions, materials, size, and location of field cable, raceways, and tubing connections.
   b. Interior subpanel layout, drawn to scale and showing all internal components, cabling and wiring raceways, nameplates and allocated spare space.
   c. Front, rear, and side elevations and nameplate legend.
   d. Unique drawing for each panel.

8. DDC system network riser diagram indicating the following:
   a. Each device connected to network with unique identification for each.
   b. Interconnection of each different network in DDC system.
   c. For each network, indicate communication protocol, speed and physical means of interconnecting network devices, such as copper cable type, or fiber-optic cable type. Indicate raceway type and size for each.
   d. Each network port for connection of an operator workstation or other type of operator interface with unique identification for each.

9. DDC system electrical power riser diagram indicating the following:
   a. Each point of connection to field power with requirements (volts/phase/hertz/amperes/connection type) listed for each.
   b. Each control power supply including, as applicable, transformers, power-line conditioners, transient voltage suppression and high filter noise units, DC power supplies, and UPS units with unique identification for each.
   c. Each product requiring power with requirements (volts/phase/hertz/amperes/connection type) listed for each.
   d. Power wiring type and size, race type, and size for each.

10. Monitoring and control signal diagrams indicating the following:
    a. Control signal cable and wiring between controllers and I/O.
    b. Point-to-point schematic wiring diagrams for each product.
    c. Control signal tubing to sensors, switches and transmitters.
    d. Process signal tubing to sensors, switches and transmitters.
    e. Pneumatic main air and control signal tubing to pneumatic valve actuators, pilot-positioners if applicable, and associated transducers.

11. Color graphics indicating the following:
a. Itemized list of color graphic displays to be provided.
b. For each display screen to be provided, a true color copy showing layout of pictures, graphics and data displayed.
c. Intended operator access between related hierarchical display screens.

E. System Description:

1. Full description of DDC system architecture, network configuration, operator interfaces and peripherals, controller types and applications, gateways, routers and other network devices, and power supplies.
2. Complete listing and description of each report, log and trend for format and timing and events which initiate generation.
3. Complete bibliography of documentation and media to be delivered to Owner.
4. Description of testing plans and procedures.
5. Description of Owner training.

1.5 INFORMATIONAL SUBMITTALS

A. Product Certificates:

1. Data Communications Protocol Certificates: Certifying that each proposed DDC system component complies with ASHRAE 135.

1.6 CLOSEOUT SUBMITTALS

A. Operation and Maintenance Data: For DDC system to include in emergency, operation and maintenance manuals.

1. In addition to items specified in Section “013300 Submittals” include the following:

a. Project Record Drawings of as-built versions of submittal Shop Drawings provided in electronic PDF format.
b. As-built versions of submittal Product Data.
c. Names, addresses, e-mail addresses and 24-hour telephone numbers of Installer and service representatives for DDC system and products.
d. Operator's manual with procedures for operating control systems including logging on and off, handling alarms, producing point reports, trending data, overriding computer control and changing set points and variables.
e. Programming manuals with description of programming language and syntax, of statements for algorithms and calculations used, of point database creation and modification, of program creation and modification, and of editor use.
f. Engineering, installation, and maintenance manuals that explain how to:

   1) Design and install new points, panels, and other hardware.
   2) Perform preventive maintenance and calibration.
   3) Debug hardware problems.
   4) Repair or replace hardware.

   g. Documentation of all programs created using custom programming language including set points, tuning parameters, and object database.
h. Backup copy of graphic files, programs, and database on electronic media such as DVDs.
i. Complete original-issue documentation, installation, and maintenance information for furnished third-party hardware including computer equipment and sensors.

j. Complete original-issue copies of furnished software, including operating systems, custom programming language, operator workstation software, and graphics software.

k. Licenses, guarantees, and warranty documents.

l. Recommended preventive maintenance procedures for system components, including schedule of tasks such as inspection, cleaning, and calibration; time between tasks; and task descriptions.

m. Owner training materials.

1.7 QUALITY ASSURANCE

A. DDC System Manufacturer Qualifications:
   1. Nationally recognized manufacturer of DDC systems and products.
   2. DDC systems with similar requirements to those indicated for a continuous period of 10 years within time of bid.
   3. DDC systems and products that have been successfully tested and in use on at least five past projects.
   4. Having complete published catalog literature, installation, operation and maintenance manuals for all products intended for use.
   5. Having full-time in-house employees for the following:
      a. Product research and development.
      b. Product and application engineering.
      c. Product manufacturing, testing and quality control.
      d. Technical support for DDC system installation training, commissioning and troubleshooting of installations.
      e. Owner operator training.

B. DDC System Provider Qualifications:
   1. Authorized representative of, and trained by, DDC system manufacturer.
   2. In-place facility located within 160 miles of Project.
   3. Demonstrated past experience with installation of DDC system products being installed for period within 10 consecutive years before time of bid.
   4. Demonstrated past experience on five projects of similar complexity, scope and value.
   5. Service and maintenance staff assigned to support Project during warranty period.
   6. Product parts inventory to support on-going DDC system operation for a period of not less than 5 years after Substantial Completion.
   7. DDC system manufacturer's backing to take over execution of Work if necessary to comply with requirements indicated. Include Project-specific written letter, signed by manufacturer's corporate officer, if requested.

C. Testing Agency Qualifications: Member company of NETA or an NRTL.
   1. Testing Agency's Field Supervisor: Certified by NETA to supervise on-site testing.
1.8 WARRANTY

A. Manufacturer’s Warranty: Manufacturer and Installer agree to repair or replace products that fail in materials or workmanship within specified warranty period.

1. Failures shall be adjusted, repaired, or replaced at no additional cost or reduction in service to Owner.
2. Include updates or upgrades to software and firmware if necessary to resolve deficiencies.
   a. Install updates only after receiving Owner’s written authorization.
3. Warranty service shall occur during normal business hours and commence within 16 hours of Owner's warranty service request.
4. Warranty Period: One year(s) from date of Substantial Completion.

PART 2 - PRODUCTS

2.1 MANUFACTURERS

A. Manufacturer: Subject to compliance with requirements, provide products by one of the following approved manufactures:

1. Schneider Electric EcoStruxure, as installed by Dynamic Controls Inc.
2. Johnson Controls Metasys, as installed by Johnson Controls Inc.
3. Automated Logic WebCTRL, as installed by Automatic Controls Equipment Systems Inc.

Notes:
1. Other products specified herein (such as sensors, valves, dampers, and actuators) need not be manufactured by the above manufacturers.

2.2 DDC SYSTEM DESCRIPTION

A. Microprocessor-based monitoring and control including analog/digital conversion and program logic. A control loop or subsystem in which digital and analog information is received and processed by a microprocessor, and digital control signals are generated based on control algorithms and transmitted to field devices to achieve a set of predefined conditions.

1. DDC system shall consist of a high-speed, peer-to-peer network of distributed DDC controllers, other network devices, operator interfaces, and software.

B. Electrical Components, Devices, and Accessories: Listed and labeled as defined in NFPA 70, by a qualified testing agency, and marked for intended location and application.

2.3 WEB ACCESS

A. DDC system shall be Web based or Web compatible.

1. Web-Based Access to DDC System:
   a. DDC system software shall be based on server thin-client architecture, designed around open standards of Web technology. DDC system server shall be accessed
using a Web browser over DDC system network, using Owner’s LAN, and remotely
over Internet through Owner’s LAN.
b. Intent of thin-client architecture is to provide operators complete access to DDC
system via a Web browser. No special software other than a Web browser shall be
required to access graphics, point displays, and trends; to configure trends, points,
and controllers; and to edit programming.
c. Web access shall be password protected.

2. Web-Compatible Access to DDC System:
   a. DDC system shall support Web browser access to building data. Operator using a
      standard Web browser shall be able to access control graphics and change
      adjustable set points.
   b. Web access shall be password protected.

2.4 PERFORMANCE REQUIREMENTS

A. Delegated Design: Engage a qualified professional to design DDC system to satisfy requirements
   indicated.

   1. System Performance Objectives:
      a. DDC system shall manage HVAC systems.
      b. DDC system control shall operate HVAC systems to achieve optimum operating
costs while using least possible energy and maintaining specified performance.
      c. DDC system shall respond to power failures, HVAC equipment failures, and adverse
         and emergency conditions encountered through connected I/O points.
      d. DDC system shall operate while unattended by an operator and through operator
         interaction.
      e. DDC system shall record trends and transaction of events and produce report
         information such as performance, energy, occupancies, and equipment operation.

B. Surface-Burning Characteristics: Products installed in ducts, equipment, and return-air paths shall
   comply with ASTM E 84; testing by a qualified testing agency. Identify products with appropriate
   markings of applicable testing agency.

   1. Flame-Spread Index: 25 or less.
   2. Smoke-Developed Index: 50 or less.

C. Future Expandability:

   1. DDC system size shall be expandable to an ultimate capacity of at least two times total I/O
      points indicated.
   2. Additional DDC controllers, I/O and associated wiring shall be all that is needed to achieve
      ultimate capacity. Initial network infrastructure shall be designed and installed to support
      ultimate capacity.
   3. Operator interfaces installed initially shall not require hardware and software additions and
      revisions for ultimate capacity.

D. Input Point Displayed Accuracy: Input point displayed values shall meet following end-to-end
   overall system accuracy, including errors associated with meter, sensor, transmitter, lead wire or
   cable, and analog to digital conversion.

   1. Energy:
a. Thermal: Within 3 percent of reading.

b. Electric Power: Within 1 percent of reading.

c. Requirements indicated on Drawings for meters not supplied by utility.

2. Flow:

a. Air: Within 5 percent of design flow rate.

b. Air (Terminal Units): Within 10 percent of design flow rate.

c. Water: Within 5 percent of design flow rate.

3. Moisture (Relative Humidity):

a. Air: Within 5 percent RH.

b. Space: 5 percent RH.

c. Outdoor: Within 5 percent RH.

4. Level: Within 2 percent of reading.

5. Pressure:

a. Air, Ducts and Equipment: 1 percent of instrument range.

b. Space: Within 0.5 percent of instrument range.

c. Water: Within 1 percent of instrument range.

d. Steam: Within 1 percent of instrument range.

6. Temperature, Dry Bulb: Within 0.5°F.

E. Precision of I/O Reported Values: Values reported in database and displayed shall have following precision:

1. Current:

a. Milliamperes: Nearest 1/100th of a milliampere.

b. Amperes: Nearest 1/10th of an ampere up to 100 A; nearest ampere for 100 A and more.

2. Energy:

a. Electric Power:

   1) Rate (Watts): Nearest 1/10th of a watt through 1000 W.

   2) Rate (Kilowatts): Nearest 1/10th of a kilowatt through 1000 kW; nearest kilowatt above 1000 kW.

   3) Usage (Kilowatt-Hours): Nearest kilowatt through 10,000 kW; nearest 10 kW between 10,000 and 100,000 kW; nearest 100 kW for above 100,000 kW.

b. Thermal, Rate:

   1) Heating: For Btu/h, nearest Btu/h up to 1000 Btu/h; nearest 10 Btu/h between 1000 and 10,000 Btu/h; nearest 100 Btu/h for above 10,000 Btu/h. For Mbh, round to nearest Mbh up to 1000 Mbh; nearest 10 Mbh between 1000 and 10,000 Mbh; nearest 100 Mbh above 10,000 Mbh.

   2) Cooling: For tons, nearest ton up to 1000 tons; nearest 10 tons between 1000 and 10,000 tons; nearest 100 tons above 10,000 tons.

c. Thermal, Usage:
1) Heating: For Btu, nearest Btu up to 1000 Btu; nearest 10 Btu between 1000 and 10,000 Btu; nearest 100 Btu for above 10,000 Btu. For Mbtu, round to nearest Mbtu up to 1000 Mbtu; nearest 10 Mbtu between 1000 and 10,000 Mbtu; nearest 100 Mbtu above 10,000 Mbtu.

2) Cooling: For ton-hours, nearest ton-hours up to 1000 ton-hours; nearest 10 ton-hours between 1000 and 10,000 ton-hours; nearest 100 tons above 10,000 tons.

3. Flow:
   a. Air: Nearest 1/10th of a cfm through 100 cfm; nearest cfm between 100 and 1000 cfm; nearest 10 cfm between 1000 and 10,000 cfm; nearest 100 cfm above 10,000 cfm.
   b. Water: Nearest 1/10th gpm through 100 gpm; nearest gpm between 100 and 1000 gpm; nearest 10 gpm between 1000 and 10,000 gpm; nearest 100 gpm above 10,000 gpm.
   c. Steam: Nearest 1/10th lb/hr through 100 lbs/hr; nearest lbs/hr between 100 and 1000 lbs/hr; nearest 10 lbs/hr above 1000 lbs/hr.

4. Moisture (Relative Humidity):
   a. Relative Humidity (Percentage): Nearest 0.1 percent.

5. Level: Nearest 1/100th of an inch through 10 inches; nearest 1/10 of an inch between 10 and 100 inches; nearest inch above 100 inches.

6. Speed:
   a. Rotation (rpm): Nearest 1 rpm.

7. Position, Dampers and Valves (Percentage Open): Nearest 0.1 percent.

8. Pressure:
   a. Air, Ducts and Equipment: Nearest 1/10th in. w.c.
   b. Space: Nearest 1/100th in. w.c.
   c. Steam: Nearest 1/10th psig through 100 psig; nearest psig above 100 psig.
   d. Water: Nearest 1/10 psig through 100 psig; nearest psig above 100 psig.

9. Temperature:
   a. Air, Ducts and Equipment: Nearest 1/10th of a degree.
   b. Outdoor: Nearest degree.
   c. Space: Nearest 1/10th of a degree.
   d. Condenser Water: Nearest 1/10th of a degree.
   e. Heating Hot Water: Nearest degree.
   g. Steam: Nearest degree.

10. Voltage: Nearest 1/10 volt up to 100 V; nearest volt above 100 V.

F. Control Loop Stability: Control Loops shall be tuned to control within the following limits:

1. Flow:
   a. Air, Ducts and Equipment, except Terminal Units: Within 2 percent of design flow rate.
   b. Air, Terminal Units: Within 2 percent of design flow rate.
c. Water: Within 2 percent of design flow rate.

2. Moisture (Relative Humidity):
   a. Air: Within 2 percent RH.
   b. Space: Within 2 percent RH.

3. Level: Within 2 percent of reading.

4. Pressure:
   a. Ducts Pressure: Within +/- 0.05 in w.c.
   b. Space Air Pressure: Within +/- 0.01 in w.c.
   c. Water: Within +/- 0.2 psi.

5. Temperature, Dew Point:
   a. Air: Within 0.5°F.

6. Temperature, Dry Bulb:
   a. Air: Within 0.5°F.
   b. Space: Within 0.5°F.
   c. Heating Hot Water: Within 0.5°F.

G. Environmental Conditions for Controllers, Gateways, Routers, Instruments and Actuators:

1. Products shall operate without performance degradation under ambient environmental temperature, pressure and humidity conditions encountered for installed location.
   a. If product alone cannot comply with requirement, install product in a protective enclosure that is isolated and protected from conditions impacting performance. Enclosure shall be internally insulated, electrically heated, cooled and ventilated as required by product and application.

2. Products shall be protected with enclosures satisfying the following minimum requirements unless more stringent requirements are indicated. Products not available with integral enclosures complying with requirements indicated shall be housed in protective secondary enclosures. Installed location shall dictate the following NEMA 250 enclosure requirements:
   a. Outdoors, Protected: Type 2.
   b. Outdoors, Unprotected: Type 4X.
   c. Indoors: Type 1.

3. 

H. Electric Power Quality:

1. Power-Line Surges:
   a. Protect DDC system products connected to ac power circuits with circuit breaker disconnect.

2. Ground Fault: Protect products from ground fault by providing suitable grounding. Products shall not fail due to ground fault condition.
I. Backup Power Source:
   1. HVAC systems and equipment served by a backup power source shall have associated DDC system products that control such systems and equipment also served from a backup power source.

J. UPS:
   1. DDC system products powered by UPS units shall include the following:
      a. Desktop operator workstations.
      b. DDC Network controllers.
      c. Controllers monitoring building electrical power
      d. Network switches provided as part of the work

K. Continuity of Operation after Electric Power Interruption:
   1. Equipment and associated factory-installed controls, field-installed controls, electrical equipment, and power supply connected to building normal and backup power systems shall automatically return equipment and associated controls to operating state occurring immediately before loss of normal power, without need for manual intervention by operator when power is restored either through backup power source or through normal power if restored before backup power is brought online.

2.5 SYSTEM ARCHITECTURE

A. System architecture shall consist of no more than two levels of LANs.
   1. Level one LAN shall connect network controllers and operator workstations.
   2. Level one or Level two LAN shall connect programmable application controllers to other programmable application controllers, and to network controllers.
   3. Level two LAN shall connect application-specific controllers to programmable application controllers and network controllers.
   4. Level two LAN shall connect application-specific controllers to application-specific controllers.

B. Minimum Data Transfer and Communication Speed:
   1. LAN Connecting Operator Workstations and Network Controllers: 100 Mbps.
   2. LAN Connecting Programmable Application Controllers: 1000 kbps.
   3. LAN Connecting Application-Specific Controllers: 1000 kbps.

C. DDC system shall consist of dedicated LANs that are not shared with other building systems and tenant data and communication networks.

D. System architecture shall be modular and have inherent ability to expand to not less than two times system size indicated with no impact to performance indicated.

E. System architecture shall perform modifications without having to remove and replace existing network equipment.

F. Number of LANs and associated communication shall be transparent to operator. All I/O points residing on any LAN shall be capable of global sharing between all system LANs.
G. System design shall eliminate dependence on any single device for system alarm reporting and control execution. Each controller shall operate independently by performing its’ own control, alarm management and historical data collection.

2.6 DDC SYSTEM OPERATOR INTERFACES

A. Operator Means of System Access: Operator shall be able to access entire DDC system through any of multiple means, including, but not limited to, the following:

1. Desktop and portable operator workstation with hardwired connection through LAN port.
2. Portable operator terminal with hardwired connection through LAN port.
3. Remote connection using outside of system personal computer or PDA through Web access.

B. Access to system, regardless of operator means used, shall be transparent to operator.

C. Desktop Workstations:

1. Connect to DDC system Level one LAN through a communications port directly on LAN or through a communications port on a DDC controller.
2. Able to communicate with any device located on any DDC system LAN.

D. Portable Workstations:

1. Connect to DDC system Level one LAN through a communications port directly on LAN or through a communications port on a DDC controller.
2. Able to communicate with any device located on any DDC system LAN.
3. Connect to DDC system Level 2 LAN through a communications port on an application-specific controller, or a room temperature sensor connected to an application-specific controller.
4. Connect to system through a wireless router connected to Level one LAN.
5. Portable workstation shall be able to communicate with any device connected to any system LAN regardless of point of physical connection to system.
6. Monitor, program, schedule, adjust set points, and report capabilities of I/O connected anywhere in system.
7. Have dynamic graphic displays that are identical to desktop workstations.

E. Critical Alarm Reporting:

1. Operator-selected critical alarms shall be sent by DDC system to notify operator of critical alarms that require immediate attention.
2. DDC system shall send alarm notification to multiple recipients that are assigned for each alarm.
3. DDC system shall notify recipients by any or all means, including e-mail, text message and prerecorded phone message to mobile and landline phone numbers.

F. Simultaneous Operator Use: Capable of accommodating up to 10 simultaneous operators that are accessing DDC system through any one of operator interfaces indicated.

2.7 NETWORKS

A. Acceptable networks for connecting operator workstations and network controllers include the following:
2.8 NETWORK COMMUNICATION PROTOCOL

A. Network communication protocol(s) used throughout entire DDC system shall be open to public and available to other companies for use in making future modifications to DDC system.

B. ASHRAE 135 Protocol:
   1. ASHRAE 135 communication protocol shall be sole and native protocol used throughout entire DDC system.
   2. DDC system shall not require use of gateways except to integrate HVAC equipment and other building systems and equipment, not required to use ASHRAE 135 communication protocol.
   3. If used, gateways shall connect to DDC system using ASHRAE 135 communication protocol and Project object properties and read/write services indicated by interoperability schedule.
   4. Operator workstations, controllers and other network devices shall be tested and listed by BACnet Testing Laboratories.

C. Industry Standard Protocols:
   1. DDC system shall use any one or a combination of the following industry standard protocols for network communication while complying with other DDC system requirements indicated:
      a. ASHRAE 135.
   2. Operator workstations shall communicate through ASHRAE 135 protocol.
   3. Portions of DDC system networks using ASHRAE 135 communication protocol shall be an open implementation of network devices complying with ASHRAE 135. Network devices shall be tested and listed by BACnet Testing Laboratories.

2.9 SYSTEM SOFTWARE

A. System Software Minimum Requirements:
   1. Real-time multitasking and multiuser 32 or 64 bit operating system that allows concurrent execution of multiple real-time programs and custom program development.
   2. Operating system shall be capable of operating DOS and Microsoft Windows applications.
   3. Database management software shall manage all data on an integrated and non-redundant basis. Additions and deletions to database shall be without detriment to existing
data. Include cross linkages so no data required by a program can be deleted by an operator until that data have been deleted from respective programs.

4. Network communications software shall manage and control multiple network communications to provide exchange of global information and execution of global programs.

5. Operator interface software shall include day-to-day operator transaction processing, alarm and report handling, operator privilege level and data segregation control, custom programming, and online data modification capability.

6. Scheduling software shall schedule centrally based time and event, temporary, and exception day programs.

B. Operator Interface Software:

1. Minimize operator training through use of English language prorating and English language point identification.

2. Minimize use of a typewriter-style keyboard through use of a pointing device similar to a mouse.

3. Operator sign-off shall be a manual operation or, if no keyboard or mouse activity takes place, an automatic sign-off.

4. Automatic sign-off period shall be programmable from one to 60 minutes in one-minute increments on a per operator basis.

5. Operator sign-on and sign-off activity shall be recorded.

6. Security Access:

a. Operator access to DDC system shall be under password control.

b. An alphanumeric password shall be field assignable to each operator.

c. Operators shall be able to access DDC system by entry of proper password.

d. Operator password shall be same regardless of which computer or other interface means is used.

e. Additions or changes made to passwords shall be updated automatically.

f. Each operator shall be assigned an access level to restrict access to data and functions the operator is capable of performing.

g. Software shall have at least five access levels.

h. Each menu item shall be assigned an access level so that a one-for-one correspondence between operator assigned access level(s) and menu item access level(s) is required to gain access to menu item.

i. Display menu items to operator with those capable of access highlighted. Menu and operator access level assignments shall be online programmable and under password control.

7. Data Segregation:

a. Include data segregation for control of specific data routed to a workstation, to an operator or to a specific output device, such as a printer.

b. Include at least 32 segregation groups.

c. Segregation groups shall be selectable such as "fire points," "fire points on second floor," "space temperature points," "HVAC points," and so on.

d. Points shall be assignable to multiple segregation groups. Display and output of data to printer or monitor shall occur where there is a match of operator or peripheral segregation group assignment and point segregations.

e. Alarms shall be displayed and printed at each peripheral to which segregation allows, but only those operators assigned to peripheral and having proper authorization level will be allowed to acknowledge alarms.

f. Operators and peripherals shall be assignable to multiple segregation groups and all assignments are to be online programmable and under password control.
8. Operators shall be able to perform commands including, but not limited to, the following:

   a. Start or stop selected equipment.
   b. Adjust set points.
   c. Add, modify, and delete time programming.
   d. Enable and disable process execution.
   e. Lock and unlock alarm reporting for each point.
   f. Enable and disable totalization for each point.
   g. Enable and disable trending for each point.
   h. Override control loop set points.
   i. Enter temporary override schedules.
   j. Define holiday schedules.
   k. Change time and date.
   l. Enter and modify analog alarm limits.
   m. Enter and modify analog warning limits.
   n. View limits.
   o. Enable and disable demand limiting.
   p. Enable and disable duty cycle.
   q. Display logic programming for each control sequence.
   r. Add or modify logic programming.

9. Reporting:

   a. Generated automatically and manually.
   b. Sent to displays, printers and disk files.
   c. Types of Reporting:

      1) General listing of points.
      2) List points currently in alarm.
      3) List of off-line points.
      4) List points currently in override status.
      5) List of disabled points.
      6) List points currently locked out.
      7) List of items defined in a "Follow-Up" file.
      8) List weekly schedules.
      9) List holiday programming.
     10) List of limits and deadbands.

10. Summaries: For specific points, for a logical point group, for an operator selected group(s), or for entire system without restriction due to hardware configuration.

C. Graphic Interface Software:

   1. As a minimum, graphics shall be editable from operator workstations. All graphics generated shall be viewable from all access methods into the building automation (Web access, operator workstation, server, etc).
   2. Include a full interactive graphical selection means of accessing and displaying system data to operator. Include at least five levels with the penetration path operator assignable (for example, site, building, floor, air-handling unit, and supply temperature loop). Native language descriptors assigned to menu items are to be operator defined and modifiable under password control.
   3. Include a hierarchical-linked dynamic graphic operator interface for accessing and displaying system data and commanding and modifying equipment operation. Interface shall use a pointing device with pull-down or penetrating menus, color and animation to facilitate operator understanding of system.
   4. Include at least 10 levels of graphic penetration with the hierarchy operator assignable.
5. Descriptors for graphics, points, alarms and such shall be modified through operator's workstation under password control.

6. Graphic displays shall be online user definable and modifiable using the hardware and software provided.

7. Data to be displayed within a graphic shall be assignable regardless of physical hardware address, communication or point type.

8. Points may be assignable to multiple graphics where necessary to facilitate operator understanding of system operation.

9. Graphics shall also contain software points.

10. Penetration within a graphic hierarchy shall display each graphic name as graphics are selected to facilitate operator understanding.

11. Back-trace feature shall permit operator to move upward in the hierarchy using a pointing device. Back trace shall show all previous penetration levels. Include operator with option of showing each graphic full screen size with back trace as horizontal header or by showing a "stack" of graphics, each with a back trace.

12. Display operator accessed data on the monitor.

13. Operator shall select further penetration using pointing device to click on a site, building, floor, area, equipment, and so on. Defined and linked graphic below that selection shall then be displayed.

14. Include operator with means to directly access graphics without going through penetration path.

15. Dynamic data shall be assignable to graphics.

16. Display points (physical and software) with dynamic data provided by DDC system with appropriate text descriptors, status or value, and engineering unit.

17. Use color, rotation, or other highly visible means, to denote status and alarm states. Color shall be variable for each class of points, as chosen by operator.

18. For operators with appropriate privilege, points shall be commanded directly from display using pointing device.

   a. For an analog command point such as set point, current conditions and limits shall be displayed and operator can position new set point using pointing device.
   b. For a digital command point such as valve position, valve shall show its current state such as open or closed and operator could select alternative position using pointing device.
   c. Keyboard equivalent shall be available for those operators with that preference.

19. Help Features:

   a. On-line context-sensitive help utility to facilitate operator training and understanding.
   b. Bridge to further explanation of selected keywords. Document shall contain text and graphics to clarify system operation.

      1) If help feature does not have ability to bridge on keywords for more information, a complete set of user manuals shall be provided in an indexed word-processing program, which shall run concurrently with operating system software.

   c. Available for Every Menu Item:

      1) Index items for each system menu item.

20. Graphic generation software shall allow operator to add, modify, or delete system graphic displays.

   a. Include libraries of symbols depicting HVAC symbols such as fans, coils, filters, dampers, valves pumps, and electrical symbols.
b. Graphic development package shall use a pointing device in conjunction with a drawing program to allow operator to perform the following:

1) Define background screens.
2) Define connecting lines and curves.
3) Locate, orient and size descriptive text.
4) Define and display colors for all elements.
5) Establish correlation between symbols or text and associated system points or other displays.

D. Project-Specific Graphics: Graphics documentation including, but not limited to, the following:

1. Plan for each building floor, including interstitial floors, and each roof level of each building, showing the following:
   a. Room layouts with room identification and name.
   b. Locations and identification of all monitored and controlled HVAC equipment and other equipment being monitored and controlled by DDC system.
   c. Location and identification of each hardware point being controlled or monitored by DDC system.

2. Control schematic for each of following, including a graphic system schematic representation, similar to that indicated on Drawings, with point identification, set point and dynamic value indication and sequence of operation.
3. Graphic display for each piece of equipment connected to DDC system through a data communications link. Include dynamic indication of all points associated with equipment.
4. Summary tables showing all electric heat commands, discharge air temperature, discharge air temperature setpoint
5. Summary table by air handling unit showing VAV box airflow, airflow setpoint, damper position and “Call for Air” and “Call for Cooling”
6. DDC system network riser diagram that shows schematic layout for entire system including all networks and all controllers, gateways, operator workstations and other network devices.

E. Customizing Software:

1. Software to modify and tailor DDC system to specific and unique requirements of equipment installed, to programs implemented and to staffing and operational practices planned.
2. Online modification of DDC system configuration, program parameters, and database using menu selection and keyboard entry of data into preformatted display templates.
3. As a minimum, include the following modification capability:
   a. Operator assignment shall include designation of operator passwords, access levels, point segregation and auto sign-off.
   b. Peripheral assignment capability shall include assignment of segregation groups and operators to consoles and printers, designation of backup workstations and printers, designation of workstation header points and enabling and disabling of print-out of operator changes.
   c. System configuration and diagnostic capability shall include communications and peripheral port assignments, DDC controller assignments to network, DDC controller enable and disable, assignment of command trace to points and application programs and initiation of diagnostics.
   d. System text addition and change capability shall include English or native language descriptors for points, segregation groups and access levels and action messages for alarms, run time and trouble condition.
e. Time and schedule change capability shall include time and date set, time and occupancy schedules, exception and holiday schedules and daylight savings time schedules.

f. Point related change capability shall include the following:

1) System and point enable and disable.
2) Run-time enable and disable.
3) Assignment of points to segregation groups, calibration tables, lockout, and run time and to a fixed I/O value.
4) Assignment of alarm and warning limits.

g. Application program change capability shall include the following:

1) Enable and disable of software programs.
2) Programming changes.
3) Assignment of comfort limits, global points, time and event initiators, time and event schedules and enable and disable time and event programs.

4. Software shall allow operator to add points, or groups of points, to DDC. Additions and modifications shall be online programmable using operator workstation, downloaded to other network devices and entered into their databases.

5. Include high-level language programmable software capability for implementation of custom DDC programs. Software shall include a compiler, linker, and up- and down-load capability.

6. Include a library of DDC algorithms, intrinsic control operators, arithmetic, logic and relational operators for implementation of control sequences. Also include, as a minimum, the following:

a. Proportional control (P).
b. Proportional plus integral (PI).
c. Proportional plus integral plus derivative (PID).

7. Fully implemented intrinsic control operators including sequence, reversing, ratio, time delay, time of day, highest select AO, lowest select AO, analog controlled digital output, analog control AO, and digitally controlled AO.

8. Logic operators such as "And," "Or," "Not," and others that are part of a standard set available with a high-level language.

9. Arithmetic operators such as "Add," "Subtract," "Multiply," "Divide," and others that are part of a standard set available with a high-level language.

10. Relational operators such as "Equal To," "Not Equal To," "Less Than," "Greater Than," and others that are part of a standard set available with a high-level language.

11. Psychrometric operators to calculate dew-point and wet-bulb temperature using dry-bulb temperature and relative humidity.

F. Alarm Handling Software:

1. Include alarm handling software to report all alarm conditions monitored and transmitted through DDC controllers.

2. Include first in, first out handling of alarms according to alarm priority ranking, with most critical alarms first, and with buffer storage in case of simultaneous and multiple alarms.

3. Alarm handling shall be active at all times to ensure that alarms are processed even if an operator is not currently signed on to DDC system.

4. Alarms display shall include the following:

a. Indication of alarm condition such as "Abnormal Off," "Hi Alarm," and "Low Alarm."
b. "Analog Value" or "Status" group and point identification with native language point descriptor such as "Space Temperature, Building 110, 2nd Floor, Room 212."

c. Discrete per point alarm action message, such as "Call Maintenance Dept. Ext-5561."

d. Include extended message capability to allow assignment and printing of extended action messages. Capability shall be operator programmable and assignable on a per point basis.

5. Alarms shall be directed to appropriate operator workstations, printers, and individual operators by privilege level and segregation assignments.

6. Send e-mail alarm messages to designated operators.

7. Send e-mail, page, text and voice messages to designated operators for critical alarms.

8. Alarms shall be categorized and processed by class.

   a. Class 1:

      1) Associated with fire, security and other extremely critical equipment monitoring functions; have alarm, trouble, return to normal, and acknowledge conditions printed and displayed.

      2) Unacknowledged alarms to be placed in unacknowledged alarm buffer.

      3) All conditions shall cause an audible sound and shall require individual acknowledgment to silence audible sound.

   b. Class 2:

      1) Critical, but not life-safety related, and processed same as Class 1 alarms, except do not require individual acknowledgment.

      2) Acknowledgement may be through a multiple alarm acknowledgment.

   c. Class 3:

      1) General alarms; printed, displayed and placed in unacknowledged alarm buffer queues.

      2) Each new alarm received shall cause an audible sound. Audible sound shall be silenced by "acknowledging" alarm or by pressing a "silence" key.

      3) Acknowledgement of queued alarms shall be either on an individual basis or through a multiple alarm acknowledgement.

      4) Alarms returning to normal condition shall be printed and not cause an audible sound or require acknowledgment.

   d. Class 4:

      1) Routine maintenance or other types of warning alarms.

      2) Alarms to be printed only, with no display, no audible sound and no acknowledgment required.

9. Include an unacknowledged alarm indicator on display to alert operator that there are unacknowledged alarms in system. Operator shall be able to acknowledge alarms on an individual basis or through a multiple alarm acknowledge key, depending on alarm class.

10. To ensure that no alarm records are lost, it shall be possible to assign a backup printer to accept alarms in case of failure of primary printer.

G. Reports and Logs:
1. Include reporting software package that allows operator to select, modify, or create reports using DDC system I/O point data available.
2. Each report shall be definable as to data content, format, interval and date.
3. Report data shall be sampled and stored on DDC controller, within storage limits of DDC controller, and then uploaded to archive on server for historical reporting.
4. Operator shall be able to obtain real-time logs of all I/O points by type or status, such as alarm, point lockout, or normal.
5. Reports and logs shall be stored on server hard drives in a format that is readily accessible by other standard software applications, including spreadsheets and word processing.
6. Reports and logs shall be readily printed and set to be printed either on operator command or at a specific time each day.

H. Standard Reports: Standard DDC system reports shall be provided and operator shall be able to customize reports later.

1. All I/O: With current status and values.
2. Alarm: All current alarms, except those in alarm lockout.
3. Disabled I/O: All I/O points that are disabled.
4. Alarm Lockout I/O: All I/O points in alarm lockout, whether manual or automatic.
5. Alarm Lockout I/O in Alarm: All I/O in alarm lockout that are currently in alarm.
6. Logs:
   a. Alarm history.
   b. System messages.
   c. System events.
   d. Trends.

I. Custom Reports: Operator shall be able to easily define any system data into a daily, weekly, monthly, or annual report. Reports shall be time and date stamped and shall contain a report title.

J. Standard Trends:

1. Trend all I/O point present values, set points, and other parameters indicated for trending. Trends shall be configured to log once every 15 minutes.
2. Trends shall be associated into groups, and a trend report shall be set up for each group.
3. Trends shall be stored within DDC controller and uploaded to hard drives automatically on reaching 75% of DDC controller buffer limit, or by operator request, or by archiving time schedule.
4. When drive storage memory is full, most recent data shall overwrite oldest data.
5. Archived and real-time trend data shall be available for viewing numerically and graphically by operators.
6. Trend data shall be stored in the DDC Database.

K. Custom Trends: Operator shall be able to define a custom trend log for any I/O point in DDC system.

1. Each trend shall include interval, start time, and stop time.
2. Data shall be sampled and stored on DDC controller, within storage limits of DDC controller.
3. Data shall be retrievable for use in spreadsheets and standard database programs.
4. Trend intervals shall be operator selectable from 10 seconds up to 60 minutes. Minimum number of consecutive trend values stored at one time shall be 100 per variable. Trend data shall be stored in the DDC Database.

L. Programming Software:
1. Include programming software to execute sequences of operation indicated.
2. Include programming routines in simple and easy to follow logic with detailed text comments describing what the logic does and how it corresponds to sequence of operation.
3. Programming software shall be any of the following:
   a. Graphic Based: Programming shall use a library of function blocks made from preprogrammed code designed for DDC control systems.
      1) Function blocks shall be assembled with interconnection lines that represent to control sequence in a flowchart.
      2) Programming tools shall be viewable in real time to show present values and logical results of each function block.
   b. Menu Based: Programming shall be done by entering parameters, definitions, conditions, requirements and constraints.
   c. Line by Line and Text Based: Programming shall declare variable types such as local, global, real, integer, and so on, at the beginning of the program. Use descriptive comments frequently to describe programming code.
4. Include means for detecting programming errors and testing software control strategies with a simulation tool before implementing in actual control. Simulation tool may be inherent with programming software or as a separate product.

2.10 DDC CONTROLLERS

A. DDC system shall consist of a combination of network controllers, programmable application controllers and application-specific controllers to satisfy performance requirements indicated.

B. DDC controllers shall perform monitoring, control, energy optimization and other requirements indicated.

C. DDC controllers shall use a multitasking, multiuser, real-time digital control microprocessor with a distributed network database and intelligence.

D. Each DDC controller shall be capable of full and complete operation as a completely independent unit and as a part of a DDC system wide distributed network.

E. DDC controllers provided for project shall all be native controllers to the DDC system and shall use the same programming software used for all other controllers on the system.

F. Environment Requirements:
   1. Controller hardware shall be suitable for the anticipated ambient conditions.
   2. Controllers shall be rated for operation at 32 to 120 deg F.

G. Power and Noise Immunity:
   1. Controller shall operate at 90 to 110 percent of nominal voltage rating and shall perform an orderly shutdown below 80 percent of nominal voltage.
   2. Operation shall be protected against electrical noise of 5 to 120 Hz and from keyed radios with up to 5 W of power located within 36 inches of enclosure.

H. DDC Controller Spare Processing Capacity:
1. Include spare processing memory for each controller. RAM, PROM, or EEPROM will implement requirements indicated with the following spare memory:

   a. Network Controllers: 70 percent.
   b. Programmable Application Controllers: Not less than 70 percent.
   c. Application-Specific Controllers: Not less than 70 percent.

2. Memory shall support DDC controller's operating system and database and shall include the following:

   a. Monitoring and control.
   b. Energy management, operation and optimization applications.
   c. Alarm management.
   d. Historical trend data of all connected I/O points.
   e. Maintenance applications.
   f. Operator interfaces.
   g. Monitoring of manual overrides.

I. DDC Controller Spare I/O Point Capacity: Include spare I/O point capacity for each controller as follows:

1. Network Controllers:

   a. Where network controllers provide input/output capability, the controller shall be capable of accepting additional I/O modules to provide:

      1) AIs: Three.
      2) AOs: Three.
      3) BIs: Five.
      4) BOs: Five.

2. Programmable Application Controllers (excluding VAV boxes):

   a. Minimum Spare I/O Points per Controller:

      1) AIs: One.
      2) AOs: One.
      3) BIs: One.
      4) BOs: One.

J. Maintenance and Support: Include the following features to facilitate maintenance and support:

1. Mount microprocessor components on circuit cards for ease of removal and replacement.
2. Means to quickly and easily disconnect controller from network.
3. Means to quickly and easily access connect to field test equipment.
4. Visual indication that controller electric power is on, of communication fault or trouble, and that controller is receiving and sending signals to network.

K. Input and Output Point Interface:

1. Hardwired input and output points shall connect to network, programmable application and application-specific controllers.
2. Input and output points shall be protected so shorting of point to itself, to another point, or to ground will not damage controller.
3. Input and output points shall be protected from voltage up to 24 V of any duration so that contact will not damage controller.
4. AIs:
   a. AIs shall include monitoring of low-voltage (zero- to 10-V dc), current (4 to 20 mA) and resistance signals from thermistor and RTD sensors.
   b. AIs shall be compatible with, and field configurable to, sensor and transmitters installed.
   c. Controller AIs shall perform analog-to-digital (A-to-D) conversion with a minimum resolution of 12 bits or better to comply with accuracy requirements indicated.
   d. Signal conditioning including transient rejection shall be provided for each AI.
   e. Capable of being individually calibrated for zero and span.
   f. Incorporate common-mode noise rejection of at least 50 dB from zero to 100 Hz for differential inputs, and normal-mode noise rejection of at least 20 dB at 60 Hz from a source impedance of 10000 ohms.

5. AOs:
   a. Controller AOs shall perform analog-to-digital (A-to-D) conversion with a minimum resolution of 12 bits or better to comply with accuracy requirements indicated.
   b. Output signals shall have a range of 4 to 20 mA dc or zero- to 10-V dc as required to include proper control of output device.
   c. Capable of being individually calibrated for zero and span.
   d. AOs shall not exhibit a drift of greater than 0.4 percent of range per year.

6. BIs:
   a. Controller BIs shall accept contact closures and shall ignore transients of less than 5-ms duration.
   b. Isolation and protection against an applied steady-state voltage of up to 180-V ac peak.
   c. BIs shall include a wetting current of at least 12 mA to be compatible with commonly available control devices and shall be protected against effects of contact bounce and noise.
   d. BIs shall sense "dry contact" closure without external power (other than that provided by the controller) being applied.
   e. Pulse accumulation input points shall comply with all requirements of BIs and accept up to 10 pulses per second for pulse accumulation. Buffer shall be provided to totalize pulses. Pulse accumulator shall accept rates of at least 20 pulses per second. The totalized value shall be reset to zero on operator's command.

7. BOs:
   a. Controller BOs shall include relay contact closures or triac outputs for momentary and maintained operation of output devices.
      1) Relay contact closures shall have a minimum duration of 0.1 second. Relays shall include at least 180 V of isolation. Electromagnetic interference suppression shall be provided on all output lines to limit transients to non-damaging levels. Minimum contact rating shall be 1 A at 24-V ac.
   b. BOs shall include for two-state operation or a pulsed low-voltage signal for pulse-width modulation control.
   c. BOs shall be selectable for either normally open or normally closed operation.
   d. Include tristate outputs (two coordinated BOs) for control of three-point floating-type electronic actuators without feedback.
   e. The use of three-point floating devices is not acceptable.
2.11 NETWORK CONTROLLERS

A. General Network Controller Requirements:

1. Include adequate number of controllers to achieve performance indicated.
2. System shall consist of one or more independent, standalone, microprocessor-based network controllers to manage global strategies indicated.
3. Controller shall have enough memory to support its operating system, database, and programming requirements.
4. Data shall be shared between networked controllers and other network devices.
5. Operating system of controller shall manage input and output communication signals to allow distributed controllers to share real and virtual object information and allow for central monitoring and alarms.
6. Controllers that perform scheduling shall have a real-time clock.
7. Controller shall continually check status of its processor and memory circuits. If an abnormal operation is detected, controller shall assume a predetermined failure mode and generate an alarm notification.
8. Controllers shall be fully programmable.
9. If network controller is used for input/output, controller shall include capability to expand I/O point capacity with I/O modules.

B. Communication:

1. Network controllers shall communicate with other devices on DDC system Level one network.
2. Network controller also shall perform routing if connected to a network of programmable application and application-specific controllers.

C. Operator Interface:

1. Controller shall be equipped with a service communications port for connection to a portable operator’s workstation.

D. Serviceability:

1. Controller shall be equipped with diagnostic LEDs or other form of local visual indication of power, communication, and processor.
2. Wiring and cable connections shall be made to field-removable, modular terminal strips or to a termination card connected by a ribbon cable.
3. Controller shall maintain BIOS and programming information in event of a power loss for at least 72 hours.

2.12 PROGRAMMABLE APPLICATION CONTROLLERS

A. General Programmable Application Controller Requirements:

1. Include adequate number of controllers to achieve performance indicated.
2. Controller shall have enough memory to support its operating system, database, and programming requirements.
3. Data shall be shared between networked controllers and other network devices.
4. Operating system of controller shall manage input and output communication signals to allow distributed controllers to share real and virtual object information and allow for central monitoring and alarms.
5. Controllers that perform scheduling shall have a real-time clock.
6. Controller shall continually check status of its processor and memory circuits. If an abnormal operation is detected, controller shall assume a predetermined failure mode and generate an alarm notification.

7. Controllers shall be fully programmable.

B. Communication:

1. Programmable application controllers shall communicate with other devices on network.

C. Operator Interface:

1. Controller shall be equipped with a service communications port for connection to a portable operator's workstation.

D. Serviceability:

1. Controller shall be equipped with diagnostic LEDs or other form of local visual indication of power, communication, and processor.
2. Wiring and cable connections shall be made to field-removable, modular terminal strips or to a termination card connected by a ribbon cable.
3. Controller shall maintain BIOS and programming information in event of a power loss for at least 72 hours.

2.13 APPLICATION-SPECIFIC CONTROLLERS

A. Description: Microprocessor-based controllers, which through hardware or firmware design are dedicated to control a specific piece of equipment. Controllers are not fully user-programmable but are configurable and customizable for operation of equipment they are designed to control.

1. Capable of standalone operation and shall continue to include control functions without being connected to network.
2. Data shall be shared between networked controllers and other network devices.

B. Communication: Application-specific controllers shall communicate with other application-specific controller and devices on network, and to programmable application and network controllers.

C. Operator Interface: Controller shall be equipped with a service communications port for connection to a portable operator's workstation. Connection shall extend to port on space temperature sensor that is connected to controller.

D. Serviceability:

1. Controller shall be equipped with diagnostic LEDs or other form of local visual indication of power, communication, and processor.
2. Wiring and cable connections shall be made to field-removable, modular terminal strips or to a termination card connected by a ribbon cable.
3. Controller shall use nonvolatile memory and maintain all BIOS and programming information in event of power loss.

2.14 CONTROLLER SOFTWARE

A. General Controller Software Requirements:
1. Software applications shall reside and operate in controllers. Editing of applications shall occur at operator workstations or servers.
2. I/O points shall be identified by up to 30-character point name and up to 16-character point descriptor. Same names shall be used at operator workstations.
3. Control functions shall be executed within controllers using DDC algorithms.
4. Controllers shall be configured to use stored default values to ensure fail-safe operation. Default values shall be used when there is a failure of a connected input instrument or loss of communication of a global point value.

B. Security:

1. Operator access shall be secured using individual security passwords and user names.
2. Passwords shall restrict operator to points, applications, and system functions as assigned by system manager.
3. Operator log-on and log-off attempts shall be recorded.
4. System shall protect itself from unauthorized use by automatically logging off after last keystroke. The delay time shall be operator-definable.

C. Scheduling: Include capability to schedule each point or group of points in system. Each schedule shall consist of the following:

1. Weekly Schedule:
   a. Include separate schedules for each day of week.
   b. Each schedule should include the capability for start, stop, optimal start, optimal stop, and night economizer.
   c. Each schedule may consist of up to 10 events.
   d. When a group of objects are scheduled together, include capability to adjust start and stop times for each member.

2. Exception Schedules:
   a. Include ability for operator to designate any day of the year as an exception schedule.
   b. Exception schedules may be defined up to a year in advance. Once an exception schedule is executed, it will be discarded and replaced by regular schedule for that day of week.

3. Holiday Schedules:
   a. Include capability for operator to define up to 99 special or holiday schedules.
   b. Schedules may be placed on scheduling calendar and will be repeated each year.
   c. Operator shall be able to define length of each holiday period.

D. System Coordination:

1. Include standard application for proper coordination of equipment.
2. Application shall include operator with a method of grouping together equipment based on function and location.
3. Group may then be used for scheduling and other applications.

E. Binary Alarms:

1. Each binary point shall be set to alarm based on operator-specified state.
2. Include capability to automatically and manually disable alarming.
F. Analog Alarms:
   1. Each analog object shall have both high and low alarm limits.
   2. Alarming shall be able to be automatically and manually disabled.

G. Alarm Reporting:
   1. Operator shall be able to determine action to be taken in event of an alarm.
   2. Alarms shall be routed to appropriate operator workstations based on time and other conditions.
   3. Alarm shall be able to start programs, print, be logged in event log, generate custom messages, and display graphics.

H. Remote Communication:
   1. System shall have ability to dial out in the event of an alarm.

I. Maintenance Management: System shall monitor equipment status and generate maintenance messages based on operator-designated run-time, starts, and calendar date limits.

J. Sequencing: Include application software based on sequences of operation indicated to properly sequence chillers, boilers, and other applicable HVAC equipment.

K. Control Loops:
   1. Support any of the following control loops, as applicable to control required:
      a. Two-position (on/off, open/close, slow/fast) control.
      b. Proportional control.
      c. Proportional plus integral (PI) control.
      d. Proportional plus integral plus derivative (PID) control.
         1) Include PID algorithms with direct or reverse action and anti-windup.
         2) Algorithm shall calculate a time-varying analog value used to position an output or stage a series of outputs.
         3) Controlled variable, set point, and PID gains shall be operator-selectable.

L. On and Off Control with Differential:
   1. Include an algorithm that allows a BO to be cycled based on a controlled variable and set point.
   2. Algorithm shall be direct- or reverse-acting and incorporate an adjustable differential.

M. Run-Time Totalization:
   1. Include software to totalize run-times for all BI and BO points.
   2. A high run-time alarm shall be assigned, if required, by operator.

2.15 ENCLOSURES

A. General Enclosure Requirements:
1. House each controller and associated control accessories in an enclosure. Enclosure shall serve as central tie-in point for control devices such as switches, transmitters, transducers, power supplies and transformers.

2. Wall Mounted, NEMA 250, Type 1:
   1. Manufacturers
      a. Hoffman
      b. E.M. Wiegmann
      c. Hammond
   2. Minimum 16ga steel bodies and 14ga steel doors sizes through 24” x 24”, larger sizes all 14ga, seams continuously welded and ground smooth. Doors shall be hinged for 180° swing, oil resistant gasket, removable print pocket. Collar studs shall be provided to mount a sub-panel. Finish shall be white inside and gray ANSI 61 outside over phosphatized surfaces. 16 ga perforated subpanels shall be white polyester powder coating finish.
   3. Include enclosure door with quarter-turn locking mechanism (using a screwdriver or coin).

3. Wall Mounted NEMA 250, Type 12:
   1. Manufacturers
      a. Hoffman
      b. E.M. Wiegmann
      c. Hammond
   2. Minimum 16ga steel bodies and 14ga steel doors sizes through 24” x 24”, larger sizes all 14ga, seams continuously welded and ground smooth. Doors shall be hinged for 180° swing, oil resistant gasket, removable print pocket. Collar studs shall be provided to mount a sub-panel. Finish shall be white inside and gray ANSI 61 outside over phosphatized surfaces. 14 ga subpanels shall be white polyester powder coating finish.
   3. Include enclosure door with key locking mechanism. Key locks alike for all enclosures and include one pair of keys per enclosure.
   4. Double-door enclosures with overlapping door design to include unobstructed full-width access.
      a. Single-door enclosures 48 inches and taller, and all double-door enclosures, with three-point (top, middle and bottom) latch system.

D. Accessories:
   1. Bar handle with keyed cylinder lock set.

2.16 SPECIALTY TERMINAL BLOCKS

A. Manufacturers
   1. Phoenix
   2. Weidmuller
   3. Entrelel
   4. ABB

B. Description
   1. Terminal blocks shall allow the entering conductor to be disconnected from the leaving conductor using sliding link, knife link or plug switch.
   2. Terminals shall be rated for voltage and current of the circuit.
3. Terminals shall have test jacks and allow meter to be connected without interference of the disconnecting means.
4. Standard DIN EN50022 mounting rail mounting.

C. Components shall include, but not be limited to, the following:
1. Fuse holder terminal blocks: Provide with fuse stations indicator.
2. Feed through terminal blocks.
3. Grounding type terminal blocks.
4. Resistor style terminal blocks.
5. Component holder terminal.

2.17 RELAYS

A. General-Purpose Relays: Description:
1. Relays shall be heavy duty and rated for at least 10 A at 250-V ac and 60 Hz.
2. Relays shall be either double pole double throw (DPDT) or three-pole double throw, depending on the control application.
3. Use a plug-in-style relay with an eight-pin octal plug for DPDT relays and an 11-pin octal plug for three-pole double-throw relays.
4. Construct the contacts of either silver cadmium oxide or gold.
5. Enclose the relay in a clear transparent polycarbonate dust-tight cover.
6. Relays shall have LED indication and a manual reset and push-to-test button.
7. Performance:
   a. Mechanical Life: At least 10 million cycles.
   b. Electrical Life: At least 100,000 cycles at rated load.
   c. Pickup Time: 15 ms or less.
   d. Dropout Time: 10 ms or less.
   e. Pull-in Voltage: 85 percent of rated voltage.
   f. Dropout Voltage: 50 percent of nominal rated voltage.
   g. Power Consumption: 2 VA.
   h. Ambient Operating Temperatures: Minus 40 to 115 deg F.
8. Equip relays with coil transient suppression to limit transients to non-damaging levels.
9. Plug each relay into an industry-standard, 35-mm DIN rail socket. Plug all relays located in control panels into sockets that are mounted on a DIN rail.
10. Relay socket shall have screw terminals. Mold into the socket the coincident screw terminal numbers and associated octal pin numbers.

B. Combination On-Off Status Sensor and On-Off Relay:
1. Description:
   a. On-off control and status indication in a single device.
   b. LED status indication of activated relay and current trigger.
   c. Closed-Open-Auto override switch located on the load side of the relay.
2. Performance:
   a. Ambient Temperature: Minus 30 to 140 deg F.
3. Status Indication:
   a. Refer to Current Switch specification paragraph.
5. Enclosure: NEMA 250, Type 1 enclosure.

2.18 ELECTRONIC SENSORS

A. Description: Vibration and corrosion resistant; for wall, immersion, or duct mounting as required.

B. Temperature Sensors:
1. Manufacturers:
   a. Minco
   b. Weed
   c. MAMAC Systems, Inc.
   d. RDF Corp.
   e. ACI, Inc.
2. Insertion Element Fluid Temperature Sensor
   a. Element: 10,000 ohm thermistor +/- 1% at 25 deg.C., 100 ohm platinum RTD at 0 deg.C or 1000 ohm platinum RTD at 0 deg C, 2 – wire.
   b. Transmitter: None
   c. Housing: Weather tight cast aluminum ‘LB’ elbow or utility box, stamped aluminum cover with a full gasket.
   d. Accuracy: Sensor unit: +/- 0.36 deg.F from 32 degF to 158 degF.
   e. Insertion Length: Maximum one half the diameter of pipe; minimum 2-1/2 inches (64 mm).
   f. Thermal Wells: 316 stainless steel, ¾” NPT or ½” NPT pipe connection size with ½” NPT female threads. For insulated pipe and equipment, provide wells with minimum 2” of lag. Internal bore shall match sensor.
3. Duct Temperature Sensor (Single Point):
   a. Element: 10,000 ohm thermistor +/- 1% at 25 deg.C., 100 ohm platinum RTD at 0 deg.C or 1000 ohm platinum RTD at 0 deg C, 2 – wire.
   b. Transmitter: None
   c. Housing: 4” x 2” galvanized steel utility box with cover or ABS enclosure that will accept conduit connections. The bottom of the housing shall have a foam gasket to seal the housing to the duct.
   d. Accuracy: Sensor unit: +/- 0.36 deg.F from 32 degF to 158 degF.
   e. Insertion Length: 1/3 to ½ the ductwork dimension.
4. Duct Temperature Sensor (Bendable Averaging):
   a. Element: 10,000 ohm thermistor +/- 1% at 25 deg.C., 100 ohm platinum RTD at 0 deg.C or 1000 ohm platinum RTD at 0 deg C, 2 – wire.
   b. Transmitter: None
   c. Housing: 4” x 2” galvanized steel utility box with cover or ABS enclosure that will accept conduit connections. The bottom of the housing shall have a foam gasket to seal the housing to the duct.
   d. Accuracy: Sensor unit: +/- 0.36 deg.F from 32 degF to 158 degF.
   e. Sensor Length: 12 feet or 24 feet. Select length as required to provide serpentine coverage of ductwork or casing plenum cross section.

C. Zone Electronic Temperature Sensor with Override
1. Device shall communicate directly to DDC controller through a proprietary communications bus. Device shall include an analog temperature sensor and an occupancy override button. Provide with network jack to enable mobile operator workstation to connect to BACnet network at sensor.
a. Element: 10,000 ohm thermistor +/- 1% at 25 deg.C., 100 ohm platinum RTD at 0 deg.C or 1000 ohm platinum RTD at 0 deg C, 2 – wire.
b. Accuracy: Sensor unit: +/- 0.5 deg.F from 32 degF to 158 degF.
c. Housing: White Plastic sensor cover and cover plate mounted on steel box.

D. Pressure Transmitters/Transducers (Hydronic):
1. Manufacturers:
   a. Endress-Hauser
   b. Honeywell
   c. SOR
   d. Weed
   e. Rosemount

2. Industrial Grade with Smart Transmitter
   a. The transmitter shall be smart microprocessor based electronics Pressure Sensor: Industrial grade “Smart” microprocessor based electronics “hockey puck” type with accuracy of +/- 0.1% of full scale or better, plated steel body, .25” NPT process connection, 316 stainless steel measuring cell with silicon oil fill fluid. Minimum temperature rating shall be that of 353 deg. F (125 psig saturated steam). Units shall be rated for a minimum of 150% full-scale overpressure and shall be suitable for an operating static pressure of 200 PSIG. Provide with connection fittings. Sensor control signal output shall be 4-20mA. Housing shall be NEMA 4X epoxy-polyester coated cast aluminum threaded connection head, screwed access cover with o-ring and ½” NPT electrical connection.

E. Pressure Transmitters/Transducers (Air Side):
1. Manufacturers:
   a. Setra
   b. Tek-Air Systems
   c. Robinson Halpern

2. Low Differential Pressure Transmitter:
   a. The transmitters shall be 0-10 inches W.C. for all applications where measured pressure exceed 1 inch W.C. The transmitter shall be two wired loop powered device producing 4-20 mA output signal. Accuracy for airflow measuring station applications shall be 0.25% or better. All other applications shall be 1% or better.
   b. Provide with duct mounted pressure tap fitting. Where measuring duct pressure above a lay-in ceiling and where indicated, provide with a lay-in ceiling pressure tap sleeve so that referenced pressure is room pressure not above ceiling plenum pressure.

2.19 STATUS SENSORS

A. Current Switches:
1. Manufactures:
   a. Hawkeye
   b. Neilsen – Kuljian

2. Description:
   a. Split core or solid core. An isolated dry contact shall change state upon detecting a current flow in a wire being sensed. Minimum switching rating shall be 1 amp at 30 Vac or Vdc. Device shall be sized such that amp rating of current sensor is within maximum current rating of the device and that the minimum trip point will detect belt breakage or operation at VFD minimum speed. Trip point shall be adjustable.

B. Pressure Switches:
1. Air pressure switch shall be manual reset style, Dwyer model 1900-5-MR or approved equivalent.

C. Temperature Switches:
1. Low temperature control thermostatic switch, NO and NC contacts, 20 feet sensing element vapor pressure type copper construction, adjustable setpoint 15 degF to 55 degF, manual reset. Device shall include a push button reset that can also be used to test operation of the switch. Honeywell L482A or approved equivalent.

D. Liquid Level Switches:
1. For AHUs larger than 2000 cfm: Water detection level switch, gold plated water level sensing probes, electronic sensing circuitry, SPDT contact, 24 Vac/dc input voltage, cast aluminum, weather resistance housing with adjustable legs, ½” conduit connection, 32 degF to 158 degF operating temperature range. Kele WD-1B or approved equivalent.
2. For FCU's and AHUs smaller than 2000 cfm: Water detection level switch, shall be Diversitech CS-3 float switch or approved equivalent.

E. Damper Position (End) Switch
1. Damper blade position switch, Industrial heavy-duty switch, NO and NC contacts, spring return, NEMA 4 or 4X, aluminum or zinc die cast construction with conduit entrance. Eaton E Series, Allen-Bradley 800 Series, provide with rollers and lever arms suitable for application specific mounting or Kele KLNJ-A2 Whisker Switch. Low temperature operation to -10 degF.

2.20 WATER FLOW METERS

A. Hot-Tap Mag Flowmeters:
1. Basis of Design Product: Subject to compliance with requirements, provide Onicon FSW3500 or pre-approved comparable product.
2. Description: Hot-tap insertion style electromagnetic flowmeter with sensor and transmitter.
3. Flow Range: Sensor and indicator shall cover operating range of equipment or system served.
4. Sensor and Construction: Electromagnetic Flow sensing head constructed of polysulfone and 316 stainless steel, all wetted parts shall be 316 stainless steel, arranged for inserting into pipe fitting or for installing in piping and measuring flow directly in gallons per minute. Provide with hot-tap kit for field installation.
5. Design: Device or pipe fitting with electromagnetic flow sensor for water and glycol.
7. Wetted parts continuous operating temperature rating: 15°F to 250°F.
8. Ambient temperature operating rating: -5°F to 150°F.
9. Accuracy: Plus or minus 1.0 percent from 2 to 20 fps, plus or minus 0.02 fps below 2 fps.
10. Transmitter: Provide 3-wire, 4-20mA output with 24V DC power input.
11. Operating Instructions: Include complete instructions with each flowmeter.

2.21 ACTUATORS

A. Basis-of-Design Project: Subject to compliance with requirements, provide Belimo or comparable products by one of the following:
1. Belimo
2. Johnson Controls
4. TAC
5. Siemens

B. Electronic Actuators: Direct-coupled type designed for minimum 60,000 full-stroke cycles at rated torque. Actuators shall be as manufactured by Johnson Controls, Bray, Belimo, TAC or approved equal.

1. Valves: Size for torque required for valve close off at maximum pump differential pressure. Size such that only one actuator is required per valve (tandem actuators are not acceptable).
2. Dampers: Size for damper assembly torque requirements for actuation and close off:
4. Overload Protection: Electronic overload or digital rotation-sensing circuitry.
5. Fail-Safe Operation: Mechanical, spring-return mechanism where scheduled. Provide external, manual gear release on nonspring-return actuators.
6. Proportional Signal: 2- to 10-V dc or 4 to 20 mA, and 2- to 10-V dc position feedback signal.
7. Temperature Rating: Minus 22 to plus 122 deg F.

8. All actuators shall have five (5) year manufacturer’s warranty.

2.22 CONTROL VALVES

A. Ball Valves (size 1/2" to 2-1/2"): Bronze body, stainless steel trim, stainless steel ball, two or three ports as indicated and threaded ends.

1. Rating: 600-psi (1/2" to 1-1/4"), 400-psi (1-1/4" to 3"); 212°F. 200-psi close of pressure.
2. Sizing: As scheduled. If not scheduled size valves as follows: 3-psig minimum pressure drop at design flow rate; 5-psig maximum pressure drop at design flow rate.
3. Flow Characteristics: Characterizing disc as scheduled.

B. Ball Valves (size 3" and 4"): Cast iron body, stainless steel trim, stainless steel ball, two ports as indicated and flanged ends.

1. Rating: ANSI 125-psi (175 PSI at 250 deg. F); 100-psi close of pressure.
2. Sizing: As scheduled. If not scheduled size valves as follows: 3-psig minimum pressure drop at design flow rate; 5-psig maximum pressure drop at design flow rate.
3. Flow Characteristics: Characterizing disc as scheduled.

2.23 DAMPERS

A. Basis-of-Design Project: Subject to compliance with requirements, provide Ruskin Company CD-50 or comparable product by one of the following:

1. Air Balance, Inc.
2. Nailor Industries, Inc.
3. NCA Manufacturing, Inc.
4. Ruskin Company

B. Dampers: AMCA-rated, parallel and opposed-blade design; 0.125-inch- minimum thick, extruded-aluminum frames with holes for duct mounting; extruded aluminum airfoil damper blades with maximum blade width of 6 inches and length of 60 inches. Utilize parallel blade for outside air and return air dampers. Utilize opposed blade for other applications.
1. Secure blades to 1/2-inch-diameter, zinc-plated axles using zinc-plated hardware, with oil-impregnated sintered bronze blade bearings, blade-linkage hardware of zinc-plated steel and brass, ends sealed against spring-stainless-steel blade bearings, and thrust bearings at each end of every blade.

2. Operating Temperature Range: From minus 40 to plus 200 deg F.

3. Edge Seals, Low-Leakage Applications: Use inflatable blade edging or replaceable rubber blade seals and spring-loaded stainless-steel side seals, rated for leakage at less than 8 cfm per sq. ft. of damper area, at differential pressure of 4-inch wg when damper is held by torque of 50 in. x lbf; when tested according to AMCA 500D.

4. Where vertical blades are scheduled, provide blade bearings suitable for thrust or vertical application.

5. Actuators shall be direct mounted to the damper shaft. Jack shafts shall not be used.

6. Performance:
   a. Refer to control damper schedule.

2.24 FLOW MEASURING STATIONS

A. Basis-of-Design Project: Subject to compliance with requirements, provide Air Monitor Volu-probe VS airflow probe traverse station.

B. Duct Airflow Station: Multiport, self-averaging pitot tube station without honeycomb air straighteners.
   2. Sensing Manifold: Copper manifold with bullet-nosed static and velocity pressure sensors positioned on equal area basis.

2.25 Replacement VAV Box Flow Sensor

A. Averaging multiport differential pressure flow sensor
   1. Installation from ductwork exterior
   2. Flow Range: Sensor shall cover operating range of equipment. Velocity K value between 2000 and 3000
   3. Airflow calibration charts shall be provided for field airflow measurements

2.26 ELECTRICAL POWER DEVICES

A. Transformers:
   1. Transformer shall be sized for the total connected load, plus an additional 25 percent of connected load.
   2. Transformer shall be at least 40 VA.
   3. Transformer shall have both primary and secondary fuses.

B. DC Power Supply:
   1. DIN rail mounted or plug-in style suitable for mating with a standard eight-pin octal socket. Include the power supply with a mating mounting socket.
   2. Enclose circuitry in a housing.
   3. Include both line and load regulation to ensure a stable output. To protect both the power supply and the load, power supply shall have an automatic current limiting circuit.
   4. Performance:
a. Output voltage nominally 25-V dc within 5 percent.
b. Output current up to 100 mA.
c. Input voltage nominally 120-V ac, 60 Hz.
d. Load regulation within 0.5 percent from zero- to 100-mA load.
e. Line regulation within 0.5 percent at a 100-mA load for a 10 percent line change.
f. Stability within 0.1 percent of rated volts for 24 hours after a 20-minute warmup.

2.27 UNINTERRUPTABLE POWER SUPPLY (UPS) UNITS

A. 250 through 1000 VA:
1. Product: Functional Devices PSH-UPS-STAT or preapproved equal
2. UPS units shall provide continuous, regulated output power without using their batteries during brown-out, surge, and spike conditions.
3. Load served shall not exceed 75 percent of UPS rated capacity, including power factor of connected loads.
   a. Larger-capacity units shall be provided for systems with larger connected loads.
   b. UPS shall provide 5 minutes of battery power.
4. Performance:
   a. Input Voltage: Single phase, 120- or 230-V ac, compatible with field power source.
   b. Load Power Factor Range (Crest Factor): 0.65 to 1.0.
   c. Output Voltage: 101- to 132-V ac, while input voltage varies between 89 and 152-V ac.
   d. On Battery Output Voltage: Sine wave.
   e. Inverter overload capacity shall be minimum 150 percent for 30 seconds.
   f. Recharge time shall be a maximum of six hours to 90 percent capacity after full discharge to cutoff.
   g. Transfer Time: 6 ms.
   h. Surge Voltage Withstand Capacity: IEEE C62.41, Categories A and B; 6 kV/200 and 500 A; 100-kHz ringwave.
5. UPS shall be automatic during fault or overload conditions.
6. Unit with integral line-interactive, power condition topology to eliminate all power contaminants.
7. Include front panel with power switch and visual indication of power, battery, fault and temperature.
8. Unit shall include an audible alarm of faults and front panel silence feature.
9. Unit with four NEMA WD 1, NEMA WD 6 Configuration 5-15R receptacles.
10. UPS shall include dry contacts (digital output points) for low battery condition and battery-on (primary utility power failure).
11. Batteries shall be sealed lead-acid type and be maintenance free. Battery replacement shall be front accessible by user without dropping load.
12. Include tower models installed in ventilated cabinets to the particular installation location.

2.28 PIPING AND TUBING

A. Pneumatic, and Pressure Instrument Signal Air, Tubing and Piping:

1. Products in this paragraph are intended for use with the following:
a. Main air and signal air to pneumatically controlled instruments, actuators and other control devices and accessories.
b. Signal air between pressure instruments, such as sensors, switches, transmitters, controllers and accessories.

2. Polyethylene Tubing:
   a. Fire-resistant black virgin polyethylene according to ASTM D 1248, Type 1, Class C and Grade 5.
   b. Tubing shall comply with stress crack test according to ASTM D 1693.
   c. Diameter, as required by application, of not less than nominal 0.25 inch.

3. Polyethylene Tubing Connectors and Fittings:
   a. Brass, barbered fittings.
   b. Brass, compression type.
   c. Vacuum test caps

B. Process Tubing:
   1. Products in this paragraph are intended for signals to instruments connected to liquid and steam systems.
   2. Copper Tubing:
      a. Seamless phosphor deoxidized copper, soft annealed or drawn tempered with chemical and physical properties according to ASTM B 75.
      b. Performance, dimensions, weight and tolerance according to ASTM B 280.
      c. Diameter, as required by application, of not less than nominal 0.25 inch.
      d. Wall thickness, as required by application, but not less than 0.030 inch.
   3. Copper Tubing Connectors and Fittings:
      a. Brass, compression type.
      b. Brass, solder-joint type.

2.29 CONTROL WIRE AND CABLE

A. Wire: Single conductor control wiring above 24 V.
   1. Wire size shall be at least No. 18 AWG.
   2. Conductor shall be 7/24 soft annealed copper strand with 2- to 2.5-inch lay.
   3. Conductor insulation shall be 600 V, Type THWN or Type THHN, and 90 deg C according to UL 83.
   4. Conductor colors shall be black (hot), white (neutral), and green (ground).
   5. Furnish wire on spools.

B. Single Twisted Shielded Instrumentation Cable above 24 V:
   1. Wire size shall be a minimum No. 18 AWG.
   2. Conductors shall be a twisted, 7/24 soft annealed copper strand with a 2- to 2.5-inch lay.
   3. Conductor insulation shall have a Type THHN/THWN or Type TFN rating.
4. Shielding shall be 100 percent type, 0.35/0.5-mil aluminum/Mylar tape, helically applied with 25 percent overlap, and aluminum side in with tinned copper drain wire.
5. Outer jacket insulation shall have a 600-V, 90-deg C rating and shall be Type TC cable.
6. For twisted pair, conductor colors shall be black and white. For twisted triad, conductor colors shall be black, red and white.
7. Furnish wire on spools.
8. All wire that is not installed in conduit shall be plenum rated.

C. Single Twisted Shielded Instrumentation Cable 24 V and Less:

1. Wire size shall be a minimum No. 18 AWG.
2. Conductors shall be a twisted, 7/24 soft annealed copper stranding with a 2- to 2.5-inch lay.
3. Conductor insulation shall have a nominal 15-mil thickness, constructed from flame-retardant PVC.
4. Shielding shall be 100 percent type, 1.35-mil aluminum/polymer tape, helically applied with 25 percent overlap, and aluminum side in with tinned copper drain wire.
5. Outer jacket insulation shall have a 300-V, 105-deg C rating and shall be Type PLTC cable.
6. For twisted pair, conductor colors shall be black and white. For twisted triad, conductor colors shall be black, red and white.
7. Furnish wire on spools.
8. All wire that is not installed in conduit shall be plenum rated.

D. LAN and Communication Cable: Comply with DDC system manufacturer requirements for network being installed.

1. Cable shall be plenum rated.
2. Cable shall comply with NFPA 70.
3. Cable shall have a unique color that is different from other cables used on Project.
4. Copper Cable for Ethernet Network:
   a. 1000BASE-T.
   b. TIA/EIA 586, Category 6.
   c. Minimum No. 22 AWG solid.
   d. Shielded Twisted Pair (STP).
   e. Thermoplastic insulated conductors, enclosed in a thermoplastic outer jacket, Class CMP as plenum rated.

2.30 RACEWAYS FOR CONTROL WIRING, CABLING, AND TUBING

A. Metal Conduits, Tubing, and Fittings:
1. Listing and Labeling: Metal conduits, tubing, and fittings shall be listed and labeled as defined in NFPA 70, by a qualified testing agency, and marked for intended location and application.
2. GRC: Comply with NEMA ANSI C80.1 and UL 6.
3. ARC: Comply with NEMA ANSI C80.5 and UL 6A.
4. IMC: Comply with NEMA ANSI C80.6 and UL 1242.
5. PVC-Coated Steel Conduit: PVC-coated rigid steel conduit.
   a. Comply with NEMA RN 1.
   b. Coating Thickness: 0.040 inch, minimum.
6. EMT: Comply with NEMA ANSI C80.3 and UL 797.
7. FMC: Comply with UL 1; aluminum.
8. LFMC: Flexible steel conduit with PVC jacket and complying with UL 360.
9. Fittings for Metal Conduit: Comply with NEMA ANSI FB 1 and UL 514B.
   a. Conduit Fittings for Hazardous (Classified) Locations: Comply with UL 1203 and NFPA 70.
   b. Fittings for EMT:
      1) Material: Steel or die cast.
      2) Type: compression.
   c. Expansion Fittings: PVC or steel to match conduit type, complying with UL 651, rated for environmental conditions where installed, and including flexible external bonding jumper.
   d. Coating for Fittings for PVC-Coated Conduit: Minimum thickness of 0.040 inch, with overlapping sleeves protecting threaded joints.
10. Joint Compound for IMC, GRC, or ARC: Approved, as defined in NFPA 70, by authorities having jurisdiction for use in conduit assemblies, and compounded for use to lubricate and protect threaded conduit joints from corrosion and to enhance their conductivity.

B. Metal Wireways and Auxiliary Gutters:
1. Description: Sheet metal, complying with UL 870 and NEMA 250, Type 1 unless otherwise indicated, and sized according to NFPA 70.
   a. Metal wireways installed outdoors shall be listed and labeled as defined in NFPA 70, by a qualified testing agency, and marked for intended location and application.
2. Fittings and Accessories: Include covers, couplings, offsets, elbows, expansion joints, adapters, hold-down straps, end caps, and other fittings to match and mate with wireways as required for complete system.
3. Wireway Covers: Hinged type unless otherwise indicated.

C. Surface Metal Raceways: Galvanized steel with snap-on covers complying with UL 5.

2.31 CONTROL POWER WIRING AND RACEWAYS
A. Comply with requirements in Section 260519 "Low-Voltage Electrical Power Conductors and Cables" electrical power conductors and cables.
B. Comply with requirements in Section 260533 "Raceways and Boxes for Electrical Systems " for electrical power raceways and electrical boxes.

2.32 FIBER-OPTIC CABLE, CONNECTORS, AND RACEWAY
A. Cables:
   1. Performance Requirements:
      a. Fiber: Multimode graded index. Core/cladding size shall be either 62.5/125 or 100/140 micrometers.
      b. Numerical Aperture:
1) **62.5/125 Micrometer Fiber:** 0.275 plus or minus 0.015.
2) **100/140 Micrometer Fiber:** 0.29 plus or minus 0.015.

c. **Maximum Attenuation:**
   1) 850 nm: 6.0 dB/km.
   2) 1300 nm: 5.0 dB/km.

d. **Minimum Bandwidth Dispersion:** 300 MHz-km at 850 nm.

e. **Core/Cladding Index Difference:** 0.3 percent plus or minus 0.05 percent, measured using refractive rear field measurement procedure.

f. **Color-code finished fibers for easy identification.**

g. **Splice Loss:** Fibers shall be spliced together to form a longer fiber using a commercially available fiber splicing machine recommended by cable manufacturer. Maximum loss per fiber splice shall be 0.20 dB.

h. **Connection:** Fibers shall be connected using fiber-optic connectors. Nominal connector loss shall not be greater than 1 dB.

i. **Fiber-optic cable shall be suitable for use with 100Base-FX or 100Base-SX standard (as applicable) as defined in IEEE 802.3.**

2. **Mechanical and Environmental Requirements:**

a. **Tensile Strength:** Fiber cable shall withstand a minimum tensile strength of 2700 N with maximum elongation of less than 0.5 percent.

b. **Bending Radius:** Minimum static bending radius for cable shall be 10 times outside diameter for non-armored cables and 20 times outside diameter for armored cables. Non-armored cables shall withstand being flexed at minimum static bending radius plus or minus 90 degrees for at least 20 cycles at 20 to 40 cycles per minute at 20 deg C. Armored cables shall withstand being flexed at minimum static bending radius plus or minus 90 degrees for at least 10 cycles at 20 to 40 cycles per minute at 20 deg C.

c. **Vibration:** Cable shall withstand a vibration test with vibration amplitude of 5 mm and frequency of 10 cycles per second for at least five hours.

d. **Twist:** Cable shall withstand twisting of 360 degrees over a length of 2 m for at least 10 cycles at 10 cycles per minute.

e. **Temperature:** Cable shall withstand the following temperatures:
   1) **Installation:** Minus 30 to 70 deg C.
   2) **Operation:** Minus 40 to 70 deg C.
   3) **Storage/Shipping:** Minus 40 to 70 deg C.

f. **Lifetime:** Average lifetime of a 2-km, 12-fiber cable shall be at least 20 years when installed in a natural ambient environment. End of useful life shall be reached if failing to comply with requirements indicated or a spontaneous catastrophic fiber failure.

g. **Crush Resistance:** Cable shall withstand a compressive force of 705 N/cm for armored cables and 600 N/cm for non-armored cables. There shall be no attenuation increase after force is removed.

3. **Cable Structure:**

a. **Number of Fibers:** Supply the required number of fibers in each cable for DDC system indicated, plus not less than 50 percent spare. Cable structure shall have fibers grouped for easy handling.
b. Strength Members: Include cable with strength members to satisfy mechanical and environmental conditions indicated.

c. Cable Core: Core shall consist of stranded buffer tubes around a central member of appropriate geometric size and shall be filled and bound to maintain core integrity. A fibrous strength member may be stranded around core to provide necessary strength for cable.

d. Cable Jacket: Protect cable by an extruded-polyethylene jacket.

e. Cable Armor: For cables requiring extra mechanical protection, one or two layers of galvanized corrugated steel tape coated by an anticorrosive compound shall be either helically or longitudinally applied over standard outer jacket. Apply a second outer jacket of polyethylene over coated steel tape. Thickness of sheaths and jackets are not specified as long as mechanical and environmental conditions are satisfied.

f. Cable Installation: Cables shall be suitable for a semiprotected outdoor installation.

4. Packaging and Shipping:

a. Seal both ends of each length of cable.

b. Test individual fibers in each cable before shipping to verify compliance with Specifications.

B. Connectors:

1. Performance Requirements:

a. Type: Fiber-optic connectors shall be either Type ST or Type SMA. Use either connector type exclusively. No substitutions are allowed.

b. Insertion Loss: Connector shall have an insertion loss of not greater than 1 dB.

c. Coupling Tolerance: Connector shall withstand at least 500 couplings with insertion loss within 0.25-dB tolerance limit.

d. Mechanical Requirements:

1) Connector shall enclose outermost coating of single fiber cable and be able to be mated or unmated without using a tool.

2) Mount connector rigidly in a metal frame.

3) Connector shall allow a semiskilled person to properly install connector to a single fiber easily in a field environment with simple tools.

C. Splice Organizer Cabinet:

1. Minimum Capacity: Each splice organizer shall accommodate number of connectors required for DDC system indicated, plus 100 percent spare.

2. Mounting: Wall mount the splice organizer cabinet.

D. Raceways:

1. Mechanical and Performance Requirements:

a. Construction: Nonmetallic, flexible raceway system manufactured specifically for routing fiber-optic cables.

b. Suitable for use in return-air plenums, air-handling rooms, above ceilings and under access floors.

c. Exhibit low smoke generation and flame-spread characteristics, and have high-temperature service tolerance.

d. Size raceway according to NFPA 70 requirements for communications cables.

e. Tensile Strength at Yield: 10,800 psi.

f. Elongation at Break: 25 percent.
E. Cable Identification:
1. Labeling product shall be self-laminating cable marker.
2. Cable labeling shall include numeric designation, source, destination, and cable type.

2.33 ACCESSORIES

A. Pneumatic Pressure Gages:
1. Pressure gages shall a 1.5-inch diameter face for pressures up through 30 psig and 2.5-inch diameter face for greater pressures.
2. Include separate gages for branch pressure and main pressure lines.
3. White dial face with black printing.
4. Include 1-psig increment for scale ranges through 30 psig and 2-psig increment for larger ranges.
5. Accuracy: Within 1 percent of full-scale range.

2.34 IDENTIFICATION

A. Control Equipment, Instruments, and Control Devices:
1. Engraved tag bearing unique identification.
   a. Include instruments with unique identification identified by equipment being controlled or monitored, followed by point identification.
2. Letter size shall be as follows:
   a. DDC Controllers: Minimum of 0.5 inch high.
   b. Enclosures: Minimum of 0.5 inch high.
3. Tag shall consist of white lettering on black background.
4. Tag shall be engraved phenolic consisting of three layers of rigid laminate. Top and bottom layers are color-coded black with contrasting white center exposed by engraving through outer layer.
5. Tag shall be fastened with drive pins.
6. Instruments, control devices and actuators with Project-specific identification tags having unique identification numbers following requirements indicated and provided by original manufacturer do not require an additional tag.

B. Raceway and Boxes:
1. Comply with requirements for identification specified in Section 260553 "Identification for Electrical Systems."
2. Paint cover plates on junction boxes and conduit same color as the tape banding for conduits. After painting, label cover plate "HVAC Controls," using an engraved phenolic tag.
3. For raceways housing pneumatic tubing, add a phenolic tag labeled "HVAC Instrument Air Tubing."
4. For raceways housing air signal tubing, add a phenolic tag labeled "HVAC Air Signal Tubing."

C. Equipment Warning Labels:
1. Acrylic label with pressure-sensitive adhesive back and peel-off protective jacket.
2. Lettering size shall be at least 14-point type with white lettering on red background.
3. Warning label shall read "CAUTION-Equipment operated under remote automatic control and may start or stop at any time without warning. Switch electric power disconnecting means to OFF position before servicing."
4. Lettering shall be enclosed in a white line border. Edge of label shall extend at least 0.25 inch beyond white border.

PART 3 - EXECUTION

3.1 EXAMINATION

A. Examine substrates and conditions for compliance with requirements for installation tolerances and other conditions affecting performance of the Work.
   1. Verify compatibility with and suitability of substrates.

B. Examine roughing-in for products to verify actual locations of connections before installation.
   1. Examine roughing-in for instruments installed in piping to verify actual locations of connections before installation.
   2. Examine roughing-in for instruments installed in duct systems to verify actual locations of connections before installation.

C. Examine walls, floors, roofs, and ceilings for suitable conditions where product will be installed.

D. Prepare written report, endorsed by Installer, listing conditions detrimental to performance of the Work.

E. Proceed with installation only after unsatisfactory conditions have been corrected.

3.2 DEMOLITION OF EXISTING CONTROLS

A. Building HVAC is currently controlled by ASIC controls building automation system.

B. Project demolition and new construction work will be highly phased. Contractor shall maintain continuity of all existing control systems throughout demolition and new work. When a system is taken offline, network wiring shall be extended as required to maintain monitoring of remaining field controllers. Final removal of controls network shall not be performed until all field controllers of that control system are removed.

3.3 CONTROL DEVICES FOR INSTALLATION BY INSTALLERS

A. Deliver selected control devices, specified in indicated HVAC instrumentation and control device Sections, to identified equipment and systems manufacturers for factory installation and to identified installers for field installation.

B. Deliver the following to duct fabricator and Installer for installation in ductwork. Include installation instructions to Installer and supervise installation for compliance with requirements.
   1. DDC control dampers.
   2. Airflow sensors and switches.
3. Pressure sensors.

C. Deliver the following to plumbing and HVAC piping installers for installation in piping. Include installation instructions to Installer and supervise installation for compliance with requirements.

1. DDC control valves.
2. Pipe-mounted flow meters.
3. Pipe-mounted sensors, switches and transmitters.

3.4 GENERAL INSTALLATION REQUIREMENTS

A. Install products to satisfy more stringent of all requirements indicated.

B. Install products level, plumb, parallel, and perpendicular with building construction.

C. Support products, tubing, piping wiring and raceways. Brace products to prevent lateral movement and sway or a break in attachment when subjected to a lateral force.

D. If codes and referenced standards are more stringent than requirements indicated, comply with requirements in codes and referenced standards.

E. Fabricate openings and install sleeves in ceilings, floors, roof, and walls required by installation of products. Before proceeding with drilling, punching, and cutting, check for concealed work to avoid damage. Patch, flash, grout, seal, and refinish openings to match adjacent condition.

F. Firestop penetrations made in fire-rated assemblies. Comply with requirements in Section 078413 "Penetration Firestopping."

G. Fastening Hardware:

1. Stillson wrenches, pliers, and other tools that damage surfaces of rods, nuts, and other parts are prohibited for work of assembling and tightening fasteners.
2. Tighten bolts and nuts firmly and uniformly. Do not overstress threads by excessive force or by oversized wrenches.
3. Lubricate threads of bolts, nuts and screws with graphite and oil before assembly.

H. If product locations are not indicated, install products in locations that are accessible and that will permit service and maintenance from floor, equipment platforms, or catwalks without removal of permanently installed furniture and equipment.

I. Corrosive Environments:

1. Avoid or limit use of materials in corrosive airstreams and environments, including, but not limited to, the following:
   a. Laboratory exhaust-air streams.
   b. Process exhaust-air streams.
2. When conduit is in contact with a corrosive airstream and environment, use Type 316 stainless-steel conduit and fittings or conduit and fittings that are coated with a corrosive-resistant coating that is suitable for environment. Comply with requirements for installation of raceways and boxes specified in Section 260533 "Raceways and Boxes for Electrical Systems."
3. Where instruments are located in a corrosive airstream and are not corrosive resistant from manufacturer, field install products in NEMA 250, Type 4X enclosure constructed of Type 316L stainless steel.

J. Color Graphics Application:

1. Use system schematics indicated as starting point to create graphics.
2. Develop Project-specific library of symbols for representing system equipment and products.
3. Incorporate digital images of Project-completed installation into graphics where beneficial to enhance effect.
4. Submit screenshot of graphics for each graphic for Owner's and Engineer's review prior to installation.
5. Refine graphics as necessary for Owner acceptance.
6.

3.5 CONTROLLER INSTALLATION

A. Install controllers in enclosures to comply with indicated requirements.

B. Connect controllers to field power supply.

C. All control points and setpoints for each controller shall be exposed on campus BACNET system at Ethernet level.

D. Install controller with latest version of applicable firmware and configure to execute requirements indicated.

E. Test and adjust controllers to verify operation of connected I/O to achieve performance indicated requirements while executing sequences of operation.

F. Installation of Network Controllers:

1. Quantity and location of network controllers shall be determined by DDC system manufacturer to satisfy requirements indicated.
2. Install controllers in a protected location that is easily accessible by operators.
3. Top of controller shall be within 72 inches of finished floor. Where controller has I/O, provide with Type A Enclosure as defined below.

G. Installation of Programmable Application Controllers:

1. Quantity and location of programmable application controllers shall be determined by DDC system manufacturer to satisfy requirements indicated.
2. Install controllers in a protected location that is easily accessible by operators.
3. Top of controller shall be within 72 inches of finished floor. Unless noted otherwise, provide with Type A Enclosure as defined below. Controllers for FCU’s and AHU’s smaller than 2000 cfm, VAV Boxes and Unit Heaters shall be installed in Type B Enclosures.

H. Application-Specific Controllers:

1. Quantity and location of application-specific controllers shall be determined by DDC system manufacturer to satisfy requirements indicated.
2. For controllers not mounted directly on equipment being controlled, install controllers in a protected location that is easily accessible by operators.
3. Top of controller shall be within 72 inches of finished floor. Unless noted otherwise, provide with Type A Enclosure as defined below. Controllers for FCU's and AHU's smaller than 2000 cfm, VAV Boxes and Unit Heaters shall be installed in Type B Enclosures.

3.6 ENCLOSES INSTALLATION

A. Install the following items in enclosures, to comply with indicated requirements:
1. Controllers.
2. Electrical power devices.
3. UPS units.
4. Relays.
5. Accessories.

B. Attach wall-mounted enclosures to wall using the following types of steel struts:
1. For NEMA 250, Type 1 Enclosures: Use painted steel strut and hardware.
2. For NEMA 250, Type 4, Type 4X or Type 12 Enclosures and Enclosures Located Outdoors: Use stainless-steel strut and hardware.
3. Install plastic caps on exposed cut edges of strut.

C. Type A Enclosure: Unless noted otherwise, provide Type A Enclosure.
1. Enclosure shall be type NEMA 250, Type 12 Enclosure.
2. Enclosure shall be fabricated to match the approved shop drawings submitted by the control contractor. Fabrication shall be in a neat and workmanlike manner and shall facilitate repair, maintenance, and adjustment of the equipment contained therein.
3. All equipment that is not providing an input from a field sensed process (static pressure, temperature, proof of flow, etc.) shall be installed in an enclosure located as indicated on the drawings or as directed by the engineer.
4. Enclosure shall be fabricated and laid out to incorporate the following features:
   a. Identification of all internally and cover mounted devices. Cover mounted labels shall be engraved labels. Labels for internal devices may be self-adhesive printed tape. Labels shall be mounted adjacent to the device they are associated with so that replacement of the device does not eliminate the label.
   b. Controllers shall be mounted to enclosure back plane.
   c. All input and output wiring entering the stand alone control units shall be terminated on sliding link or knife switch type disconnecting type terminal strips to allow the field wiring to be isolated from the stand alone unit for trouble shooting and to allow current loops to be tested without lifting any of the wiring. If such terminal strips are not furnished as a standard part of the stand alone control unit termination points, then they shall be installed in an auxiliary panel located immediately adjacent to the stand alone unit.
   d. All internal wiring shall be run inside plastic wiring duct as manufactured by Tyton. Wire duct shall be sized to hold the required number of wires without crimping the wires and with sufficient space to allow wiring to be traced during troubleshooting operation.
   e. Wires that pass from the panel interior to cover mounted devices shall be provided with a flex loop that is anchored on both sides of the hinge.
   f. All control panels shall be provided with removable sub-panels to allow the panel enclosures to be installed at the job site during rough in while the panels are fabricated off-site for later installation.
   g. Provide strain relief type cord and cable connectors for all cables that leave the panel as individual cables not in conduit.
   h. Provide one duplex outlet mounted inside the control panel and separately fused with a non-time delay fuse at 15 A at any panel location containing electronic or
electrical control components. This receptacle may be served from the control panel's 120 VAC power source.

i. Provide one under cabinet type LED with switch mounted internally in the control panel.

j. Each panel shall be provided with a control power disconnect switch located and wired so as to disconnect all control power in the panel. The leaving side of this switch shall be wired to the panel and field components through a fuse or fuses sized and applied to protect both the components of the system as well as the wire and as required for code compliance.

k. All wiring leaving the panel shall be separated by classification; i.e., Class 1 circuits shall not be run with Class 2 circuits, etc. Segregation shall be maintained inside the panel to the fullest extent possible. Where low voltage wires carrying low level ac and dc signals cross wires containing power and high level ac signals, the wires shall cross at a 90° angle.

D. Type B Enclosure:
1. Enclosure shall be type NEMA 250, Type 1 Enclosure, VAV box factory provided controls enclosure or unit heater controls enclosure.
2. All equipment that is not providing an input from a field sensed process (static pressure, temperature, proof of flow, etc.) shall be installed in an enclosure located in an accessible location adjacent to the equipment that is controlled.
3. Enclosure shall be fabricated and laid out to incorporate the following features:
   a. Identification of all internally and cover mounted devices. Labels may be self-adhesive printed tape. Labels shall be mounted adjacent to the device they are associated with so that replacement of the device does not eliminate the label.
   b. Controllers shall be mounted to enclosure back plane.
   c. Provide strain relief type cord and cable connectors for all cables that leave the panel as individual cables not in conduit.
   d. Each panel shall be provided with a control power disconnect switch located and wired so as to disconnect all control power in the panel. The leaving side of this switch shall be wired to the panel and field components through a fuse or fuses sized and applied to protect both the components of the system as well as the wire and as required for code compliance.
   e. All wiring leaving the panel shall be separated by classification; i.e., Class 1 circuits shall not be run with Class 2 circuits, etc. Segregation shall be maintained inside the panel to the fullest extent possible. Where low voltage wires carrying low level ac and dc signals cross wires containing power and high level ac signals, the wires shall cross at a 90° angle.

E. Align top or bottom of adjacent enclosures of like size.

F. Install continuous and fully accessible wireways to connect conduit, wire, and cable to multiple adjacent enclosures. Wireway used for application shall have protection equal to NEMA 250 rating of connected enclosures.

3.7 ELECTRIC POWER CONNECTIONS

A. Connect electrical power to DDC system products requiring electrical power connections.

B. Design of electrical power to products not indicated with electric power is delegated to DDC system provider and installing trade. Work shall comply with NFPA 70 and other requirements indicated.

C. Comply with requirements in Section 260519 "Low-Voltage Electrical Power Conductors and Cables" for electrical power conductors and cables.
D. Comply with requirements in Section 260533 “Raceways and Boxes for Electrical Systems” for electrical power raceways and boxes.

3.8 IDENTIFICATION

A. Identify system components, wiring, cabling, and terminals.

B. Install engraved phenolic nameplate with unique identification on face for each of the following:
   1. DDC controller.
   2. Enclosure.
   3. Electrical power device.

3.9 NETWORK INSTALLATION

A. Install copper cable when connecting between the following:
   1. Network controllers or programmable application controllers.
   2. Programmable application controllers.
   3. Programmable application controllers and application-specific controllers.

B. Install network cable in exposed or in continuous raceway in accordance with requirements in paragraph 3.14 Control Wire, Cable and Raceways Installation.
   1. Where indicated on Drawings, cable trays may be used for copper cable in lieu of conduit.

3.10 NETWORK NAMING AND NUMBERING

A. Coordinate with Owner and provide unique naming and addressing for networks and devices.

B. ASHRAE 135 Networks:
   1. MAC Address:
      a. Every network device shall have an assigned and documented MAC address unique to its network.
      b. Ethernet Networks: Document MAC address assigned at its creation.
      c. ARCNET or MS/TP networks: Assign from 00 to 64.

   2. Network Numbering:
      a. Assign unique numbers to each new network.
      b. Provide ability for changing network number through device switches or operator interface.
      c. DDC system, with all possible connected LANs, can contain up to 65,534 unique networks.

   3. Device Object Identifier Property Number:
      a. Assign unique device object identifier property numbers or device instances for each device network.
      b. Provide for future modification of device instance number by device switches or operator interface.
c. LAN shall support up to 4,194,302 unique devices.

4. Device Object Name Property Text:
   a. Device object name property field shall support 32 minimum printable characters.
   b. Assign unique device "Object Name" property names with plain-English descriptive names for each device.
      1) Example 1: Device object name for device controlling boiler plant at Building 1000 would be "HW System B1000."
      2) Example 2: Device object name for a VAV terminal unit controller could be "VAV unit 102".

5. Object Name Property Text for Other Than Device Objects:
   a. Object name property field shall support 32 minimum printable characters.
   b. Assign object name properties with plain-English names descriptive of application.
      1) Example 1: "Zone 1 Temperature."
      2) Example 2 "Fan Start and Stop."

6. Object Identifier Property Number for Other Than Device Objects:
   a. Assign object identifier property numbers according to drawings as indicated.
   b. If not indicated, object identifier property numbers may be assigned at Installer's discretion but must be approved by Owner in advance, be documented and be unique for like object types within device.

3.11 PIPING AND TUBING INSTALLATION

A. Above-Grade Pneumatic and Air Signal Piping and Tubing Installation:

1. Material Application:
   a. Install copper tubing, except as follows:
      1) Tubing Exposed to View: Polyethylene tubing installed in raceways may be used in lieu of copper tubing.
      2) Concealed Tubing: Polyethylene tubing may be used in lieu of copper tubing when concealed behind accessible ceilings and concealed in walls and connecting wall-mounted instruments with recessed connections.
   b. Install copper tubing, unless other accessible materials are indicated, for pneumatic main and control signals to instruments including, but not limited to, the following:
      1) Pneumatic actuators.
      2) I/P transducers.
      3) Sensors.
      4) Switches.
      5) Transmitters.
   c. Install copper tubing, unless other accessible materials are indicated, for air signals to instruments including, but not limited to, the following:
1) Sensors.
2) Switches.
3) Transmitters.

d. Install drawn-temper copper tubing, except within 36 inches of device terminations. Tubing shall be annealed-tempered copper tubing.
e. Install compression fittings to connect copper tubing to instruments, control devices, and accessories.
f. Install compression fittings to connect polyethylene tubing to instruments, control devices, and accessories.

3.12 CONTROL WIRE, CABLE AND RACEWAYS INSTALLATION

A. Comply with NECA 1.

B. Comply with TIA 568-C.1.

C. Wiring Method:
1. Install cables in raceways and cable trays for the following:
   a. All controls located below 8 feet above finished floor and not concealed in walls.
   b. All controls in Mechanical Rooms, Basement paper storage room, Basement parking garage and the 5th Floor.
2. Conceal raceway and cables except in unfinished spaces.
3. Install plenum cable in environmental air spaces, including plenum ceilings.
4. Comply with requirements for raceways and boxes specified in Section 260533 "Raceways and Boxes for Electrical Systems."

D. Wiring Method: Conceal conductors and cables in accessible ceilings, walls, and floors where possible.

E. Field Wiring within Enclosures: Bundle, lace, and train conductors to terminal points with no excess and without exceeding manufacturer's limitations on bending radii. Install lacing bars and distribution spools.

F. Conduit Installation:
1. Install conduit expansion joints where conduit runs exceed 200 feet, and conduit crosses building expansion joints.
2. Coordinate conduit routing with other trades to avoid conflicts with ducts, pipes and equipment and service clearance.
3. Maintain at least 3-inch separation where conduits run axially above or below ducts and pipes.
4. Limit above-grade conduit runs to 100 feet without pull or junction box.
5. Do not install raceways or electrical items on any "explosion-relief" walls, or rotating equipment.
6. Do not fasten conduits onto the bottom side of a metal deck roof.
7. Flexible conduit is permitted only where flexibility and vibration control is required.
8. Limit flexible conduit to 3 feet long.
9. Conduit shall be continuous from outlet to outlet, from outlet to enclosures, pull and junction boxes, and shall be secured to boxes in such manner that each system shall be electrically continuous throughout.
10. Secure threaded conduit entering an instrument enclosure, cabinet, box, and trough, with a locknut on outside and inside, such that conduit system is electrically continuous.
throughout. Provide a metal bushing on inside with insulated throats. Locknuts shall be the type designed to bite into the metal or, on inside of enclosure, shall have a grounding wedge lug under locknut.

11. Conduit box-type connectors for conduit entering enclosures shall have an insulated throat.
12. Connect conduit entering enclosures in wet locations with box-type connectors or with watertight sealing locknuts or other fittings.
13. Offset conduits where entering surface-mounted equipment.
14. Seal conduit runs used by sealing fittings to prevent the circulation of air for the following:
   a. Conduit extending from interior to exterior of building.
   b. Conduit extending into pressurized duct and equipment.
   c. Conduit extending into pressurized zones that are automatically controlled to maintain different pressure set points.

G. Wire and Cable Installation:

1. Cables serving a common system may be grouped in a common raceway. Install control wiring and cable in separate raceway from power wiring. Do not group conductors from different systems or different voltages.
2. Install cables with protective sheathing that is waterproof and capable of withstanding continuous temperatures of 90 deg C with no measurable effect on physical and electrical properties of cable.
   a. Provide shielding to prevent interference and distortion from adjacent cables and equipment.
3. Install lacing bars to restrain cables, to prevent straining connections, and to prevent bending cables to smaller radii than minimums recommended by manufacturer.
4. Bundle, lace, and train conductors to terminal points without exceeding manufacturer's limitations on bending radii, but not less than radii specified in BICSI ITSIMM, "Cabling Termination Practices" Chapter. Install lacing bars and distribution spools.
5. UTP Cable Installation:
   a. Comply with TIA 568-C.2.
   b. Do not untwist UTP cables more than 1/2 inch from the point of termination, to maintain cable geometry.
6. Identify each wire on each end and at each terminal with a number-coded identification tag. Each wire shall have a unique tag.
7. Provide strain relief.
8. Terminate wiring in a junction box.
   a. Clamp cable over jacket in junction box.
   b. Individual conductors in the stripped section of the cable shall be slack between the clamping point and terminal block.
9. Terminate field wiring and cable not directly connected to instruments and control devices having integral wiring terminals using terminal blocks.
10. Install signal transmission components according to IEEE C2, REA Form 511a, NFPA 70, and as indicated.
11. Keep runs short. Allow extra length for connecting to terminal boards. Do not bend flexible coaxial cables in a radius less than 10 times the cable OD. Use sleeves or grommets to protect cables from vibration at points where they pass around sharp corners and through penetrations.
12. Ground wire shall be copper and grounding methods shall comply with IEEE C2. Demonstrate ground resistance.
13. Wire and cable shall be continuous from terminal to terminal without splices.
14. Use insulated spade lugs for wire and cable connection to screw terminals.
15. Use shielded cable to transmitters.
16. Use shielded cable to temperature sensors.
17. Perform continuity and meager testing on wire and cable after installation.
18. Do not install bruised, kinked, scored, deformed, or abraded wire and cable. Remove and discard wire and cable if damaged during installation, and replace it with new cable.
19. Cold-Weather Installation: Bring cable to room temperature before dereeling. Heat lamps shall not be used for heating.
20. Pulling Cable: Comply with BICSI ITSIM, Ch. 4, "Pulling Cable." Monitor cable pull tensions.

3.13 DDC SYSTEM I/O CHECKOUT PROCEDURES
A. Check installed products before continuity tests, leak tests and calibration.
B. Check instruments for proper location and accessibility.
C. Check instruments for proper installation on direction of flow, elevation, orientation, insertion depth, or other applicable considerations that will impact performance.
D. Check instrument tubing for proper isolation, fittings, slope, dirt legs, drains, material and support.
E. For pneumatic products, verify that air supply for each product is properly installed.
F. Control Damper Checkout:
   1. Verify that control dampers are installed correctly for flow direction.
   2. Verify that proper blade alignment, either parallel or opposed, has been provided.
   3. Verify that damper frame attachment is properly secured and sealed.
   4. Verify that damper actuator and linkage attachment is secure.
   5. Verify that actuator wiring is complete, enclosed and connected to correct power source.
   6. Verify that damper blade travel is unobstructed.
G. Control Valve Checkout:
   1. Verify that control valves are installed correctly for flow direction.
   2. Verify that valve body attachment is properly secured and sealed.
   3. Verify that valve actuator and linkage attachment is secure.
   4. Verify that actuator wiring is complete, enclosed and connected to correct power source.
   5. Verify that valve ball, disc or plug travel is unobstructed.
   6. After piping systems have been tested and put into service, but before insulating and balancing, inspect each valve for leaks. Adjust or replace packing to stop leaks. Replace the valve if leaks persist.
H. Instrument Checkout:
   1. Verify that instrument is correctly installed for location, orientation, direction and operating clearances.
   2. Verify that attachment is properly secured and sealed.
   3. Verify that conduit connections are properly secured and sealed.
   4. Verify that wiring is properly labeled with unique identification, correct type and size and is securely attached to proper terminals.
5. Inspect instrument tag against approved submittal.
6. For instruments with tubing connections, verify that tubing attachment is secure and isolation valves have been provided.
7. For flow instruments, verify that recommended upstream and downstream distances have been maintained.
8. For temperature instruments:
   a. Verify sensing element type and proper material.
   b. Verify length and insertion.

3.14 DDC SYSTEM I/O ADJUSTMENT, CALIBRATION AND TESTING:

A. Calibrate each instrument installed that is not factory calibrated and provided with calibration documentation.

B. Provide a written description of proposed field procedures and equipment for calibrating each type of instrument. Submit procedures before calibration and adjustment.

C. For each analog instrument, make a three-point test of calibration for both linearity and accuracy.

D. Equipment and procedures used for calibration shall comply with instrument manufacturer's written instructions.

E. Provide diagnostic and test equipment for calibration and adjustment.

F. Field instruments and equipment used to test and calibrate installed instruments shall have accuracy at least twice the instrument accuracy being calibrated. An installed instrument with an accuracy of 1 percent shall be checked by an instrument with an accuracy of 0.5 percent.

G. Calibrate each instrument according to instrument instruction manual supplied by manufacturer.

H. If after calibration indicated performance cannot be achieved, replace out-of-tolerance instruments.

I. Comply with field testing requirements and procedures indicated by ASHRAE's Guideline 11, "Field Testing of HVAC Control Components," in the absence of specific requirements, and to supplement requirements indicated.

J. Analog Signals:
   1. Check analog voltage signals using a precision voltage meter at zero, 50, and 100 percent.
   2. Check analog current signals using a precision current meter at zero, 50, and 100 percent.
   3. Check resistance signals for temperature sensors at zero, 50, and 100 percent of operating span using a precision-resistant source.

K. Digital Signals:
   1. Check digital signals using a jumper wire.
   2. Check digital signals using an ohmmeter to test for contact making or breaking.

L. Control Dampers:
   1. Stroke and adjust control dampers following manufacturer's recommended procedure, from 100 percent open to 100 percent closed and back to 100 percent open.
M. Control Valves:
   1. Stroke and adjust control valves following manufacturer's recommended procedure, from
      100 percent open to 100 percent closed and back to 100 percent open.

N. Meters: Check sensors at zero, 50, and 100 percent of Project design values.

O. Sensors: Check sensors at zero, 50, and 100 percent of Project design values.

P. Switches: Calibrate switches to make or break contact at set points indicated.

Q. Transmitters:
   1. Check and calibrate transmitters at zero, 50, and 100 percent of Project design values.
   2. Calibrate resistance temperature transmitters at zero, 50, and 100 percent of span using a
      precision-resistant source.

3.15 DDC SYSTEM CONTROLLER CHECKOUT

A. Verify power supply.
   1. Verify voltage, phase and hertz.
   2. Verify that protection from power surges is installed and functioning.
   3. Verify that ground fault protection is installed.
   4. If applicable, verify if connected to UPS unit.
   5. If applicable, verify if connected to a backup power source.
   6. If applicable, verify that power conditioning units, transient voltage suppression and high-
      frequency noise filter units are installed.

B. Verify that wire and cabling is properly secured to terminals and labeled with unique identification.

C. Verify that spare I/O capacity is provided.

3.16 DDC CONTROLLER I/O CONTROL LOOP TESTS

A. Testing:
   1. Test every I/O point connected to DDC controller to verify that safety and operating control
      set points are as indicated and as required to operate controlled system safely and at
      optimum performance.
   2. Test every I/O point throughout its full operating range.
   3. Test every control loop to verify operation is stable and accurate within limits of control loop
      stability requirements stated in paragraph 2
   4. Adjust control loop proportional, integral and derivative settings to achieve optimum
      performance while complying with performance requirements indicated. Document testing
      of each control loop's precision and stability via trend logs.
   5. Test and adjust every control loop for proper operation according to sequence of operation.
   6. Test software and hardware interlocks for proper operation. Correct deficiencies.
   7. Operate each analog point at the following:
      a. Upper quarter of range.
      b. Lower quarter of range.
      c. At midpoint of range.
8. Exercise each binary point.
9. For every I/O point in DDC system, read and record each value at operator workstation, at DDC controller and at field instrument simultaneously. Value displayed at operator workstation, at DDC controller and at field instrument shall match.

3.17 FINAL REVIEW

A. Submit written request to Engineer and Owner when DDC system is ready for final review. Written request shall state the following:

1. DDC system has been thoroughly inspected for compliance with contract documents and found to be in full compliance.
2. DDC system has been calibrated, adjusted and tested and found to comply with requirements of operational stability, accuracy, speed and other performance requirements indicated.
3. DDC system monitoring and control of HVAC systems results in operation according to sequences of operation indicated.
4. DDC system is complete and ready for final review.

B. Review by Engineer and Owner shall be made after receipt of written request. A field report shall be issued to document observations and deficiencies.

C. Take prompt action to remedy deficiencies indicated in field report and submit a second written request when all deficiencies have been corrected. Repeat process until no deficiencies are reported.

D. Should more than two reviews be required, DDC system manufacturer and Installer shall compensate entity performing review for total costs, labor and expenses, associated with third and subsequent reviews. Estimated cost of each review shall be submitted and approved by DDC system manufacturer and Installer before making the review.

E. Prepare and submit closeout submittals when no deficiencies are reported.

F. A part of DDC system final review shall include a demonstration to parties participating in final review.

1. Provide staff familiar with DDC system installed to demonstrate operation of DDC system during final review.
2. Provide testing equipment to demonstrate accuracy and other performance requirements of DDC system that is requested by reviewers during final review.
3. Demonstration shall include, but not be limited to, the following:
   a. Accuracy and calibration of 10 I/O points randomly selected by reviewers. If review finds that some I/O points are not properly calibrated and not satisfying performance requirements indicated, additional I/O points may be selected by reviewers until total I/O points being reviewed that satisfy requirements equals quantity indicated.
   b. HVAC equipment and system hardwired and software safeties and life-safety functions are operating according to sequence of operation. Up to 10 I/O points shall be randomly selected by reviewers. Additional I/O points may be selected by reviewers to discover problems with operation.
   c. Correct sequence of operation after electrical power interruption and resumption after electrical power is restored for randomly selected HVAC systems.
   d. Operation of randomly selected dampers and valves in normal-on, normal-off and failed positions.
e. Reporting of alarm conditions for randomly selected alarms, including different classes of alarms, to ensure that alarms are properly received by operators and operator workstations.

f. Trends, summaries, logs and reports set-up for Project.

g. Software's ability to communicate with controllers, operator workstations, uploading and downloading of control programs.

h. Software's ability to edit control programs off-line.

i. Data entry to show Project-specific customizing capability including parameter changes.

j. Step through penetration tree, display all graphics, demonstrate dynamic update, and direct access to graphics.

k. Execution of digital and analog commands in graphic mode.

l. Spreadsheet and curve plot software and its integration with database.

m. Online user guide and help functions.

n. Multitasking by showing different operations occurring simultaneously on four quadrants of split screen.

o. System speed of response compared to requirements indicated.

3.18 ADJUSTING

A. Occupancy Adjustments: When requested within 12 months from date of Substantial Completion, provide on-site assistance in adjusting system to suit actual occupied conditions.

3.19 DEMONSTRATION

A. Engage a factory-authorized service representative with complete knowledge of Project-specific system installed to train Owner's maintenance personnel to adjust, operate, and maintain DDC system.

B. Extent of Training:

1. Base extent of training on scope and complexity of DDC system indicated and training requirements indicated. Provide extent of training required to satisfy requirements indicated even if more than minimum training requirements are indicated.

2. Inform Owner of anticipated training requirements if more than minimum training requirements are indicated.

3. Minimum Training Requirements:

   a. Provide not less than 4 hours of training total.

   b. Stagger training over multiple training classes to accommodate Owner's requirements. Training shall occur immediately after the first construction phase is turned over. All training shall occur before end of warranty period.

   c. Total days of training shall be broken into not more than six separate training classes.

C. Training Schedule:

1. Schedule training with Owner 20 calendar days before expected Substantial Completion.

2. Schedule training to provide Owner with at least 20 calendar days of notice in advance of training.

3. Training shall occur within normal business hours at a mutually agreed on time. Unless otherwise agreed to, training shall occur Monday through Friday, except on State holidays, with two morning sessions and two afternoon sessions. Each morning session and
Direct Digital Control (DDC) System 230923 - 58

Afternoon session shall be split in half with 30-minute break between sessions. Morning and afternoon sessions shall be separated by 60-minute lunch period. Training, including breaks and excluding lunch period, shall not exceed eight hours per day.

4. Provide staggered training schedule as requested by Owner.

D. Training Attendee List and Sign-in Sheet:

1. Request from Owner in advance of training a proposed attendee list with name, phone number and e-mail address.
2. Provide a preprinted sign-in sheet for each training session with proposed attendees listed and no fewer than six blank spaces to add additional attendees.
3. Preprinted sign-in sheet shall include training session number, date and time, instructor name, phone number and e-mail address, and brief description of content to be covered during session. List attendees with columns for name, phone number, e-mail address and a column for attendee signature or initials.
4. Circulate sign-in sheet at beginning of each session and solicit attendees to sign or initial in applicable location.
5. At end of each training day, send Owner an e-mail with an attachment of scanned copy (PDF) of circulated sign-in sheet for each session.

E. Training Attendee Headcount:

1. Plan in advance of training for five attendees.
2. Make allowance for Owner to add up to two attendee(s) at time of training.
3. Headcount may vary depending on training content covered in session. Attendee access may be restricted to some training content for purposes of maintaining system security.

F. Training Attendee Prior Knowledge: For guidance in planning required training and instruction, assume attendees have the following:

1. High school and technical school education and degree.
2. Intermediate user knowledge of computers and office applications.
3. Intermediate knowledge of HVAC systems.
4. Intermediate knowledge of DDC systems.
5. Intermediate knowledge of DDC system and products installed.

G. Attendee Training Manuals:

1. Provide each attendee with a color hard copy of all training materials and visual presentations.
2. Hard-copy materials shall be organized in a three-ring binder with table of contents and individual divider tabs marked for each logical grouping of subject matter. Organize material to provide space for attendees to take handwritten notes within training manuals.
3. In addition to hard-copy materials included in training manual, provide each binder with a sleeve or pocket that includes a DVD or flash drive with PDF copy of all hard-copy materials.

H. Instructor Requirements:

1. One or multiple qualified instructors, as required, to provide training.
2. Instructors shall have not less than five years of providing instructional training on not less than five past projects with similar DDC system scope and complexity to DDC system installed.

I. Organization of Training Sessions:
1. Organize training sessions into logical groupings of technical content and to reflect different levels of operators having access to system. Plan training sessions to accommodate the following three levels of operators:
   a. Daily operators.
   b. Advanced operators.
   c. System managers and administrators.

2. Plan and organize training sessions to group training content to protect DDC system security. Some attendees may be restricted to some training sessions that cover restricted content for purposes of maintaining DDC system security.

J. Training Outline:
   1. Submit training outline for Owner review at least 10 business day before scheduling training.
   2. Outline shall include a detailed agenda for each training day that is broken down into each of four training sessions that day, training objectives for each training session and synopses for each lesson planned.

K. On-Site Training:
   1. Owner will provide conditioned classroom or workspace with ample desks or tables, chairs, power and data connectivity for instructor and each attendee.
   2. Instructor shall provide training materials, projector and other audiovisual equipment used in training.
   3. Provide as much of training located on-site as deemed feasible and practical by Owner.
   4. On-site training shall include regular walk-through tours, as required, to observe each unique product type installed with hands-on review of operation, calibration and service requirements.
   5. Operator workstation provided with DDC system shall be used in training. If operator workstation is not indicated, provide a temporary workstation to convey training content.

L. Off-Site Training:
   1. Provide conditioned training rooms and workspace with ample tables desks or tables, chairs, power and data connectivity for each attendee.
   2. Provide capability to remotely access to Project DDC system for use in training.
   3. Provide a workstation for use by each attendee.

M. Training Content for Daily Operators:
   1. Basic operation of system.
   2. Understanding DDC system architecture and configuration.
   3. Understanding each unique product type installed including performance and service requirements for each.
   4. Understanding operation of each system and equipment controlled by DDC system including sequences of operation, each unique control algorithm and each unique optimization routine.
   5. Operating operator workstations, printers and other peripherals.
   6. Logging on and off system.
   7. Accessing graphics, reports and alarms.
   8. Adjusting and changing set points and time schedules.
   9. Recognizing DDC system malfunctions.
   10. Understanding content of operation and maintenance manuals including control drawings.
11. Understanding physical location and placement of DDC controllers and I/O hardware.
12. Accessing data from DDC controllers.
14. Review of DDC testing results to establish basic understanding of DDC system operating performance and HVAC system limitations as of Substantial Completion.
15. Running each specified report and log.
16. Displaying and demonstrating each data entry to show Project-specific customizing capability. Demonstrating parameter changes.
17. Stepping through graphics penetration tree, displaying all graphics, demonstrating dynamic updating, and direct access to graphics.
18. Executing digital and analog commands in graphic mode.
19. Demonstrating control loop precision and stability via trend logs of I/O for not less than 10 percent of I/O installed.
20. Demonstrating DDC system performance through trend logs and command tracing.
22. Demonstrating spreadsheet and curve plot software, and its integration with database.
23. Demonstrating on-line user guide, and help function and mail facility.
24. Demonstrating multitasking by showing dynamic curve plot, and graphic construction operating simultaneously via split screen.
25. Demonstrating the following for HVAC systems and equipment controlled by DDC system:
   a. Operation of HVAC equipment in normal-off, -on and failed conditions while observing individual equipment, dampers and valves for correct position under each condition.
   b. For HVAC equipment with factory-installed software, show that integration into DDC system is able to communicate with DDC controllers or gateways, as applicable.
   c. Using graphed trends, show that sequence of operation is executed in correct manner, and HVAC systems operate properly through complete sequence of operation including seasonal change, occupied and unoccupied modes, warm-up and cool-down cycles and other modes of operation indicated.
   d. Hardware interlocks and safeties function properly and DDC system performs correct sequence of operation after electrical power interruption and resumption after power is restored.
   e. Reporting of alarm conditions for each alarm, and confirm that alarms are received at assigned locations, including operator workstations.
   f. Each control loop responds to set point adjustment and stabilizes within time period indicated.
   g. Sharing of previously graphed trends of all control loops to demonstrate that each control loop is stable and set points are being maintained.

N. Training Content for Advanced Operators:
   1. Creating, deleting and modifying alarms including annunciation and routing.
   2. Creating, deleting and modifying point trend logs including graphing and printing on an ad-hoc basis and operator-defined time intervals.
   3. Creating, deleting and modifying reports.
   4. Creating, deleting and modifying points.

O. Training Content for System Managers and Administrators:
   1. DDC system software maintenance and backups.
   2. Understanding password and security procedures.
   3. Adding new operators and making modifications to existing operators.
   4. Operator password assignments and modification.
   5. Operator authority assignment and modification.
END OF SECTION 230923
SECTION 230993 - SEQUENCE OF OPERATIONS FOR HVAC CONTROLS

PART 1 - GENERAL

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

1.2 SUMMARY
   A. This Section includes control sequences for HVAC systems, subsystems, and equipment.
   B. Related Sections include the following:
      1. Section 230923 "Direct Digital Control (DDC) System" for control equipment and devices and for submittal requirements.

1.3 DEFINITIONS
   A. AHU: Air handling unit
   B. BAS: Building Automation System
   C. DDC: Direct digital control.
   D. VAV: Variable air volume.
   E. FCU: Fan Coil Unit
   F. UH: Unit Heater

PART 2 - PRODUCTS (Not Applicable)

PART 3 - EXECUTION

3.1 GENERAL
   A. All temperatures and pressure setpoints listed in the sequences below shall be adjustable and shall be visible at the campus operator’s console. All graphic pages shall include time, date and outside air temperature and relative humidity.
   B. An individual graphic screen shall be included for each system described in the sequence of operation. Graphics shall include all monitored values and all setpoints as well as an accurate flow diagram of the system.
   C. Each Graphic screen shall include a link to the written sequence of operation (for operator reference).
D. Alarms: Provide alarms at the operator workstation as described in the sequence of operation and as described in the temperature controls points list. Contractor shall coordinate with Owner for who receives each type of alarm. In addition to the events outlined below and on the Temperature Control Points List, the following events shall be alarmed:
1. Fan Failure (fan is not running when commanded to run)
2. AHU High Discharge Air Temperature (AHU DAT is greater than 8°F above setpoint)
3. AHU Safety Alarm Trip

E. Trends: For air handling units, provide two levels of trend data for all inputs, outputs and setpoints. Short term trend data shall be continuously logged and shall be on a 5-minute frequency with the latest 12 hours available for viewing and downloading to a CSV or Excel file format. Long term trend data shall be continuously logged on a 60-minute frequency and shall be stored in a database for historical monitoring and analysis.

F. 2-Stage and 3-Stage PID Loops: where multi-stage PID loops are specified, logic shall be arranged to automatically and sequentially sequence modulating control between each loop such that no more than one control loop is in operation at any given time. Submit multi-stage PID logic to the Engineer for approval.

3.2 SEQUENCES OF OPERATION

A. The sequence of operation shall be as described herein. Contractor shall develop custom programming to achieve the intent of the sequence of operation while minimizing energy consumption. Where the logic is not clear or incomplete, contractor shall submit a request for information to the Engineer for clarification.

B. Implement sequences of operation and scope of work described below:

C. Air Handling Unit RTU-1 Sequence of Operation
1. System Description:
   a. Systems consists of an outside air damper, filters, a DX cooling coil, a supply fan with variable speed drive, electric heat, two relief fans, a return air control damper and a relief air control damper. System supplies air to pressure independent supply VAV boxes. Air is returned via a ceiling plenum.
2. Hard-wired Control Logic:
   a. Supply Fan Safety: The supply fan shall be stopped upon a fire alarm system trip.
3. DDC General Logic:
   a. Supply Fan operation: Supply fan shall be active when unit is “Occupied” or in the following modes: “Setup” or “Setback”
   1) Setup: When AHU is unoccupied, Setup shall be ON when Outside air temperature is greater than 75°F and 2 zones (adjustable) are above Unoccupied Cooling Temperature. Unit shall remain in setup until all zones are below the Unoccupied cooling temperature setpoint (deadband 2°F). At all other times, Setup shall be OFF.
   2) Setback: When AHU is unoccupied, Setback shall be ON when Outside Air temperature is less than 60°F and 2 zones (adjustable) are below Unoccupied Heating Temperature Setpoint. Unit shall remain in Setback until all zones are above the Unoccupied heating temperature setpoint (deadband 2°F). At all other times, setback shall be OFF.
   b. Any time the return air temperature is less than 58°F BAS shall command the AHU internal controller to “Warmup Mode”
c. Air handling unit shall modulate supply fan speed in response to supply duct pressure. If pressure falls below setpoint, fan speed shall be modulated to a faster speed. If supply pressure rises above setpoint, fan speed shall ramp down. Supply duct pressure setpoint shall be reset automatically based on “calls for supply air” from supply VAV boxes based on trim and respond logic. Maximum and minimum pressure setpoints shall be adjustable and determined during balancing.

d. Supply Air temperature setpoint: Supply Air temperature setpoint shall be automatically reset from a minimum of 55°F to the Maximum DAT setpoint based upon “calls for cooling” from supply VAV boxes based upon trim and respond logic. Setpoint shall be commanded to the AHU Internal Controller.

e. Maximum DAT setpoint: Return air humidity shall be an input. The output will vary linearly from 65°F to 55°F as Return air humidity increases from 50%-55%

f. Economizer Control: When outside air temperature is less than 65°F (adjustable) (4°F deadband), the AHU internal controller shall be commanded to economize.

g. Relief damper command shall modulate in response to building pressure. If pressure falls below setpoint (adjustable TBD during balancing), damper shall modulate closed. If building pressure rises above setpoint, damper shall modulate open. Building static pressure shall be time averaged with a sliding 5-minute window. The averaged value shall be displayed and used for control.

h. Relief fans command: The LEAD fan shall be commanded on when Relief damper Command is 50%, the LAG fan shall be commanded on when relief damper command is 90%. The LAG fan shall be commanded off when damper command returns to 70% and the LEAD fan shall be commanded off when the damper command returns to 20%. The BAS shall be configured with LEAD/LAG control for the two fans. Logic shall automatically alternate the operation of the fans based on runtime hours. Fans shall alternate upon disruption of fan operation or when two fans are commanded on.

5. Schedules:
   a. Building AHU Schedule: The AHU schedule shall follow the schedule of the associated supply VAV boxes.

D. Air Handling Unit RTU-2 Sequence of Operation
   1. System Description:
      a. Systems consists of an outside air damper, filters, a DX cooling coil, a supply fan with variable speed drive, electric heat, a return air control damper, and a barometric relief air damper. System supplies air to pressure independent supply VAV boxes. Air is returned via a ceiling plenum.

   2. Unit control shall be similar to Air Handling Unit RTU-1 Sequence of Operation without Relief fan and damper controls.

E. HVAC Control Zone: Single duct Variable Air Volume Zone Control
   1. System Description:
      a. The system consists of an airflow measuring station, a control damper, an optional electric reheat coil, and a space mounted DDC zone sensor with an occupancy override button.

   2. Schedules: Contractor shall coordinate the setup of these schedules with the Owner.
      a. Workday Schedule: Zone is occupied during weekdays from 6 am to 7:30 pm and is unoccupied on Weekends.

   3. General Logic:
      a. Supply VAV box maximum and minimum airflow setpoints are calculated based on occupancy schedules.
b. Supply VAV box heating and cooling temperature setpoints are calculated based on occupancy schedules and occupancy. Occupied space temperature setpoints shall be as described on the Variable Volume Unit Airflow Setpoints Schedule. A multi-step PI loop is used to calculate airflow command and discharge air temperature setpoint (leaving the reheat coil).

c. Unoccupied Space Cooling Temperature Setpoint: The default setting shall be 80°F.

d. Unoccupied Space Heating Temperature Setpoint: The default setting shall be 60°F.

e. Electric reheat coil shall cycle to maintain space temperature.

f. Supply air damper shall modulate to maintain the supply airflow setpoint.

4. Occupancy Override:
   a. Zone sensors shall be equipped with an occupancy override button to override the occupancy setting to occupied for 2 hours (adjustable)

5. Trim and Respond calls
   a. Call for Cooling
      1) If the zone temperature exceeds the zone cooling setpoint by 3 °F for 2 minutes and after suppression period due to setpoint change send 2 requests.
      2) If the cooling output is greater than 95%, send 1 request until output is less than 85%.

   b. Call for Air
      1) If the measured airflow is greater than 5% and less than 70% of setpoint for 1 minute, send 2 requests.
      2) If the damper position is greater than 95%, send 1 request until damper position is less than 85%.

END OF SECTION 230993
PART 1 - GENERAL

1.1 RELATED DOCUMENTS

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

1.2 SUMMARY

A. This Section includes the following:

1. Building wires and cables rated 600 V and less.
2. Connectors, splices, and terminations rated 600 V and less.

1.3 DEFINITIONS

A. EPDM: Ethylene-propylene-diene terpolymer rubber.

B. NBR: Acrylonitrile-butadiene rubber.

1.4 ACTION SUBMITTALS

A. Product Data: For each type of product indicated.

1.5 QUALITY ASSURANCE

A. Electrical Components, Devices, and Accessories: Listed and labeled as defined in NFPA 70, Article 100, by a testing agency acceptable to authorities having jurisdiction, and marked for intended use.

B. Comply with NFPA 70.

PART 2 - PRODUCTS

2.1 CONDUCTORS AND CABLES

A. Available Manufacturers: Subject to compliance with requirements, manufacturers offering products that may be incorporated into the Work include, but are not limited to, the following:

1. Alcan Products Corporation; Alcan Cable Division.
3. General Cable Corporation.
4. Senator Wire & Cable Company.
5. Southwire Company.
B. Copper Conductors: Comply with NEMA WC 70.

C. Conductor Insulation: Comply with NEMA WC 70 for Types THHN-THWN.

2.2 CONNECTORS AND SPLICES

A. Available Manufacturers: Subject to compliance with requirements, manufacturers offering products that may be incorporated into the Work include, but are not limited to, the following:

1. AFC Cable Systems, Inc.
3. O-Z/Gedney; EGS Electrical Group LLC.
4. 3M; Electrical Products Division.
5. Tyco Electronics Corp.

B. Description: Factory-fabricated connectors and splices of size, ampacity rating, material, type, and class for application and service indicated.

PART 3 - EXECUTION

3.1 CONDUCTOR MATERIAL APPLICATIONS

A. Feeders: Copper. Solid for No. 10 AWG and smaller; stranded for No. 8 AWG and larger.

B. Branch Circuits: Copper. Solid for No. 10 AWG and smaller; stranded for No. 8 AWG and larger.

3.2 CONDUCTOR INSULATION AND MULTICONDUCTOR CABLE APPLICATIONS AND WIRING METHODS

A. Exposed Feeders: Type THHN-THWN, single conductors in raceway.

B. Feeders Concealed in Ceilings, Walls, Partitions, and Crawlspace: Type THHN-THWN, single conductors in raceway.

C. Exposed Branch Circuits, Including in Crawlspace: Type THHN-THWN, single conductors in raceway.

D. Branch Circuits Concealed in Ceilings, Walls, and Partitions: Type THHN-THWN, single conductors in raceway.

E. Class 1 Control Circuits: Type THHN-THWN, in raceway.

F. Class 2 Control Circuits: Type THHN-THWN, in raceway.

3.3 INSTALLATION OF CONDUCTORS AND CABLES

A. Conceal cables in finished walls, ceilings, and floors, unless otherwise indicated.
B. Complete raceway installation between conductor and cable termination points according to Section 260533 "Raceways and Boxes for Electrical Systems" prior to pulling conductors and cables.

C. Use manufacturer-approved pulling compound or lubricant where necessary; compound used must not deteriorate conductor or insulation. Do not exceed manufacturer's recommended maximum pulling tensions and sidewall pressure values.

D. Use pulling means, including fish tape, cable, rope, and basket-weave wire/cable grips, that will not damage cables or raceway.

E. Install exposed cables parallel and perpendicular to surfaces of exposed structural members, and follow surface contours where possible.

F. Support cables according to Division 26 Section "Hangers and Supports for Electrical Systems."

G. Identify and color-code conductors and cables according to Division 26 Section "Identification for Electrical Systems."

3.4 CONNECTIONS

A. Tighten electrical connectors and terminals according to manufacturer's published torque-tightening values. If manufacturer's torque values are not indicated, use those specified in UL 486A and UL 486B.

B. Make splices and taps that are compatible with conductor material and that possess equivalent or better mechanical strength and insulation ratings than unspliced conductors.

1. Use oxide inhibitor in each splice and tap conductor for aluminum conductors.

C. Wiring at Outlets: Install conductor at each outlet, with at least 6 inches (150 mm) of slack.

END OF SECTION 260519
PART 1 - GENERAL

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

1.2 SUMMARY
   A. This Section includes the following:
      1. Hangers and supports for electrical equipment and systems.

1.3 DEFINITIONS
   A. EMT: Electrical metallic tubing.
   B. IMC: Intermediate metal conduit.
   C. RMC: Rigid metal conduit.

1.4 PERFORMANCE REQUIREMENTS
   A. Delegated Design: Design supports for multiple raceways, including comprehensive engineering analysis by a qualified professional engineer, using performance requirements and design criteria indicated.
   B. Design supports for multiple raceways capable of supporting combined weight of supported systems and its contents.
   C. Design equipment supports capable of supporting combined operating weight of supported equipment and connected systems and components.
   D. Rated Strength: Adequate in tension, shear, and pullout force to resist maximum loads calculated or imposed for this Project, with a minimum structural safety factor of five times the applied force.

1.5 QUALITY ASSURANCE
   A. Welding: Qualify procedures and personnel according to AWS D1.1/D1.1M, "Structural Welding Code - Steel."
   B. Comply with NFPA 70.
1.6 COORDINATION

A. Coordinate size and location of concrete bases. Cast anchor-bolt inserts into bases. Concrete, reinforcement, and formwork requirements are specified in Division 03.

B. Coordinate installation of roof curbs, equipment supports, and roof penetrations. These items are specified in Division 07 Section "Roof Accessories."

PART 2 - PRODUCTS

2.1 SUPPORT, ANCHORAGE, AND ATTACHMENT COMPONENTS

A. Raceway and Cable Supports: As described in NECA 1 and NECA 101.

B. Conduit and Cable Support Devices: Steel hangers, clamps, and associated fittings, designed for types and sizes of raceway or cable to be supported.

C. Mounting, Anchoring, and Attachment Components: Items for fastening electrical items or their supports to building surfaces include the following:

1. Powder-Actuated Fasteners: Threaded-steel stud, for use in hardened portland cement concrete, steel, or wood, with tension, shear, and pullout capacities appropriate for supported loads and building materials where used.

   a. Available Manufacturers: Subject to compliance with requirements, manufacturers offering products that may be incorporated into the Work include, but are not limited to, the following:

      1) Hilti Inc.
      2) ITW Ramset/Red Head; a division of Illinois Tool Works, Inc.
      3) MKT Fastening, LLC.
      4) Simpson Strong-Tie Co., Inc.; Masterset Fastening Systems Unit.

2. Mechanical-Expansion Anchors: Insert-wedge-type, stainless steel, for use in hardened portland cement concrete with tension, shear, and pullout capacities appropriate for supported loads and building materials in which used.

   a. Available Manufacturers: Subject to compliance with requirements, manufacturers offering products that may be incorporated into the Work include, but are not limited to, the following:

      1) Cooper B-Line, Inc.; a division of Cooper Industries.
      2) Empire Tool and Manufacturing Co., Inc.
      3) Hilti Inc.
      4) ITW Ramset/Red Head; a division of Illinois Tool Works, Inc.
      5) MKT Fastening, LLC.

3. Concrete Inserts: Steel or malleable-iron, slotted support system units similar to MSS Type 18; complying with MFMA-4 or MSS SP-58.

4. Clamps for Attachment to Steel Structural Elements: MSS SP-58, type suitable for attached structural element.

5. Through Bolts: Structural type, hex head, and high strength. Comply with ASTM A 325.

6. Toggle Bolts: All-steel springhead type.

PART 3 - EXECUTION

3.1 APPLICATION

A. Comply with NECA 1 and NECA 101 for application of hangers and supports for electrical equipment and systems except if requirements in this Section are stricter.

B. Maximum Support Spacing and Minimum Hanger Rod Size for Raceway: Space supports for EMT, IMC, and RMC as required by NFPA 70. Minimum rod size shall be 1/4 inch (6 mm) in diameter.

3.2 SUPPORT INSTALLATION

A. Comply with NECA 1 and NECA 101 for installation requirements except as specified in this Article.

B. Raceway Support Methods: In addition to methods described in NECA 1, EMT IMC may be supported by openings through structure members, as permitted in NFPA 70.

C. Strength of Support Assemblies: Where not indicated, select sizes of components so strength will be adequate to carry present and future static loads within specified loading limits. Minimum static design load used for strength determination shall be weight of supported components plus 200 lb (90 kg).

D. Mounting and Anchorage of Surface-Mounted Equipment and Components: Anchor and fasten electrical items and their supports to building structural elements by the following methods unless otherwise indicated by code:
   1. To Existing Concrete: Expansion anchor fasteners.
   2. To Steel: Welded threaded studs complying with AWS D1.1/D1.1M, with lock washers and nuts Beam clamps (MSS Type 19, 21, 23, 25, or 27) complying with MSS SP-69 Spring-tension clamps.
   3. To Light Steel: Sheet metal screws.
   4. Items Mounted on Hollow Walls and Nonstructural Building Surfaces: Mount cabinets, panelboards, disconnect switches, control enclosures, pull and junction boxes, transformers, and other devices on slotted-channel racks attached to substrate.

E. Drill holes for expansion anchors in concrete at locations and to depths that avoid reinforcing bars.

END OF SECTION 260529
SECTION 260533 - RACEWAYS AND BOXES FOR ELECTRICAL SYSTEMS

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

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

1.2 SUMMARY

A. Section Includes:
   1. Metal conduits, tubing, and fittings.
   2. Nonmetal conduits, tubing, and fittings.
   3. Metal wireways and auxiliary gutters.
   4. Surface raceways.
   5. Boxes, enclosures, and cabinets.

B. Related Requirements:

1.3 DEFINITIONS

A. ARC: Aluminum rigid conduit.

B. GRC: Galvanized rigid steel conduit.

C. IMC: Intermediate metal conduit.

PART 2 - PRODUCTS

2.1 METAL CONDUITS, TUBING, AND FITTINGS

A. Manufacturers: Subject to compliance with requirements, available manufacturers offering products that may be incorporated into the Work include, but are not limited to, the following:

1. AFC Cable Systems, Inc.
3. Anamet Electrical, Inc.
4. Electri-Flex Company.
5. O-Z/Gedney; a brand of EGS Electrical Group.
6. Picoma Industries, a subsidiary of Mueller Water Products, Inc.
7. Republic Conduit.
8. Robroy Industries.
10. Thomas & Betts Corporation.
11. Western Tube and Conduit Corporation.
12. Wheatland Tube Company; a division of John Maneely Company.
B. Listing and Labeling: Metal conduits, tubing, and fittings shall be listed and labeled as defined in NFPA 70, by a qualified testing agency, and marked for intended location and application.

C. GRC: Comply with ANSI C80.1 and UL 6.

D. ARC: Comply with ANSI C80.5 and UL 6A.

E. IMC: Comply with ANSI C80.6 and UL 1242.

F. EMT: Comply with ANSI C80.3 and UL 797.

G. LFMC: Flexible steel conduit with PVC jacket and complying with UL 360.

H. Fittings for Metal Conduit: Comply with NEMA FB 1 and UL 514B.
   1. Fittings for EMT:
      a. Material: Steel only (die cast not allowed).
      b. Type: Compression.
   2. Coating for Fittings for PVC-Coated Conduit: Minimum thickness of 0.040 inch (1 mm), with overlapping sleeves protecting threaded joints.

I. Joint Compound for IMC, GRC, or ARC: Approved, as defined in NFPA 70, by authorities having jurisdiction for use in conduit assemblies, and compounded for use to lubricate and protect threaded conduit joints from corrosion and to enhance their conductivity.

2.2 NONMETALLIC CONDUITS, TUBING, AND FITTINGS

A. Manufacturers: Subject to compliance with requirements, provide products by one of the following:
   1. Anamet Electrical, Inc.

B. Listing and Labeling: Nonmetallic conduits, tubing, and fittings shall be listed and labeled as defined in NFPA 70, by a qualified testing agency, and marked for intended location and application.

C. LFNC: Comply with UL 1660.

D. Fittings for LFNC: Comply with UL 514B.

2.3 METAL WIREWAYS AND AUXILIARY GUTTERS

A. Manufacturers: Subject to compliance with requirements, available manufacturers offering products that may be incorporated into the Work include, but are not limited to, the following:
   1. Cooper B-Line, Inc.
   2. Hoffman; a Pentair company.
   4. Square D; a brand of Schneider Electric.

B. Description: Sheet metal, complying with UL 870 and NEMA 250, Type 1 unless otherwise indicated, and sized according to NFPA 70.
1. Metal wireways installed outdoors shall be listed and labeled as defined in NFPA 70, by a qualified testing agency, and marked for intended location and application.

C. Fittings and Accessories: Include covers, couplings, offsets, elbows, expansion joints, adapters, hold-down straps, end caps, and other fittings to match and mate with wireways as required for complete system.

D. Wireway Covers: Hinged type or Screw-cover type unless otherwise indicated.

E. Finish: Manufacturer's standard enamel finish.

2.4 BOXES, ENCLOSURES, AND CABINETS

A. General Requirements for Boxes, Enclosures, and Cabinets: Boxes, enclosures, and cabinets installed in wet locations shall be listed for use in wet locations.

B. Sheet Metal Outlet and Device Boxes: Comply with NEMA OS 1 and UL 514A.

C. Cast-Metal Outlet and Device Boxes: Comply with NEMA FB 1, ferrous alloy aluminum, Type FD, with gasketed cover.

D. Small Sheet Metal Pull and Junction Boxes: NEMA OS 1.

E. Cast-Metal Access, Pull, and Junction Boxes: Comply with NEMA FB 1 and UL 1773, cast aluminum galvanized, cast iron with gasketed cover.

F. Box extensions used to accommodate new building finishes shall be of same material as recessed box.

G. Device Box Dimensions: 4 inches square by 2-1/8 inches deep or 4 inches by 2-1/8 inches by 2-1/8 inches deep.

PART 3 - EXECUTION

3.1 RACEWAY APPLICATION

A. Indoors: Apply raceway products as specified below unless otherwise indicated:

1. Exposed, Not Subject to Physical Damage: EMT

2. Exposed, Not Subject to Severe Physical Damage: EMT Raceway locations include the following:
   a. Mechanical rooms.
   b. Electrical Rooms

3. Concealed in Ceilings and Interior Walls and Partitions: EMT

4. 24V control, signal and communication wiring: EMT. Raceway locations include the following:
   a. Exposed.

5. Connection to Vibrating Equipment (Including Transformers and Hydraulic, Pneumatic, Electric Solenoid, or Motor-Driven Equipment): LFMC.
B. Outdoors: Apply raceway products as specified below unless otherwise indicated:

1. Exposed Conduit: GRC.
2. Concealed Conduit, Aboveground: GRC.
3. Connection to Vibrating Equipment (Including Transformers and Hydraulic, Pneumatic, Electric Solenoid, or Motor-Driven Equipment): LFMC.
4. Boxes and Enclosures, Aboveground: NEMA 250, Type 3R.

C. Minimum Raceway Size: 1/2-inch (16-mm) trade size.

D. Raceway Fittings: Compatible with raceways and suitable for use and location.

1. Rigid and Intermediate Steel Conduit: Use threaded rigid steel conduit fittings unless otherwise indicated. Comply with NEMA FB 2.10.
2. EMT: Use compression, steel fittings only. Comply with NEMA FB 2.10.
3. Flexible Conduit: Use only fittings listed for use with flexible conduit. Comply with NEMA FB 2.20.

E. Do not install aluminum conduits, boxes, or fittings in contact with concrete or earth.

3.2 INSTALLATION

A. Comply with NECA 1 and NECA 101 for installation requirements except where requirements on Drawings or in this article are stricter. Comply with NECA 102 for aluminum conduits. Comply with NFPA 70 limitations for types of raceways allowed in specific occupancies and number of floors.

B. Keep raceways at least 6 inches (150 mm) away from parallel runs of flues and steam or hot-water pipes. Install horizontal raceway runs above water and steam piping.

C. Complete raceway installation before starting conductor installation.

D. Comply with requirements in Division 26 Section "Hangers and Supports for Electrical Systems" for hangers and supports.

E. Install no more than the equivalent of three 90-degree bends in any conduit run except for control wiring conduits, for which fewer bends are allowed. Support within 12 inches (300 mm) of changes in direction.

F. Install conduits parallel or perpendicular to building lines.

G. A. Support conduit within 12 inches (300 mm) of enclosures to which attached.

H. Threaded Conduit Joints: Apply listed compound to threads of raceway and fittings before making up joints. Follow compound manufacturer’s written instructions.

I. Raceway Terminations at Locations Subject to Moisture or Vibration: Use insulating bushings to protect conductors including conductors smaller than No. 4 AWG.

J. Terminate threaded conduits into threaded hubs or with locknuts on inside and outside of boxes or cabinets. Install bushings on conduits up to 1-1/4-inch (35mm) trade size and insulated throat metal bushings on 1-1/2-inch (41-mm) trade size and larger conduits terminated with locknuts. Install insulated throat metal grounding bushings on service conduits.
K. Install raceways square to the enclosure and terminate at enclosures with locknuts. Install locknuts hand tight plus 1/4 turn more.

L. Do not rely on locknuts to penetrate nonconductive coatings on enclosures. Remove coatings in the locknut area prior to assembling conduit to enclosure to assure a continuous ground path.

M. Cut conduit perpendicular to the length. For conduits 2-inch (53-mm) trade size and larger, use roll cutter or a guide to make cut straight and perpendicular to the length.

N. Install pull wires in empty raceways. Use polypropylene or monofilament plastic line with not less than 200-lb (90-kg) tensile strength. Leave at least 12 inches (300 mm) of slack at each end of pull wire. Cap underground raceways designated as spare above grade alongside raceways in use.

O. Install raceway sealing fittings at accessible locations according to NFPA 70 and fill them with listed sealing compound. For concealed raceways, install each fitting in a flush steel box with a blank cover plate having a finish similar to that of adjacent plates or surfaces. Install raceway sealing fittings according to NFPA 70.

P. Flexible Conduit Connections: Comply with NEMA RV 3. Use flexible conduit for equipment subject to vibration, noise transmission, or movement; and for transformers and motors.
   1. Use LFMC in mechanical room and outdoor locations.

Q. Fasten junction and pull boxes to our support from building structure. Do not support boxes by conduits.

3.3 SLEEVE AND SLEEVE-SEAL INSTALLATION FOR ELECTRICAL PENETRATIONS

A. Install sleeves and sleeve seals at penetrations of floor and wall assemblies. Comply with requirements in Division 26 Section "Sleeves and Sleeve Seals for Electrical Raceways and Cabling."

3.4 FIRESTOPPING

A. Install firestopping at penetrations of fire-rated floor and wall assemblies.

3.5 PROTECTION

A. Protect coatings, finishes, and cabinets from damage and deterioration.
   1. Repair damage to galvanized finishes with zinc-rich paint recommended by manufacturer.
   2. Repair damage to PVC coatings or paint finishes with matching touchup coating recommended by manufacturer.

END OF SECTION 260533
SECTION 260544 - SLEEVES AND SLEEVE SEALS FOR ELECTRICAL RACEWAYS AND CABLELING

PART 1 - GENERAL

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

1.2 SUMMARY
A. Section Includes:
   1. Sleeves for raceway and cable penetration of non-fire-rated construction walls and floors.
   2. Grout.
   3. Silicone sealants.
B. Related Requirements:
   1. Section 078413 "Penetration Firestopping" for penetration firestopping installed in fire-resistance-rated walls, horizontal assemblies, and smoke barriers, with and without penetrating items.

1.3 ACTION SUBMITTALS
A. Product Data: For each type of product.

1.4 COORDINATION
A. Coordinate sizing of sleeves, openings, core-drilled holes, or cut openings to accommodate penetration firestopping. Comply with requirements for firestopping specified in Section 078413 "Penetration Firestopping.

PART 2 - PRODUCTS

2.1 SLEEVES
A. Wall Sleeves:
B. Sleeves for Conduits Penetrating Non-Fire-Rated Gypsum Board Assemblies: Galvanized-steel sheet; 0.0239-inch (0.6-mm) minimum thickness; round tube closed with welded longitudinal joint, with tabs for screw-fastening the sleeve to the board.
C. Sleeves for Rectangular Openings:
2. Minimum Metal Thickness:
   a. For sleeve cross-section rectangle perimeter less than 50 inches (1270 mm) and with no side larger than 16 inches (400 mm), thickness shall be 0.052 inch (1.3 mm).
   b. For sleeve cross-section rectangle perimeter 50 inches (1270 mm) or more and one or more sides larger than 16 inches (400 mm), thickness shall be 0.138 inch (3.5 mm).

2.2 GROUT
   A. Description: Nonshrink; recommended for interior and exterior sealing openings in non-fire-rated walls or floors.
   C. Design Mix: 5000-psi (34.5-MPa), 28-day compressive strength.
   D. Packaging: Premixed and factory packaged.

2.3 SILICONE SEALANTS
   A. Silicone Sealants: Single-component, silicone-based, neutral-curing elastomeric sealants of grade indicated below.
      1. Grade: Pourable (self-leveling) formulation for openings in floors and other horizontal surfaces that are not fire rated.
      2. Sealant shall comply with the testing and product requirements of the California Department of Health Services' "Standard Practice for the Testing of Volatile Organic Emissions from Various Sources Using Small-Scale Environmental Chambers."
   B. Silicone Foams: Multicomponent, silicone-based liquid elastomers that, when mixed, expand and cure in place to produce a flexible, nonshrinking foam.

PART 3 - EXECUTION

3.1 SLEEVE INSTALLATION FOR NON-FIRE-RATED ELECTRICAL PENETRATIONS
   A. Comply with NECA 1.
   B. Comply with NEMA VE 2 for cable tray and cable penetrations.
   C. Sleeves for Conduits Penetrating Above-Grade Non-Fire-Rated Concrete and Masonry-Unit Floors and Walls:
      1. Interior Penetrations of Non-Fire-Rated Walls and Floors:
         a. Seal annular space between sleeve and raceway or cable, using joint sealant appropriate for size, depth, and location of joint.
b. Seal space outside of sleeves with mortar or grout. Pack sealing material solidly between sleeve and wall so no voids remain. Tool exposed surfaces smooth; protect material while curing.

2. Use pipe sleeves unless penetration arrangement requires rectangular sleeved opening.
3. Size pipe sleeves to provide 1/4-inch annular clear space between sleeve and raceway or cable unless sleeve seal is to be installed.
4. Install sleeves for wall penetrations unless core-drilled holes or formed openings are used. For new construction, install sleeves during erection of walls. Cut sleeves to length for mounting flush with both surfaces of walls. Deburr after cutting.
5. Install sleeves for floor penetrations. Extend sleeves installed in floors 2 inches above finished floor level. For new construction, install sleeves during erection of floors.

D. Sleeves for Conduits Penetrating Non-Fire-Rated Gypsum Board Assemblies:

1. Use circular metal sleeves unless penetration arrangement requires rectangular sleeved opening.
2. Seal space outside of sleeves with approved joint compound for gypsum board assemblies.

3.2 SLEEVE INSTALLATION – FIRE RATED ASSEMBLIES

A. The use of sleeves, installation, type, size and extension beyond surfaces shall be as required by the UL listed firestopping system used and associated fire (F) and temperature (T) ratings.

1. Maintain indicated fire rating of walls, partitions, ceilings, and floors at pipe penetrations. Seal pipe penetrations with firestop materials. Comply with requirements for firestopping specified in Section 078413 "Penetration Firestopping.

B. Sleeves are not required if one or more of the following apply:

1. If the penetration is through a fire rated assembly and the UL listed firestopping system does not require the use of a sleeve.
2. Holes in existing floor or wall assemblies are cut using a core drill method providing a smooth clean opening.

C. Install sleeves in concrete floors, concrete roof slabs, and concrete walls as new slabs and walls are constructed.

1. If not a component in the UL listed firestopping system, sleeves shall not be used. In this case, removable sleeves shall be used during the construction of the slab or wall.
2. If used, cut sleeves to length for mounting flush with both surfaces.
3. Using grout, seal the space outside of sleeves in slabs and walls.

END OF SECTION 260544