



Renovations to Lincoln Parish Library
Lincoln Parish Police Jury

Project documents obtained from www.CentralBidding.com

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SPECIFICATIONS

for

**RENOVATIONS TO:
LINCOLN PARISH LIBRARY**

LINCOLN PARISH POLICE JURY

Ruston, Louisiana

COMMISSION NUMBER 2508

JUNE 2026



WALPOLE ARCHITECTS L.L.C.

330 WEST MISSISSIPPI

RUSTON, LOUISIANA

INDEX of SPECIFICATIONS

RENOVATIONS TO:
LINCOLN PARISH LIBRARY
910 N. TRENTON STREET
RUSTON, LOUISIANA
CN: 2508

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ADVERTISEMENT FOR BIDS

RENOVATIONS TO:
LINCOLN PARISH LIBRARY
LINCOLN PARISH POLICE JURY
RUSTON, LOUISIANA

Commission Number: 2508

Sealed bids for the construction of the following project will be received by the Lincoln Parish Police Jury, located at 100 W Texas Ave #301, Ruston, LA 71270, either by mail or hand delivery, no later than **2:00 PM** local time on **Thursday, September 3rd, 2026**. At that time, all bids will be publicly opened and read aloud. Bids received after the 2:00 PM deadline will be returned to the bidder unopened.

PROJECT: Renovations to: Lincoln Parish Library

PROJECT CLASSIFICATION: Construction Work

CONTRACT TIME: 107 Calendar Days

LIQUIDATED DAMAGES: \$500 per Calendar Day

A Pre-Bid Conference will be held at **10:00 AM**, local time, on **Wednesday, August 26th, 2026**, at the job site located at 910 N. Trenton Street Ruston, Louisiana 71270. The owner's telephone number is (318) 513-6200. Representatives from the OWNER and ARCHITECT will be present to discuss the Project. Bidders are encouraged to attend and participate in the conference.

The contractors can submit their bid to the location stated above or submit their bid electronically at www.CENTRALBIDDING.com. The complete Contract Bid Documents, including drawings and specifications, will be available online at www.CENTRALBIDDING.com. Hard copy sets of the drawings and specifications are also available upon request with a deposit of \$200.00 for each set of documents, or \$20.00 for a USB drive containing PDF images of the same bidding documents, from the office of Walpole Architects L.L.C. located at 330 West Mississippi Avenue, Ruston, Louisiana 71270 (318- 251-2151; jill@mwarchitect.com). Deposit is fully refundable on two sets to all bonafide prime bidders upon return of the documents, in good condition, not later than ten (10) days after receipt of bids. The deposit of all other hard copy sets of documents will be refunded 50% upon return of documents as stated above. Any Prime Bidder not bidding must return documents seven (7) days before bidding to receive the full deposit.

A Certified Check or Cashier's Check, payable to the Lincoln Parish Police Jury, or a satisfactory Bid Bond executed by the Bidder and an acceptable surety, equal to five percent (5%) of the total bid, shall be submitted with each bid. If the contractor chooses the Bid Bond option, the Bid Bond shall be on the form included as part of the bidding documents. Bidders are advised that a Performance Bond and a Payment Bond issued by a company licensed to do business in Louisiana, each in 100 percent (100%) of the Contract Price, will be required.

Bids shall be received only on proposal forms furnished by the Architect, included in the bidding documents.

The Bidder is advised that the Lincoln Parish Police Jury is an Equal Opportunity Employer.

All Contractors bidding on this work shall comply with all provisions of the State Licensing Law for Contractors, R.S. 37:2150-2163, as amended, for all public contracts. It shall also be the responsibility of the General Contractor to ensure that all subcontractors comply with this law. The Contractors must be licensed in the above proper category of work and show their license number on the face of the sealed bid envelope.

Bid proposals, amendments to bids, or requests for withdrawal of bids received after the time specified for bid opening shall not be considered for any reason whatsoever.

The bid proposal is firm for forty-five (45) days from the date of the opening of bids, and no bid proposal can be withdrawn for any reason during this period. The Lincoln Parish Police Jury reserves the right to reject all bids for cause and waive any and all informalities.

Other documentation and information required, including but not limited to the low bidder's attestation pursuant to R.L.S 38:2212.10 and 2227, shall be furnished by the low bidder within ten (10) days after the bid opening.

Prospective bidders must comply with Executive Order 12549, pertaining to Disbarment and Suspension, implemented at 34 CFR Part 85, for prospective participants in primary covered transactions, as defined at 34 CFR Part 85, Sections 85.105 and 85.110.

A.02 INSTRUCTIONS TO BIDDERS

The **2018 Edition** of The Instructions to Bidders (AIA Document 701) is to be included as part of these documents. Copies are available to the Contractor at no charge at the Architect's office upon request. Copies are also available to be viewed on the internet under AIA Document A701.

A.03 SUPPLEMENTARY INSTRUCTIONS TO BIDDERS

MODIFICATION TO "INSTRUCTIONS TO BIDDERS"

The following provisions replace, revise, delete from, or add to the **provisions of the Standard Form of the Instructions to Bidders of the American Institute of Architects (AIA Document Number A-701) 2018 Edition**, which document is hereby specifically made a part of the Contract Documents with the same force and effect as though set forth in full. Where any part of the AIA Instructions to Bidders is unaltered in these Supplemental Instructions, the unaltered provisions shall remain in effect.

Sites located in Lincoln Parish, Louisiana.

ARTICLE 2 – BIDDER REPRESENTATIONS

Add the following:

2.1.7 Bidder must be fully qualified under any state or local licensing law for Contractors in effect at the time and at the location of the work before submitting his bid. In the State of Louisiana, revised statues 37:2150,ET SEQ. will be considered, if applicable. The Contractor shall be responsible for determining that all his Sub-bidders or perspective Sub-contractors are duly licensed in accordance with the law.

2.1.8 License number must be shown on the bid above Contractor's signature, and on the sealed envelope containing the bid. **Project Number 2508** shall be shown on both the bid and the sealed envelope containing the bid.

ARTICLE 3 – BIDDING DOCUMENTS

Replace 3.1.1-5 with the following:

3.1.1 The Contract Bid Documents, including drawings and specifications, will be available online at **www.CENTRALBIDDING.com**. Hard copy sets of the drawings and specifications are also available upon request with a deposit of **\$200** for each set of documents, or **\$20.00** for a USB drive containing pdf. images of the same bidding documents, from the office of Walpole Architects L.L.C. located at 330 West Mississippi Avenue, Ruston, Louisiana 71270 (318-251-2151). The deposit is fully refundable on two sets to all bonafide prime bidders upon return of the documents, in good condition, not later than ten (10) days after receipt of bids. The deposit of all other sets of documents will be refunded 50% upon return of documents as stated above. Any Prime Bidder who is not bidding must return documents seven (7) days prior to bid to receive full deposit.

Replace 3.4.1 add the following:

3.4.1 Addenda will be posted and made available over the internet from **www.CENTRALBIDDING.com** to all who are registered plan holders on that site.

Replace 3.4.3 with the following:

3.4.3 Addenda shall not be issued within a period of seventy-two (72) hours prior to the advertised time for the opening of bids, excluding Saturdays, Sundays, and any other legal holidays. If it is necessary to issue an addendum within the seventy-two (72) hour period prior to receiving bids, the opening of such bids shall be extended exactly one week, without the requirement of advertising.

ARTICLE 4 – BIDDING PROCEDURES

Modify the following:

4.1.7 Delete and replace with the following:

If someone other than a corporate officer signs for the Bidder/Contractor, a copy of a corporate resolution or other signature of authorization shall be required for submission of a bid. Failure to include a copy of the appropriate signature authorization, if required, may result in the rejection of the bid unless bidder has complied with La. R.S. 38:2212(A)(1)(c) or RS 38:2212(O).

4.3.1 Delete and replace with the following:

See ADVERTISEMENT FOR BIDS for instructions concerning how and when the Bidder is to submit a bid for the project.

4.3.2 Add the following:

The Contractor's bid envelope shall also include the license number of the Bidder.

4.4.3 Delete and replace with the following:

Except in accordance with R.S. 38:2214 which states, in part, "Bids containing patently obviously mechanical, clerical or mathematical errors, or errors of unintentional omission of a substantial quantity of work, labor, material, or services made directly in the compilation of the bid, may be withdrawn by the Contractor if clear and convincing sworn, written evidence of such errors is furnished to the public entity within **forty-eight hours** of the bid opening excluding Saturdays, Sundays and legal holidays.

ARTICLE 5 – CONSIDERATION OF BIDS

Replace 5.3.2 with the following:

5.3.2 It is the intent of the Owner, if he accepts any Alternates, to accept them in the order in which they are listed in the bid form. Determination of the low Bidder shall be on the basis of the sum of the Base Bid and the Alternates accepted. However, the Owner shall reserve the right to accept alternates in any order which does not affect determination of the low Bidder.

ARTICLE 7 – PERFORMANCE BOND AND PAYMENT BOND

Replace entire Article with the following:

7.1 - Bids shall be accompanied by certified check, cashier's check or a bid bond executed by the bidder and a surety company licensed to do business in the State of Louisiana. Bid Bond or check shall be for 5% of the base bid amount. Bid bond, cashier's check, or certified check shall be made in favor of the **Lincoln Parish Police Jury**.

7.2 - Bid Bonds shall be forfeited to the Owner by the Bidder as liquidated damaged if the Bidder fails to execute and deliver a contract and bond as required by the bidding instruments.

7.3 - Bidders shall be capable of executing and required to furnish a satisfactory Performance and Labor and Material Payment Bond for 100% of the contract amount.

ARTICLE 9 – COMPLETION TIME AND LIQUIDATED DAMGES

9.1 – The completion time for this Contract must be within **107 calendar days** as stated on the ADVERTISEMENT FOR BIDS. The Contractor will be subject to pay liquidated damages in the amount of **five hundred dollars (\$500) per calendar day** after the contract time has expired.

The definition of complete is that the Contractor has been granted Substantial Completion by the Owner and Architect, and an Occupancy Certificate by both the **State Fire Marshal** and **Parish** has been issued.

ARTICLE 10 – CONSTRUCTION BUDGET

10.1 – Construction Budget for the Base Bid and Alternate Bid (if accepted) is: **Seven Hundred and Twenty Three Thousand Dollars (\$723,000).**

LOUISIANA UNIFORM PUBLIC WORK BID FORM

TO: Lincoln Parish Police Jury
100 W Texas Ave #301
Ruston, LA 71270

BID FOR: Renovations to: Lincoln Parish Library
910 N Trenton St, Ruston, LA 71270
CN: 2508

The undersigned bidder hereby declares and represents that she/he; a) has carefully examined and understands the Bidding Documents, b) has not received, relied on, or based his bid on any verbal instructions contrary to the Bidding Documents or any addenda, c) has personally inspected and is familiar with the project site, and hereby proposes to provide all labor, materials, tools, appliances and facilities as required to perform, in a workmanlike manner, all work and services for the construction and completion of the referenced project, all in strict accordance with the Bidding Documents prepared by: Walpole Architects L.L.C and dated: June 2026.

Bidders must acknowledge all addenda. The Bidder acknowledges receipt of the following **ADDENDA:** (Enter the number the Designer has assigned to each of the addenda that the Bidder is acknowledging) _____

TOTAL BASE BID: For all work required by the Bidding Documents (including any and all unit prices designated "Base Bid" * but not alternates) the sum of:

_____ Dollars (\$ _____)

ALTERNATES: For any and all work required by the Bidding Documents for Alternates including any and all unit prices designated as alternates in the unit price description.

Alternate No. 1 (*ADD- Interior Light Fixture Replacement and Ceiling Tile Work*) for the lump sum of:

_____ Dollars (\$ _____)

Alternate No. 2 (*Owner to provide description of alternate and state whether add or deduct*) for the lump sum of:

Not Applicable _____ Dollars (\$ _____)

Alternate No. 3 (*Owner to provide description of alternate and state whether add or deduct*) for the lump sum of:

Not Applicable _____ Dollars (\$ _____)

NAME OF BIDDER: _____

ADDRESS OF BIDDER: _____

LOUISIANA CONTRACTOR'S LICENSE NUMBER: _____

NAME OF AUTHORIZED SIGNATORY OF BIDDER: _____

TITLE OF AUTHORIZED SIGNATORY OF BIDDER: _____

SIGNATURE OF AUTHORIZED SIGNATORY OF BIDDER **: _____

DATE: _____

* The Unit Price Form shall be used if the contract includes unit prices. Otherwise it is not required and need not be included with the form. The number of unit prices that may be included is not limited and additional sheets may be included if needed.

** If someone other than a corporate officer signs for the Bidder/Contractor, a copy of a corporate resolution or other signature authorization shall be required for submission of bid. Failure to include a copy of the appropriate signature authorization, if required, may result in the rejection of the bid unless bidder has complied with La. R.S. 38:2212(A)(1)(c) or RS 38:2212(O) .

BID SECURITY in the form of a bid bond, certified check or cashier's check as prescribed by LA RS 38:2218.A is attached to and made a part of this bid.

BID BOND
FOR

Date: _____

KNOW ALL MEN BY THESE PRESENTS:

That _____ of _____, as Principal, and _____, as Surety, are held and firmly bound unto the Lincoln Parish Police Jury (Obligee), in the full and just sum of five (5%) percent of the total amount of this proposal, including all alternates, lawful money of the United States, for payment of which sum, well and truly be made, we bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally firmly by these presents.

Surety represents that it is listed on the current U. S. Department of the Treasury Financial Management Service list of approved bonding companies as approved for an amount equal to or greater than the amount for which it obligates itself in this instrument or that it is a Louisiana domiciled insurance company with at least an A - rating in the latest printing of the A. M. Best's Key Rating Guide. If surety qualifies by virtue of its Best's listing, the Bond amount may not exceed ten percent of policyholders' surplus as shown in the latest A. M. Best's Key Rating Guide.

Surety further represents that it is licensed to do business in the State of Louisiana and that this Bond is signed by surety's agent or attorney-in-fact. This Bid Bond is accompanied by appropriate power of attorney.

THE CONDITION OF THIS OBLIGATION IS SUCH that, whereas said Principal is herewith submitting its proposal to the Obligee on a Contract for:

NOW, THEREFORE, if the said Contract be awarded to the Principal and the Principal shall, within such time as may be specified, enter into the Contract in writing and give a good and sufficient bond to secure the performance of the terms and conditions of the Contract with surety acceptable to the Obligee, then this obligation shall be void; otherwise this obligation shall become due and payable.

PRINCIPAL (BIDDER)

SURETY

BY: _____
AUTHORIZED OFFICER-OWNER-PARTNER

BY: _____
AGENT OR ATTORNEY-IN-FACT (SEAL)

Renovations to: Lincoln Parish Library
Name of Project

CN: 2508
Project No.

STATE OF _____

PARISH OF _____

ATTESTATIONS AFFIDAVIT

Before me, the undersigned notary public, duly commissioned and qualified in and for the parish and state aforesaid, personally came and appeared Affiant, who after being duly sworn, attested as follows:

LA. R.S. 38:2227 PAST CRIMINAL CONVICTIONS OF BIDDERS

A. No sole proprietor or individual partner, incorporator, director, manager, officer, organizer, or member who has a minimum of a ten percent (10%) ownership in the bidding entity named below has been convicted of, or has entered a plea of guilty or nolo contendere to any of the following state crimes or equivalent federal crimes:

(a) Public bribery (R.S. 14:118)

(c) Extortion (R.S. 14:66)

(b) Corrupt influencing (R.S. 14:120)

(d) Money laundering (R.S. 14:23)

B. Within the past five years from the project bid date, no sole proprietor or individual partner, incorporator, director, manager, officer, organizer, or member who has a minimum of a ten percent (10%) ownership in the bidding entity named below has been convicted of, or has entered a plea of guilty or nolo contendere to any of the following state crimes or equivalent federal crimes, during the solicitation or execution of a contract or bid awarded pursuant to the provisions of Chapter 10 of Title 38 of the Louisiana Revised Statutes:

(a) Theft (R.S. 14:67)

(f) Bank fraud (R.S. 14:71.1)

(b) Identity Theft (R.S. 14:67.16)

(g) Forgery (R.S. 14:72)

(c) Theft of a business record
(R.S.14:67.20)

(h) Contractors; misapplication of
payments (R.S. 14:202)

(d) False accounting (R.S. 14:70)

(i) Malfeasance in office (R.S. 14:134)

(e) Issuing worthless checks
(R.S. 14:71)

LA. R.S. 38:2212.10 Verification of Employees

A. At the time of bidding, Appearer is registered and participates in a status verification system to verify that all new hires in the state of Louisiana are legal citizens of the United States or are legal aliens.

B. If awarded the contract, Appearer shall continue, during the term of the contract, to utilize a status verification system to verify the legal status of all new employees in the state of Louisiana.

C. If awarded the contract, Appearer shall require all subcontractors to submit to it a sworn affidavit verifying compliance with Paragraphs (A) and (B) of this Subsection.

Renovations to: Lincoln Parish Library
Name of Project

CN: 2508
Project No.

LA. R.S. 23:1726(B) Certification Regarding Unpaid Workers Compensation Insurance

- A. R.S. 23:1726 prohibits any entity against whom an assessment under Part X of Chapter 11 of Title 23 of the Louisiana Revised Statutes of 1950 (Alternative Collection Procedures & Assessments) is in effect, and whose right to appeal that assessment is exhausted, from submitting a bid or proposal for or obtaining any contract pursuant to Chapter 10 of Title 38 of the Louisiana Revised Statutes of 1950 and Chapters 16 and 17 of Title 39 of the Louisiana Revised Statutes of 1950.
- B. By signing this bid /proposal, Affiant certifies that no such assessment is in effect against the bidding / proposing entity.

NAME OF BIDDER

NAME OF AUTHORIZED SIGNATORY OF BIDDER

DATE

TITLE OF AUTHORIZED SIGNATORY OF BIDDER

**SIGNATURE OF AUTHORIZED
SIGNATORY OF BIDDER/AFFIANT**

Sworn to and subscribed before me by Affiant on the _____ day of _____, 20____.

Notary Public

Renovations to: Lincoln Parish Library
Name of Project

CN: 2310
Project No.

NON-COLLUSION AFFIDAVIT

STATE OF LOUISIANA

PARISH OF _____

This ____ day of _____, 20____, personally came and appeared before me, the undersigned Notary Public, duly commissioned and qualified within and for the Parish/County of _____, State of _____, _____, represented herein by, _____, who after being by me duly sworn did depose and say that he has been selected as Contractor for the _____ on the _____ and that he does hereby certify in compliance with L.R.S. 38:2224, that he has employed no person, corporation, firm, association or other organization, either directly or indirectly, to secure the contract for the above mentioned public project, other than persons regularly employed by him whose services in connection with the construction of said public project or in securing the contract for same were in the regular course of their duties for him: and, that no part of the contract price received, or to be received, by him was paid or will be paid to any person, corporation, firm, association or other organization for soliciting the contract, other than the payment of their normal compensation to persons regularly employed by him whose services in connection with the construction of said public project were in the regular course of their duties for him.

APPEARER FURTHER DECLARES, that he will, in all respects, comply with the public contract laws of the State of Louisiana, including Title 38 of the Louisiana Revised Statutes, and particularly Section 2224 of said Title 38 of the Louisiana Revised Statutes.

Contractor (Authorized Signature)

Sworn to and subscribed before me this ____ day of _____, 20____.

Notary Public

SECTION B.01 - GENERAL CONDITIONS

The **2017 Edition** of the General Conditions of the Contract for Construction (AIA Document A201) is to be included as part of these documents. Copies are available to the Contractor at the Architect's office upon request.

SUPPLEMENTARY CONDITIONS

These Supplementary Conditions modify, change, delete from or add to the General Conditions of the Contract for Construction, AIA Document A201, **2017 Edition**. Where any Article of the General Conditions is modified or any Paragraph, Subparagraph or Clause thereof is modified or deleted by these supplements, the unaltered provisions of that Article, Paragraph, Subparagraph or Clause shall remain in effect.

Articles, Paragraphs, Subparagraphs or Clauses modified or deleted have the same numerical designation as those occurring in the General Conditions.

ARTICLE 2

OWNER

2.3 INFORMATION AND SERVICES REQUIRED OF THE OWNER

2.3.6 (Delete in its entirety and substitute the following:)

The contractors have the option of submitting their bid to the location stated above or submitting their bid electronically at www.CENTRALBIDDING.com. The Contract Documents, including drawings and specifications, will be available online at www.CENTRALBIDDING.com. Hard copy sets of the drawings and specifications are also available upon request with a deposit of **\$200.00** for each set of documents, or **\$20.00** for a CD containing .pdf images of the same bidding documents, from the office of Walpole Architects L.L.C. located at 330 West Mississippi Avenue, Ruston, Louisiana 71270 (318- 251-2151). The deposit is fully refundable to all bona fide prime bidders upon return of the documents in good condition, not later than ten (10) days after receipt of bids, provided two hard copy sets are returned. The deposit for all other sets of documents will be refunded at 50% upon return of the documents as stated above. Any Prime Bidder not bidding must return the documents seven (7) days before the bid to receive the full deposit.

ARTICLE 3

CONTRACTOR

3.3 SUPERVISION AND CONSTRUCTION PROCEDURES

3.3.3 Add the following at the end of Section 3.3.3:

The Contractor shall maintain an adequate inspection system and perform such inspections as necessary to ensure that the Work performed under the Contract Documents conforms to the requirements of the Contract Documents. Evidence of such inspections shall be furnished to the Architect and Owner upon the request of either. If any of the Work is required to be inspected or approved by a public authority, the Contractor shall arrange for such inspection or approval to be performed. No inspection performed or failed to be performed by the Owner

hereunder shall be a waiver of any of the Contractor's obligations hereunder or be construed as an approval or acceptance of the Work or any part thereof.

3.5 WARRANTY

Add the following at the end of Section 3.5:

The work shall be warranted against defects in materials and workmanship for a period of **one (1) year** from the date of Substantial Completion of the Work (as described in Section 3.1 of the Standard Form of **Agreement between Owner and Contractor where the Basis for Payment is a Stipulated Sum, AIA Document A101-2017 (the "A101")**). The warranty shall specifically ensure that all defects in materials and workmanship that appear during the warranty period, as determined by the Architect or the Owner, will be remedied to the satisfaction of the Architect and the Owner at no additional cost to the Owner. The Contractor agrees to assign to the Owner at the time of Substantial Completion all manufacturer's warranties relating to materials and labor used in the Work and further agrees to perform the Work in such manner as to preserve all such manufacturer's warranties.

3.6 TAXES

Delete in its entirety and substitute the following:

Contractor hereby acknowledges and agrees that, for purposes of this Project only, the Contractor will be designated as an agent of a governmental entity for the sole purpose of **being exempt from sales and use taxes** applicable to the purchases made in furtherance of the Project. After the award of the construction contract, but before making any purchases, Contractor shall execute the 'Designation of Construction Contractor as Agent of a Governmental Entity Sales Tax Exemption Certificate' form issued by the Louisiana Department of Revenue. The Contractor shall use this form and have its subcontractors execute similar forms to be exempt from paying sales and use taxes. Contractor and its subcontractors must provide a copy of this form to their vendors at the time they make any qualifying purchase for the Project.

3.7 PERMITS, FEES, NOTICES, AND COMPLIANCE WITH LAWS

Delete Subparagraph 3.7.5 and substitute the following:

3.7.5 If, during the Work, the Contractor discovers human remains, unmarked burial or archaeological sites, burial artifacts, or wetlands, which are not indicated in the Contract Documents, the Contractor shall follow all procedures mandated by State and Federal law, including but not limited to L.R.S. 8:671 et seq., R.S. 49:213.1 et seq., and Sections 401 & 404 of the Federal Clean Water Act. Request for adjustment of the Contract Sum and Contract Time arising from the existence of such remains or features shall be submitted in writing to the Owner according to the Contract Documents.

- 3.7.6 The Contractor must be fully qualified under any state or local licensing law for Contractors in effect at the time and the location of the work before submitting their bid. If the project is located in the State of Louisiana, only bids from Contractors and Subcontractors who are duly licensed under Louisiana Revised Statutes 37:2151 et seq. will be considered, if that law requires licensing. The Contractor shall be responsible for determining that all their Subcontractors or prospective Subcontractors are duly licensed as required by law.

3.9 SUPERINTENDENT

- 3.9.1 Add the following to the end of the paragraph: "Important communications shall be confirmed in writing. Other communications shall be similarly confirmed in writing upon receipt of a written request in each case. The job superintendent must be approved by both the Architect and the Owner before the project commences. If the Owner or Architect objects for any reason, the Contractor shall submit an alternate superintendent for approval. The superintendent who initiates the project shall be required to complete the project, unless their employment is permanently terminated by the Contractor or approved by both the Architect and the Owner. **The superintendent must be a full-time employee of the Contractor and cannot be working for the Contractor as a Subcontractor. This project will not always require a full-time superintendent on the job site where work is being performed, provided the job superintendent visits the job site at least once in the morning and once in the afternoon on all days work is being performed.**

3.18 INDEMNIFICATION

- 3.18.1 Delete Section 3.18.1 in its entirety and replace it with the following:

To the fullest extent permitted by Law, the Contractor shall indemnify and hold harmless the Owner, the Owner's Project Representative (as hereinafter defined), the Architect, and the directors, officers, members, managers, partners, agents and employees of any of them (each an "Owner Indemnitee" and collectively, the "Owner Indemnitees") from and against any claims, judgments, damages, losses, costs and expenses, including but not limited to attorneys' fees, arising out of or relating to, directly or indirectly: (i) performance of the Work, including, without limitation, claims, judgments, damages, losses and expenses arising out of or relating to, directly or indirectly, the negligent acts or omissions of the Contractor, a Subcontractor, or any third party within the control of Contractor; (ii) means, methods, procedures, techniques, or sequences of execution or performance of the Work; (iii) the failure of the Contractor or any Subcontractor to comply with any applicable Laws or the failure to secure and pay for permits, fees, approvals, licenses and inspections as required under the Contract Documents, or any violation of any permit or other approval of public authority applicable to the Work, by the Contractor, a Subcontractor, or any person or entity for whom either is responsible; or (iv) the failure of the Contractor or any Subcontractor to perform its obligations under the Contract. The Contractor shall further indemnify and hold harmless the Owner Indemnitees against any assertion of claims for mechanics' liens by Subcontractors or

material suppliers, and any assertion of security interests by suppliers of goods or materials, per La. R.S. 9:2780.1, nothing herein shall be construed to require the Contractor to indemnify an Owner Indemnitee against any liability for loss or damage resulting from the negligence or intentional acts or omissions of an Owner Indemnitee or a third party over which the Contractor has no control. It is agreed that concerning any legal limitations now or hereafter in effect and affecting the validity and enforceability of the indemnification obligations under this Section 3.18.1 (including those specified in La. R.S. 9:2780.1), such legal limitations are made a part of the indemnification obligation to the minimum extent necessary to bring this Section 3.18.1 into conformity with the requirements of such limitations, and as so modified, the indemnification obligation shall continue in full force and effect.

ARTICLE 4

ARCHITECT

4.2 ADMINISTRATION OF THE CONTRACT

4.2.11 Add the following sentence to the end of Subsection 4.2.11:

Suppose no agreement is made concerning the time within which the interpretation required of the Architect shall be furnished in compliance with Section 4.2. In that case, any delay shall not be recognized on account of the Architect's failure to provide such interpretation until 15 days after a written request is made for it.

4.2.14 Insert the following sentence between the second and third sentence of Subsection 4.2.14:

Suppose no agreement is made concerning the time within which the interpretation required of the Architect shall be furnished in compliance with Section 4.2. In that case, any delay shall not be recognized on account of the Architect's failure to provide such interpretation until 15 days after a written request is made for it.

ARTICLE 5

SUBCONTRACTORS

5.2 AWARD OF SUBCONTRACTS AND OTHER CONTRACTS FOR PORTIONS OF THE WORK

5.2.1 In the first sentence, delete "after" and replace it with "before".

ARTICLE 7

CHANGES IN THE WORK

7.2 CHANGE ORDERS

Delete Section 7.2.1, and substitute the following Sections:

- 7.2.1 A Change Order is a written instrument prepared by the Architect and signed by the Owner, the Architect, and the Contractor issued after execution of the Contract, authorizing a change in the Work and/or an adjustment in the Contract Sum and/or the Contract Time. The Contract Sum and the Contract Time may be changed only by a Change Order. A Change Order signed by the Contractor indicates their agreement therewith, including any adjustments to the Contract Sum or Contract Time. Any reservation of rights, stipulation, or other modification made on the change order by the Contractor shall have no effect.
- 7.2.2 “Cost of the Work” for Change Orders shall be the eligible costs required to be incurred in performance of the Work and paid by the Contractor and Subcontractors, which eligible costs shall be limited to:
- 7.2.2.1 Actual wages paid directly to labor personnel, with a labor burden markup exclusively limited to applicable payroll taxes, workers’ compensation insurance, unemployment compensation, and social security taxes for those labor personnel performing the Work. Wages shall be the basic hourly labor rate paid to an employee, exclusive of fringe benefits or other employee costs. The labor burden percentage for the “Cost of the Work” is limited to categories listed herein. Employer-provided health insurance, fringe benefits, employee training (whether a requirement of employment or not), vacation pay, and other similar costs are examples of ineligible labor burden costs that shall not be included, as the Overhead and Profit markup already compensates for these costs.
- Supervision shall not be included as a line item in the “Cost of the Work” unless the change results in a documented delay in the critical path, as described in Section 7.2.7.
- 7.2.2.2 Cost of all materials and supplies necessary and required to perform the Work, identifying each item and its cost, including taxes. Incidental consumables are not eligible costs and shall not be included.
- 7.2.2.3 Cost of each necessary piece of machinery and equipment required to perform the Work, identifying each item and its cost, including taxes. Incidental small tools of a specific trade (i.e., shovels, saws, hammers, air compressors, etc.) and general use vehicles, such as pickup trucks even for moving items around the site, fuel for these general use vehicles, travel, lodging, and/or meals are not eligible and shall not be included.
- 7.2.2.4 Eligible Insurance costs shall be limited to documented increases in “Builder’s Risk” insurance premiums/costs only. Commercial General Liability, Automobile Liability, and all other required insurances, as referenced in the Contract, shall be considered part of normal overhead. The Overhead and Profit markup already compensates for these costs.
- 7.2.2.5 Cost for the General Contractor Performance and Payment Bond premium, where the documented cost of the premiums has been increased due to the Change Order.

- 7.2.3 Overhead and Profit - The Contractor and Subcontractor shall be due home office fixed overhead and profits on the Cost of the Work, but shall not exceed a total of **16%** of the direct cost of any portion of the Work.

The credit to the Owner resulting from a change in the Work shall be the sum of those items above, including overhead and profit. Where a change results in both credits to the Owner and extras to the Contractor for related items, overhead and profit shall be computed for credits to the Owner and extras to the Contractor. The Owner shall receive full credit for computed overhead and profit on credit change order items.

- 7.2.4 The cost to the Owner resulting from a change in the Work shall be the sum of: Cost of the Work (as defined at Section 7.2.2) and Overhead and Profit (as defined at Section 7.2.3), and shall be computed as follows:

7.2.4.1 When all of the Work is General Contractor Work, **8%** markup on the Cost of the Work.

7.2.4.2 When the Work is all Subcontract Work; **8%** markup on the Cost of the Work for Subcontractor's Overhead and Profit, plus **8%** markup on the Cost of the Work, not including the Subcontractor's Overhead and Profit markup, for General Contractor's Overhead and Profit.

7.2.4.3 When the Work is a combination of General Contractor Work and Subcontract Work, that portion of the direct cost that is General Contractor Work shall be computed per Section 7.2.4.1. That portion of the direct cost that is Subcontract Work shall be calculated per Section 7.2.4.2.

Premiums for the General Contractor's bond may be included, but after the markup is added to the Cost of the Work.

Premiums for the Subcontractor's Bond shall not be included.

7.2.4.4 Subcontract cost shall consist of the items in Section 7.2.2 above, plus Overhead and Profit as defined in Section 7.2.3.

- 7.2.5 Before a Change Order is prepared, the Contractor shall prepare and deliver to the Architect the following information concerning the Cost of the Work, not subject to waiver, within a reasonable time after being notified to prepare said Change Order:

A detailed, itemized list of labor, material, and equipment costs for the General Contractor's Work, including quantities and unit costs for each item of labor, material, and equipment.

An itemized list of labor, material, and equipment costs for each Subcontractor's and/or Subcontractor's Work, including quantities and unit costs for each item of labor, material, and equipment.

- 7.2.6 After a Change Order has been approved, no future requests for extensions of time or additional cost shall be considered for that Change Order.

- 7.2.7 Extended fixed job-site costs are indirect costs that are necessary to support the work in the field. Examples of fixed job-site costs include field office rental, salaries of field office staff, field office utilities, and telephone expenses.

Extended fixed job-site costs or equitable adjustment may be included in a Change Order due to a delay in the critical path, except for weather-related delays. In the event of a delay on the critical path, the Contractor shall submit all changes or adjustments to the Contract Time within twenty-one (21) days of the event that gives rise to the delay. The Contractor shall submit documentation and justification for the adjustment by performing a critical path analysis of its most recent schedule in use before the change, which shows an extension in critical path activities.

The Contractor shall notify the Architect in writing that the Contractor is making a claim for extended fixed job-site overhead as required by Section 15.1.2. The Contractor shall provide proof that the Contractor is unable to mitigate financial damages through Alternate Work within this Contract or replacement work. "Replacement Work" is that work which the Contractor is obligated to perform under any construction contract separate from this Contract. The Architect shall require reasonable proof that the delays affected the Completion Date.

- 7.2.8 "Cost of the Work," whether General Contractor cost or Subcontractor cost, shall not apply to the following:

7.2.8.1 Salaries or other compensation of the Contractor's personnel at the Contractor's principal office and branch offices.

7.2.8.2 Any part of the Contractor's capital expenses, including interest on the Contractor's capital employed for the Work.

7.2.8.3 Overhead and general expenses of any kind or the cost of any item not specifically and expressly included above in the Cost of the Work.

7.2.8.4 Cost of supervision, refer to section 7.2.2.1, with exception as provided in Section 7.2.7.

- 7.2.9 When applicable, as provided in the Contract, the cost to the Owner for Change Orders shall be determined by the quantities and unit prices. The quantity of any item shall be as submitted by the Contractor and approved by the Architect. Unit prices shall cover the cost of Material, Labor, Equipment, Overhead, and Profit.

ARTICLE 8

TIME

8.2 PROGRESS AND COMPLETION

Delete Subparagraph 8.2.1 and substitute the following:

Completion of the work must be within the Time for Completion stated in the Agreement, subject to such extensions as may be granted under Section 8.3. The Contractor agrees to **commence work not later than fourteen (14) days after the transmittal date of Written**

Notice to Proceed from the Owner and to substantially complete the project within the time stated in the Contract. The Owner will suffer financial loss if the project is not substantially complete in the time outlined in the Contract Documents. The Contractor and the Contractor's Surety shall be liable for and shall pay to the Owner the sum stated in the Contract Documents as fixed, agreed-upon, and liquidated damages for each consecutive calendar day (including Saturdays, Sundays, and holidays) of delay until the work is substantially complete. The Owner shall be entitled to the sum stated in the Contract Documents. The Owner shall withhold such Liquidated Damages from the amounts due the Contractor for progress payments.

Delete Subparagraph 8.2.2.

8.3 DELAYS AND EXTENSIONS OF TIME

8.3.1 In the first sentence, delete the last word "determine" and add the following:

"Recommend, subject to Owner's approval of Change Order. If the claim is not made within the limits of Article 15, all rights for future claims for that month are waived."

ARTICLE 9

PAYMENTS AND COMPLETION

9.2 SCHEDULE OF VALUES

Delete Subparagraph 9.2 and substitute the following:

9.2. At the Pre-Construction Conference, the Contractor shall submit to the Owner and the Architect a Schedule of Values prepared as follows:

9.2.1 The Schedule of Values Format, as approved by the Architect, shall be used. If applicable, the cost of work for each section listed under each division shall be given. The price for each section shall include labor, materials, overhead, and profit.

9.2.2 The Total of all items shall equal the Total Contract Sum. This schedule, when approved by the Architect, shall be used only as a basis for the Contractor's Applications for Payment."

9.3 APPLICATIONS FOR PAYMENT

Delete Subparagraph 9.3.1 and clause 9.3.1.1 and 9.3.1.2 and substitute the following:

9.3.1 Monthly, the Contractor shall submit to the Architect an Application & Certificate for Payment on the AIA Document G702-1992, accompanied by AIA Document G703-1992, and supported by any additional data substantiating the Contractor's right to payment

as the Owner or the Architect may require. Application for Payment shall be submitted on or about the first of each month for the value of labor and materials incorporated into the work and of materials, suitably stored, at the site as of the twenty-fifth day of the preceding month, less normal retainage as provided in the Contract Documents.

9.3.1.1 Projects with Contract price up to \$500,000.00 - 10% of the Contract price.

9.3.1.2 Projects with a Contract price of \$500,000.00 or more - , 5% of the Contract price.

9.3.1.3 No payment will be made until the revised schedule required by 3.10.1 is received.

The normal retainage shall not be due the Contractor until after substantial completion and expiration of the **forty-five (45) day lien period (or as required by La. R.S. 9:4822) and submission to the Architect of a clear lien certificate, consent of surety, and invoice for retainage.**

Delete Subparagraph 9.3.2 and substitute the following:

9.3.2 Unless otherwise provided in the Contract Documents, payments shall be made on account of materials and equipment delivered and suitably stored at the site for subsequent incorporation in the Work. Payments for materials or equipment stored on the site shall be conditioned upon the Contractor's submission of bills of sale or other procedures satisfactory to the Owner to establish the Owner's title to such materials and equipment, or otherwise to protect the Owner's interest, including applicable insurance.

9.6 PROGRESS PAYMENTS

Delete Subparagraph 9.6.1 and substitute the following:

9.6.1 After the Architect has issued a Certificate for Payment, the Owner shall make payment within twenty days, except for projects fully or partially funded by a Federal reimbursement program. For such projects, the Owner will make payment promptly consistent with reimbursement.

9.6.2 Delete the phrase "no later than seven days" from the first sentence.

After the end of the second sentence, add the following:

R.S. 9:2784 (A) and (C) require a Contractor or Subcontractor to make payment due to each Subcontractor and supplier within fourteen (14) consecutive days of the receipt of payment from the Owner. If not paid, a penalty in the amount of one-half of one percent per day is due, up to a maximum of 15%, from the expiration date until paid. The Contractor or Subcontractor, whichever is applicable, is solely responsible for payment of a penalty.

- 9.6.4 Under La. R.S. 38:2242 and La. R.S. 38:2242.2, when the Owner receives any claim of nonpayment arising out of the Contract, the Owner shall deduct 125% of such claim from the Contract Sum. The Contractor, or interested party, may deposit security, per La. R.S. 38:2242.2 guarantees payment of the claim with the recorder of mortgages of the parish where the Work has been done. When the Owner receives original proof of such guarantee from the recorder of mortgages, the claim deduction will be added back to the Contract Sum.

9.7 FAILURE OF PAYMENT

Delete Subparagraph 9.7.

9.8 SUBSTANTIAL COMPLETION: Delete this section and substitute the following:

9.8 SUBSTANTIAL COMPLETION

- 9.8.1 Substantial Completion is the stage in the progress of the Work when the Work is sufficiently complete per the Contract Documents so that the Owner can occupy or utilize the Work for its intended use. The Architect shall determine if the project is substantially complete by this Subparagraph. As a condition precedent to Substantial Completion of the entire Project, the Owner shall have received all certificates of occupancy and any other permits, approvals, licenses, and other documents from any governmental authority having jurisdiction over the Project, necessary for the beneficial occupancy of the Project. The Contractor shall secure and deliver to the Owner written warranties and guarantees from its Subcontractors and suppliers, bearing the date of Substantial Completion or such other date as may be agreed upon by the Owner, and stating the warranty period as required by the Contract Documents. The Contractor is responsible for the warranty of all Work, whether performed by it or by its Subcontractors at any tier.
- 9.8.2 When the Contractor considers that the Work, or a particular phase of the Work, is Substantially Complete, the Contractor shall prepare and submit to the Architect a comprehensive list of items to be completed or corrected before final payment. Failure to include an item on such a list does not alter the Contractor's responsibility to complete all Work as per the Contract Documents.
- 9.8.3 Upon receipt of the Contractor's list, the Architect will inspect to determine whether the Work is substantially complete. A prerequisite to the Work being considered as substantially complete is the Owner's receipt of the executed Roofing Contractor's and Roofing Manufacturer's guarantees, where roofing Work is part of the Contract. Before inspection by the Architect, the Contractor shall notify the Architect that the project is ready for inspection by the State Fire Marshal's office. The State Fire Marshal's Office and local authorities must have approved the building for occupancy if the Architect's

inspection discloses any item, whether or not included on the Contractor's list, which is not sufficiently complete per the Contract Documents so that the Owner can occupy or utilize the Work for its intended use, the Contractor shall, before acceptance of the work as Substantially Complete, complete or correct such item upon notification by the Architect. In such a case, the Contractor shall then submit a request for another inspection by the Architect to determine Substantial Completion.

9.8.4 When the Architect determines the project is Substantially Complete, he shall prepare a CERTIFICATE OF SUBSTANTIAL COMPLETION (AIA Document G-704) that both the Owner and Contractor shall sign. The Contractor shall be responsible for recording this document in the local courthouse, in accordance with applicable state and local laws. When the Architect determines that the project is Substantially Complete, he shall also prepare a "punch list" of exceptions and the dollar value related thereto. The monetary value assigned to this list will be the sum of the cost estimate for each particular item of work the Architect develops based on the mobilization, labor, material, and equipment costs of correcting the item and **shall be retained from the monies owed the Contractor, above and beyond the standard lien retainage.** The cost of these items shall be prepared in the same format as the Schedule of Values. At the end of the **45 day lien period (or as required by La. R.S. 9:4822)** payment shall be approved for all punch list items completed up to that time. After that payment, none of the remaining funds shall be due the Contractor until all punch list items are completed and are accepted by the Architect. If the dollar value of the punch list exceeds the remaining balance of the contract, less the retainage amount, then the Project shall not be accepted as substantially complete. If the remaining funds are less than the amount required to complete the work, the Contractor shall pay the difference. At the end of the **45 day lien period (or as required by La. R.S. 9:4822)**, the Contractor shall also deliver to the Owner a certificate issued by the Clerk of Court in the parish where the project is located evidence that the Substantial Completion has been properly recorded, more than **forty-five (45) days (or as required by La. R.S. 9:4822)** have elapsed since the recordation. NO LIENS have been recorded affecting this property, and all affidavits, consents, and releases specified in Subparagraph 9.10.2 have been submitted to the Architect.

9.8.5 When the preparation of the "punch list" is complete, the Architect shall prepare a Recommendation of Acceptance incorporating the punch list and submit it to the Owner. Upon approval of the Recommendation of Acceptance, the Owner may issue a Notice of Acceptance of Building Contract, which shall establish the Date of Substantial Completion. The Contractor will record the Notice of Acceptance with the Clerk of Court in the Parish in which the work has been performed. If the Notice of Acceptance has not been recorded seven (7) days after issuance, the Owner may record the acceptance at the Contractor's expense.

9.8.6 Warranties required by the Contract Documents shall commence on the date of Substantial Completion of the Work unless otherwise agreed to in writing by the Owner and Contractor. Unless otherwise agreed to in writing by the Owner and Contractor,

security, maintenance, heat, utilities, damage to the Work not covered by the punch list, and insurance shall become the Owner's responsibility on the Date of Substantial Completion.

- 9.8.7 If all punch list items have not been completed by the end of the **forty-five (45) day lien period**, through no fault of the Architect or Owner, the Owner may hold the Contractor in default. If the Owner finds the Contractor is in default, the Surety shall be notified. If within forty-five (45) days after notification, the Surety has not completed the punch list, through no fault of the Architect or Owner, the Owner may, at his option, contract to have the balance of the work completed and pay for such work with the unpaid funds remaining in the Contract sum. If the cost thereof exceeds the unpaid funds, the Contractor shall pay the Owner the difference upon demand.

9.10 FINAL COMPLETION AND FINAL PAYMENT

- 9.10.1 After the first sentence, add the following:

If the Architect does not find the work acceptable under the Contract Documents, the Architect shall make one additional inspection; if the work is still not acceptable, the Architect, and each of the Architect's principal consultants, shall be paid **\$200.00/hour** for their time at the project site, for each additional inspection, to be withheld from the unpaid funds remaining in the Contract sum. The payment shall be made by the Owner and deducted from the funds allocated in the construction contract.

- 9.10.2 Add the following at the end of Section 9.10.2:

In addition to the foregoing requirements of this Section, and the completion of any punchlist items pursuant to Section 9.8.5, the Contractor shall provide the following items: (i) a clear lien and privilege certificate from the Clerk of Court and Ex-Officio Recorder of Mortgages in the Parish/County work is being performed, run after the expiration of the lien periods described in La. R.S. 9:4822, evidencing that the Project is free of any statements of claim or privilege; and (ii) a waiver by the Contractor of its right to file a statement of claim and privilege under La. R.S. 9:4822(B), together with a concurrence in the cancellation of the Notice of Contract filed in the mortgage records of the Parish/County work is being performed.

ARTICLE 10

PROTECTION OF PERSONS AND PROPERTY

10.2 SAFETY OF PERSONS AND PROPERTY

- 10.2.2 In the first sentence, between the words "bearing on" and "safety", add the words "the health and",

10.2.5 In the second sentence, between the words "attributable to" and "acts or omissions", add the word "negligent".

10.2.8 In the first sentence, between the words "because of an" and "acts or omissions", add the word "negligent".

10.3 HAZARDOUS MATERIALS

10.3.1 In the second sentence after "(PCB)" add "or lead"

ARTICLE 11

ARTICLE 11 - INSURANCE AND BONDS

AIA A101 – 2017 Exhibit A is not a part of these documents. Delete all of Sections 11.1, 11.2, 11.3, 11.4, and 11.5, and substitute the following:

Add the following requirements to apply to all insurance required under Article 11:

- (a) Insurance shall be with a reliable company (having at least an **"A" or better financial rating and Class VI Financial Size according to the latest A.M. Best Report – Submit reports with Certificate of Insurance for Architect's review**) of the Contractor's choice, acceptable to and approved by the Owner and authorized to do business in the state where the project is located. The owner reserves the right, but is not obligated, to waive the requirements set forth herein as to rating, amount, or type of coverage required of the Contractor.
- (b) The Contractor shall have the policies endorsed to reflect and ensure any occupancy by the Owner at the time of such occupancy.

11.1 CONTRACTOR'S LIABILITY INSURANCE

DELETE in its entirety and substitute the following:

11.1.1 The insurance required by subparagraph 11.1.1 shall be written for not less than the limits described or as required by law, whichever is greater. The Contractor shall be responsible for paying all deductibles.

11.1.2.1 Workmen's compensation and Employers Liability Insurance affording coverage under statutory provisions of the State of Louisiana of the work pertaining to the operations to be performed under this Contract, and Employer's Liability Insurance with a minimum limit of \$1,000,000 per accident. In the case of a sublet, the Contractor shall be responsible for requiring the Subcontractor to provide similar insurance, unless the Contractor intends that such insurance is to be provided by the General Contractor. A lower limit of \$500,000 will be accepted, provided the Umbrella increases the limit to a minimum of \$5,000,000.

11.1.2.2 General Contractor shall carry and maintain Commercial Comprehensive General Liability, including coverage for indemnification paragraph 3.18, Personal Injury, Broad Form Property Damage, and waive all XCU exclusions when applicable.

- a. Bodily Injury and Property Damage
Combined Single Limit \$1,000,000
\$2,000,000 annual aggregate
- b. Umbrella Policy - The Contractor shall procure and maintain during the life of this contract an umbrella policy for \$1,000,000.

11.1.2.3 Comprehensive Automobile Liability

Owned, Non-Owned, and Hired

Bodily Injury-Each Person \$1,000,000

Bodily Injury-Each Occurrence \$1,000,000

Property Damage-Each Occurrence \$1,000,000

or Combined Single Limit \$1,000,000

11.2 OWNER'S & CONTRACTOR'S LIABILITY INSURANCE

11.2.1 DELETE in its entirety and substitute the following:

The Contractor shall purchase and maintain until final acceptance of the work an Owner's and Contractor's Protective Liability Policy in which the **Owner, Lincoln Parish Police Jury and Walpole Architects L.L.C., and Engineer(s)** shall be named as additional insured, protecting the insured against liability arising from operations under the Contract. This policy shall be maintained in the same company as the Contractor's General Comprehensive Liability policy referred to in Article 11. This policy shall not cover liability arising from errors in Drawings and specifications prepared by the Architect. The policy shall provide the same minimum limits of liability as required for the Contractor's Comprehensive General Liability Policy, as specified in Section 11.1.2.2. Unless it is otherwise specified in the Contract Documents, the Contractor will indemnify the Owner for any sums that the Owner may be called upon to pay because of the deductible clause contained within the Owner's Protective Liability Policy.

11.3 PROPERTY INSURANCE

11.3 (Delete 11.3 and substitute the following:)

Unless otherwise provided, the Contractor shall purchase and maintain property insurance upon the entire Work at the site to the full insurable value equal to the Contract Sum. Change 11.3.1 – 11.3.10 to reflect what is described above.

The Contractor is to provide Special Coverage Endorsement (all risk Builder's Risk Insurance) to protect the Owner, Contractor, and their Subcontractors as their interests may appear. The

policy is subject to a \$1,000 deductible per claim for loss or damage, which the Contractor will be responsible for paying.

The Contractor may, at their option and cost, effect additional insurance that will protect the interests of themselves and their Subcontractors in the work. Suppose the Owner is damaged by the failure of the Contractor to purchase or maintain such insurance and to notify the Owner. In that case, the Contractor shall bear all reasonable costs properly attributable thereto. If not covered under the insurance provided in the Contract Documents, the Contractor shall effect and maintain similar property insurance on portions of the work stored off the site or in transit when such portions of the work are to be included in an Application for Payment under subparagraph 9.3.2.

11.3.4 (Delete in its entirety and substitute the following:)

Suppose the Owner requests in writing that insurance for risks other than those described herein or other special hazards be included in the property insurance policy. In that case, the Contractor shall, if possible, include such insurance, and the cost thereof shall be charged to the Owner by appropriate change order.

11.4 PERFORMANCE AND PAYMENT BOND

Add the following Subparagraph 11.4.3:

11.4.3 RECORDATION OF CONTRACT [La. R.S. 9:4811(C) and 9:4820(C)]

"The Contractor shall record the executed contract and bond with the Clerk of Court in the Parish/County in which the work is to be performed in accordance with all State Law. This filing should be made prior to the contractor commencing work. The contractor shall also file a "no work" affidavit where the owner is required to do so by its funding source. The contract shall include the following information: names and addresses of the owner and contractor, legal description of the property, price of the work and method of payment, general description of the work, and signature of the owner and contractor."

ARTICLE 13

MISCELLANEOUS PROVISIONS

13.4.1 TEST AND INSPECTIONS

In Section 13.4.1, delete the last two sentences.

ARTICLE 14

TERMINATION OR SUSPENSION OF THE CONTRACT

14.1 TERMINATION BY THE CONTRACTOR

14.1.1 Replace the number "30" with the number "60". Delete subsection 14.1.1.4.

14.2 TERMINATION BY THE OWNER FOR CAUSE

Add the following clause:

14.2.1.5 "Failure to complete the punch list within the lien period as provided in 9.8.2.3."

14.2.3 Add the following sentence:

Termination by the Owner shall not suspend assessment of liquidated damages against the surety.

14.2.5 Add the following Subparagraph:

If an agreed sum of liquidated damages has been established, termination by the Owner under this Article will not relieve the Contractor and/or surety of their obligations under the liquidated damages provisions, and the Contractor and/or surety shall be liable to the Owner for per diem liquidated damages.

ARTICLE 15

CLAIMS AND DISPUTES

15.1 CLAIMS

In the first sentence of subparagraph 15.1.1, add the phrase "extension of time," after the word "money".

Delete Section 15.1.2, Time Limit on Claims, (See La. R.S. 9:4823).

Delete paragraph 15.1.5.2 and substitute the following:

If adverse weather conditions are the basis for a claim for additional time, the Contractor shall document that the weather conditions adversely affected the scheduled construction. An increase in the contract time due to weather shall not be a cause for an increase in the contract sum. **At the end of each month, the Contractor shall submit one Claim for any adverse weather days that occurred within the month. The Claim must be accompanied by sufficient documentation that evidences the adverse days and their impact on construction. Failure to make such a Claim within twenty-one (21) days from the last day of the month shall prohibit any future claims for adverse days for that month.** No additional adverse weather days shall be granted after the original or extended contract completion date, except those adverse weather days associated with a National Weather Service named storm or federally declared weather-related disaster directly affecting the project site.

15.1.2 TIME LIMITS ON CLAIMS

Delete paragraph 13.7. (See L.R.S. 38:2189)

15.1.5.3 Add the following Subparagraph: **(Due to the nature of the project adverse days will not be allowed for the extension of contract time)**

SECTION 01010 - SUMMARY OF WORK

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 PROJECT DESCRIPTION

- A. This project consists of renovation work inside the existing Lincoln Parish Library. The work includes replacing most of the existing floors with new floors, repainting the walls and ceilings, replacing damaged ceiling tiles in specific locations, replacing all the interior lights with new LED lights (AA1), refinishing the cabinets, and replacing the existing laminated countertops with new plastic laminate, as well as other work identified on the plans and in the specifications.

1.3 PROJECT TIMELINE & PHASING

- A. Library use is slowest in the winter months. Therefore, bids for this project are being received in September 2026, approximately 2 months before the contractor's construction start date on November 2, 2026. This will allow the Contractor to prepare, process shop drawings, and order materials before the start date.

The Lincoln Parish Library is open Monday through Thursday: 9 am - 8 pm, Friday-Saturday: 9:00 am - 6:00 pm, Sunday 1:00 pm – 5:00 pm.

See plan sheet 1.1 for the four phases. The library will remain open for phases 1, 2, and 3. The Library will give the contractor full access to each phase (one phase at a time) for phases 1, 2, and 3. The contractor shall separate the work area from adjacent portions of the library with dust-proof partitions and shall be allowed to work 7:00 am to 8:00 pm Monday through Sunday. Access to the work area shall not be through the main library entry. Phase 4 will be different; the library intends to close for 1 week to complete all work associated with it. The contractor's work hours will not be restricted during this Phase 4 work.

The **contractor** will be responsible for moving items listed below as part of his bid price. Racks containing books as shown on sheet 1.2 shall be moved as a unit. Books are not to be moved separately from their racks. It is the intent that all the book racks shall be moved from side to side inside the limits of each phase area while the work is being done on the "opposite" side of the phase. The contractor shall subcontract with any qualified and approved company that has experience moving library book racks. One company that may be interested in pricing the work for the contractor is Library Interiors, Inc. (Patrick at 504-885-4040).

- Cubicles, desks, chairs and benches
- Display Cases, metal lockers, filing cabinets and bookshelves (all must be empty)

The **library (owner)** is responsible for moving the following items to a location outside of the phase before each phase is to begin.

- Appliances and vending machines
- Display shelving and children's activity centers
- Copiers, computers and office equipment
- Rugs, plants and artwork
- Book carts, buggys and motorized chair
- Personal items and boxed items
- Any items in/on shelving units, lockers, storage units, built-in millwork etc.

Time allowances for each phase are as follows:

Phase 1: 35 days

Punchlist / Owner relocation: 3 days

Phase 2: 28 days

Punchlist / Owner relocation: 3 days

Phase 3: 28 days

Punchlist / Owner relocation: 3 days

Phase 4: 7 days

Total project time is 107 calendar days (15 weeks, 2 days). Liquidated damages will be assessed if the contractor exceeds 107 days for all four phases of work including Punchlist / Owner relocation days. There will be one Substantial Completion issued at the completion of all 4 phases.

During the 3 days after each phase of the work, the architect will prepare a punch list and the owner will be allowed to move back into the completed phase. The Contractor will be allowed to work the punch list during 3 three days as long as he does not interfere with the moving process.

PART 2 - PRODUCTS (Not Applicable)

PART 3 - EXECUTION (Not Applicable)

END OF SECTION 01010

SECTION 01020 - ALLOWANCES

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of 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 governing handling and processing allowances.
 - 1. Selected materials and equipment are shown and specified in the Contract Documents by allowances. Allowances have been established in lieu of additional requirements and to defer selection of actual materials and equipment to a later date when additional information is available for evaluation.
- B. Types of allowances required include the following:
 - 1. Contingency allowance.

1.3 SELECTION AND PURCHASE

- A. At the earliest feasible date after Contract award, advise the Architect of the date when the final selection and purchase of each product or system described by an allowance must be completed in order to avoid delay in performance of the Work.
 - 1. When requested by the Architect, obtain proposals for each allowance for use in making final selections; include recommendations that are relevant to performance of the Work.
 - 2. Purchase products and systems as selected by the Architect from the designated supplier.

1.4 SUBMITTALS

- A. Submit proposals for purchase of products or systems included in allowances, in the form specified for Change Orders.
- B. Submit invoices or delivery slips to indicate actual quantities of materials delivered to the site for use in fulfillment of each allowance.

1.5 CONTINGENCY ALLOWANCES

- A. Use the contingency allowance only as directed for the Owner's purposes, and only by Change Orders which designate amounts to be charged to the allowance. Note that the

contingency allowance is different from other allowances. See General Conditions 3.8 for other allowances.

1. The Contractor's related costs for products or equipment ordered by the Owner under the contingency allowance, including delivery, installation, taxes, insurance, equipment rental, and similar costs are not part of the Contract Sum.
2. Change Orders authorizing use of funds from the contingency allowance will include the Contractor's related costs and reasonable overhead and profit margins.
3. **At Project closeout, credit unused amounts remaining in the contingency allowance to Owner by Change Order.**

PART 2 - PRODUCTS (Not Applicable)

PART 3 - EXECUTION

3.1 INSPECTION

- A. Inspect products covered by an allowance promptly upon delivery for damage or defects.

3.2 PREPARATION

- A. Coordinate materials and their installation for each allowance with related materials and installations to ensure that each allowance item is completely integrated and interfaced with related construction activities.

3.3 SCHEDULE OF ALLOWANCES

- A. Allowance No. 1: Include a contingency allowance of **\$10,000.00** for use upon the Architect's and /or Owner's instructions.

END OF SECTION 01020

SECTION 01030 - ALTERNATES

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 governing Alternates.

1.3 DEFINITIONS

- A. Definition: An alternate is an amount proposed by bidders and stated on the Bid Form for certain work defined in the Bidding Requirements that may be added to or deducted from the Base Bid amount if the Owner decides to accept a corresponding change in either the amount of construction to be completed, or in the products, materials, equipment, systems, or installation methods described in the Contract Documents.
 - 1. The cost for each alternate is the net addition to the Contract Sum to incorporate the Alternate into the Work. No other adjustments are made to the Contract Sum.

1.4 PROCEDURES

- A. Coordination: Modify or adjust affected adjacent Work as necessary to completely and fully integrate that Work into the Project.
 - 1. Include as part of each alternate, miscellaneous devices, accessory objects, and similar items incidental to or required for a complete installation whether or not mentioned as part of the Alternate. Costs associated with related coordination, modification, or adjustments are to be included.
- B. Notification: Immediately following the award of the Contract, notify each party involved, in writing, of the status of each alternate. Indicate whether alternates have been accepted, rejected, or deferred for later consideration. Include a complete description of negotiated modifications to alternates.
- C. Execute accepted alternates under the same conditions as other Work of this Contract.
- D. Schedule: A "Schedule of Alternates" is included at the end of this Section. Specification Sections referenced in the Schedule contain requirements for materials necessary to achieve the Work described under each alternate.

PART 2 - PRODUCTS (Not Applicable)

PART 3 - EXECUTION (Not Applicable)

PART 4 - SCHEDULE OF ALTERNATES

ADDITIVE ALTERNATE NO. 1 (AA1)

The existing lights are to be removed and replaced with new LED lighting as shown on electrical sheets. Ceiling tile replacement in certain rooms and areas is also part of this alternative. See Sheet 1.4. All re-painting of the gypsum board ceiling and furring is to be part of the Base Bid and not Additive Alternate No. 1.

END OF SECTION 01030

SECTION 01050 – DESIGN SELECTIONS**PART 1 - GENERAL****1.1 SUMMARY**

- A. This Section includes a schedule summary of Design Selections for materials technically specified in various Sections of this Project manual. Division 1 Specification Sections apply to this Section.

1.2 PROCEDURES

- A. References in this Section to specific manufacturer, model name and model numbers are established as preferred design selections. Other “acceptable manufacturers”, if qualified, are allowed to submit substitutions 10 days prior to the bid date for approval. Approvals shall include all information needed in order for the architect to determine if the product is indeed equal and if the manufacturer can match the color selected.

Renovations to
LINCOLN PARISH LIBRARY
CN: 2508

***VERIFY ALL COLOR SELECTIONS WITH ARCHITECT BEFORE ORDERING**

INTERIOR:**PAINT: Sherwin Williams**

*Finish Selections: ceiling – flat, trim – satin, walls - eggshell

**Submit samples of all accent colors painted on walls as directed by architect

- A. SW 9589 Limewash
- B. SW 9587 Mushroom
- C. SW 7020 Black Fox (door frames)
- D. SW 9127 At Ease Soldier
- E. SW 6207 Retreat
- F. SW 0018 Teal Stencil
- G. SW 6825 Izmir Purple
- H. SW 6530 Revel Blue
- I. SW 6627 Ember Glow (Children’s accent)
- J. SW 6531 Indigo (Children’s at furr-down and light cove)
- K. SW 9545 Ghosted (crown & hard ceilings)

STAINED WOOD: Sherwin Williams

- A. Color TBD

LUXURY VINYL TILE (LVT): Shaw Contract – Terrain II - 20 mill, 5.0 mm

- A. 00769 Grove (field)
- B. 00240 Prime (field – children’s only)
- C. 00360 Spruce (accent #1)
- D. 00400 Azure (accent #2)
- E. 00370 Aqua (accent #3)
- F. 00350 Olive (accent #4)
- G. 00850 Cherry (accent #5)
- H. 00450 Ink (accent #6)

CARPET: Shaw Contract – All Access / Portal – walk off carpet (Transition strips – field verify with architect)

- A. 34481 Multicolor

CARPET: Shaw Contract – Compliation (Transition strips – field verify with architect)

- A. 75305 Folio (carpet #1 stripe)

CARPET: Shaw Contract – Journal (Transition strips – field verify with architect)

- A. 75305 Folio (carpet #2 pattern)

COUNTERTOPS: Plastic Laminate - Formica (ADD ALT #2)

- A. 7264-58 Lime Stone
- B. 8793-ML Green Slate
- C. D417 Lapis Blue

2508 Renovations to LINCOLN PARISH LIBRARY for LPPJ

1 VESTIBULE		
Floor	Walk Off Carpet Ceramic Tile (ETR)	34481 Multicolor
Base	Stained (ETR)	
Walls	Painted Tackable Panels (ETR)	SW 9587 Mushroom
Chair Rail	Stained (ETR)	
Crown	Painted	SW 9545 Ghosted
Door Frames	Painted	SW 7020 Black Fox
Ceiling	Painted	SW 9545 Ghosted

	Acoustical #1 (ETR)	
2 LOBBY		
Floor	LVT	00769 Grove (field) 00360 Spruce (accent) 00400 Azure (accent) 00370 Aqua (accent) 00350 Olive (accent)
	Ceramic Tile (ETR)	
Base	Stained (ETR)	
Walls	Painted	SW 9589 Limewash (above chair rail) SW 9127 At Ease Soldier (below chair rail)
Chair Rail	Stained (ETR)	
Crown	Painted	SW 9545 Ghosted
Door Frames	Painted	SW 7020 Black Fox
Countertops/Backsplash	Solid Surface (ETR) Plastic Laminate	8793-ML Green Slate (check out counter)
Ceiling	Painted Acoustical #1 (ETR)	SW 9545 Ghosted
3 PUBLIC MEETING		
Floor	LVT / LVT Border	00769 Grove (field) 00360 Spruce (border)
Base	Stained (ETR)	
Walls	Painted Tackable Panels (ETR)	SW 9587 Mushroom
Crown	Painted	SW 9545 Ghosted
Door Frames	Painted	SW 7020 Black Fox
Ceiling	Painted Acoustical #1 (ETR)	SW 9545 Ghosted
4 AV		
Floor	LVT	00769 Grove
Base	Stained (ETR)	
Walls	Painted	SW 9589 Limewash
Door Frames	Painted	SW 7020 Black Fox
Ceiling	Acoustical #2 (ETR)	
5 CARTS		
Floor	LVT	00769 Grove
Base	Stained (ETR)	
Walls	Painted	SW 9589 Limewash
Chair Rail	Painted	SW 7020 Black Fox
Door Frames	Painted	SW 7020 Black Fox
Ceiling	Acoustical #2 (ETR)	
6 ELECTRICAL		
Floor	LVT	00769 Grove
Base	Stained (ETR)	
Walls	Painted	SW 9589 Limewash
Door Frames	Painted	SW 7020 Black Fox
Ceiling	Painted	SW 9545 Ghosted

7 KITCHEN		
Floor	LVT	00769 Grove
Base	Stained (ETR)	
Walls	Painted	SW 9587 Mushroom
Crown	Painted	SW 9545 Ghosted
Door Frames	Painted	SW 7020 Black Fox
Millwork	Stained (ETR)	
Countertops/Backsplash	Plastic Laminate (Add Alt #2)	8793-ML Green Slate
Ceiling	Acoustical #2 (ETR)	
8 BOOKDROP		
Floor	LVT	00769 Grove
Base	Stained (ETR)	
Walls	Painted	SW 9589 Limewash
Door Frames	Painted	SW 7020 Black Fox
Ceiling	Acoustical #2 (ETR)	
9 CORRIDOR		
Floor	LVT	00769 Grove
Base	Stained (ETR)	
Walls	Painted	SW 9587 Mushroom
Chair Rail	Stained (ETR)	
Door Frames	Painted	SW 7020 Black Fox
Ceiling	Acoustical #2 (ETR)	
9A CORRIDOR		
Floor	LVT	00769 Grove
Base	Stained (ETR)	
Walls	Painted	SW 9587 Mushroom
Chair Rail	Stained (ETR)	
Door Frames	Painted	SW 7020 Black Fox
Countertops/Backsplash	Solid Surface (ETR)	
Ceiling	Acoustical #2 (ETR)	
10 JANITOR		
Floor	Ceramic Tile (ETR)	
Base	Ceramic Tile (ETR)	
Walls	Painted Ceramic Tile Wainscot (ETR)	SW 9545 Ghosted
Door Frames	Painted	SW 7020 Black Fox
Ceiling	Painted	SW 9545 Ghosted
11 MEN		
Floor	Ceramic Tile (ETR)	
Base	Ceramic Tile (ETR)	
Walls	Painted Ceramic Tile Wainscot (ETR)	SW 6207 Retreat
Crown	Painted	SW 9545 Ghosted
Door Frames	Painted	SW 7020 Black Fox
Millwork	Stained (ETR)	

Countertops/Backsplash	Plastic Laminate (Add Alt #2)	7264-58 Lime Stone
Ceiling	Painted	SW 9545 Ghosted
12 WOMEN		
Floor	Ceramic Tile (ETR)	
Base	Ceramic Tile (ETR)	
Walls	Painted Ceramic Tile Wainscot (ETR)	SW 6207 Retreat
Crown	Painted	SW 9545 Ghosted
Door Frames	Painted	SW 7020 Black Fox
Millwork	Stained (ETR)	
Countertops/Backsplash	Plastic Laminate (Add Alt #2)	7264-58 Lime Stone
Ceiling	Painted	SW 9545 Ghosted
13 RECEPTION		
Floor	LVT	00769 Grove
Base	Stained (ETR)	
Walls	Painted	SW 9587 Mushroom
Chair Rail	Stained (ETR)	
Crown	Painted	SW 9545 Ghosted
Door Frames	Painted	SW 7020 Black Fox
Ceiling	Acoustical #1 (ETR)	
14 DIRECTOR		
Floor	LVT	00769 Grove
Base	Stained (ETR)	
Walls	Painted	SW 9587 Mushroom
Chair Rail	Stained (ETR)	
Crown	Painted	SW 9545 Ghosted
Door Frames	Painted	SW 7020 Black Fox
Ceiling	Acoustical #1 (ETR)	
15 CONFERENCE		
Floor	LVT	00769 Grove
Base	Stained (ETR)	
Walls	Painted	SW 9127 At Ease Soldier
Chair Rail	Stained (ETR)	
Crown	Painted	SW 9545 Ghosted
Door Frames	Painted	SW 7020 Black Fox
Ceiling	Painted Acoustical #1 (ETR)	SW 9545 Ghosted
16 STAFF WORK		
Floor	LVT	00769 Grove
Base	Stained (ETR)	
Walls	Painted	SW 9589 Limewash
Crown	Painted	SW 9545 Ghosted
Door Frames	Painted	SW 7020 Black Fox
Millwork	Stained (ETR)	
Countertops/Backsplash	Plastic Laminate (Add Alt #2)	7264-58 Lime Stone
Ceiling	Painted Acoustical #1 (ETR)	SW 9545 Ghosted

17 CIRCULATION DESK		
Floor	LVT	00769 Grove
Base	Stained (ETR)	
Walls	Painted	SW 9589 Limewash SW 0018 Teal Stencil (accent – east wall)
Chair Rail	Stained (ETR)	
Crown	Painted	SW 9545 Ghosted
Door Frames	Painted	SW 7020 Black Fox
Millwork	Stained (ETR)	
Countertops/Backsplash	Plastic Laminate (Add Alt #2)	8793-ML Green Slate
Ceiling	Painted Acoustical #1 (ETR)	SW 9545 Ghosted
18 MEN		
Floor	Ceramic Tile (ETR)	
Base	Ceramic Tile (ETR)	
Walls	Painted Ceramic Tile Wainscot (ETR)	SW 9127 At Ease Soldier
Crown	Painted	SW 9545 Ghosted
Door Frames	Painted	SW 7020 Black Fox
Millwork	Stained (ETR)	
Countertops/Backsplash	Plastic Laminate (Add Alt #2)	7264-58 Lime Stone
Ceiling	Painted	SW 9545 Ghosted
19 WOMEN		
Floor	Ceramic Tile (ETR)	
Base	Ceramic Tile (ETR)	
Walls	Painted Ceramic Tile Wainscot (ETR)	SW 9127 At Ease Soldier
Crown	Painted	SW 9545 Ghosted
Door Frames	Painted	SW 7020 Black Fox
Millwork	Stained (ETR)	
Countertops/Backsplash	Plastic Laminate (Add Alt #2)	7264-58 Lime Stone
Ceiling	Painted	SW 9545 Ghosted
20 CHILDREN'S		
Floor	LVT	00240 Prime (field) 00450 Ink 00350 Olive 00850 Cherry
Base	Stained (ETR)	
Walls	Painted Tackable Panels (ETR)	SW 9589 Limewash SW 6627 Ember Glow (south wall) SW 6531 Indigo (behind light cove) SW 9589 Limewash (furr-down at light cove & face of light cove)
Crown	Painted	SW 9545 Ghosted
Door Frames	Painted	SW 7020 Black Fox
Ceiling	Painted Acoustical #1 (ETR)	SW 9545 Ghosted

21 STORYTIME (including closet)		
Floor	Carpet (ETR)	
Base	Stained (ETR)	
Walls	Painted	SW 9589 Limewash
Crown	Painted	SW 9545 Ghosted
Door Frames	Painted	SW 7020 Black Fox
Millwork	Stained (ETR)	
Countertops/Backsplash	Plastic Laminate (Add Alt #2)	7264-58 Lime Stone
Ceiling	Acoustical #1 (ETR)	
22 UNI-SEX		
Floor	Ceramic Tile (ETR)	
Base	Ceramic Tile (ETR)	
Walls	Painted Ceramic Tile Wainscot (ETR)	SW 6530 Revel Blue
Crown	Painted	SW 9545 Ghosted
Door Frames	Painted	SW 7020 Black Fox
Millwork	Stained (ETR)	
Countertops/Backsplash	Plastic Laminate (Add Alt #2)	D417 Lapis Blue
Ceiling	Painted	SW 9545 Ghosted
23 UNI-SEX		
Floor	Ceramic Tile (ETR)	
Base	Ceramic Tile (ETR)	
Walls	Painted Ceramic Tile Wainscot (ETR)	SW 6530 Revel Blue
Crown	Painted	SW 9545 Ghosted
Door Frames	Painted	SW 7020 Black Fox
Millwork	Stained (ETR)	
Countertops/Backsplash	Plastic Laminate (Add Alt #2)	D417 Lapis Blue
Ceiling	Painted	SW 9545 Ghosted
24 STUDY		
Floor	LVT	00240 Prime (field)
Base	Stained (ETR)	
Walls	Painted	SW 9589 Limewash
Crown	Painted	SW 9545 Ghosted
Door Frames	Painted	SW 7020 Black Fox
Ceiling	Acoustical #1 (ETR)	
25 CHILDREN'S WORKROOM		
Floor	LVT	00240 Prime (field)
Base	Stained (ETR)	
Walls	Painted	SW 9589 Limewash
Crown	Painted	SW 9545 Ghosted
Door Frames	Painted	SW 7020 Black Fox
Millwork	Stained (ETR)	
Countertops/Backsplash	Plastic Laminate (Add Alt #2)	7264-58 Lime Stone
Ceiling	Acoustical #1 (ETR)	
26 ADULT READING		

Floor	LVT	00769 Grove (field) 00360 Spruce (border) 75305 Folio 75305 Folio
Base	Stained (ETR)	
Walls	Painted	SW 9589 Limewash SW 6825 Izmir Purple (accent - locate in field)
Chair Rail	Stained (ETR)	
Crown	Painted	SW 9545 Ghosted
Door Frames	Painted	SW 7020 Black Fox
Ceiling	Painted Acoustical #1 (ETR)	SW 9545 Ghosted
27 STUDY		
Floor	LVT	00769 Grove
Base	Stained (ETR)	
Walls	Painted	SW 9587 Mushroom SW 6207 Retreat (accent – west wall)
Crown	Painted	SW 9545 Ghosted
Door Frames	Painted	SW 7020 Black Fox
Ceiling	Acoustical #1 (ETR)	
28 OFFICE		
Floor	LVT	00769 Grove
Base	Stained (ETR)	
Walls	Painted	SW 9587 Mushroom SW 9127 At Ease Soldier (accent – west wall)
Crown	Painted	SW 9545 Ghosted
Door Frames	Painted	SW 7020 Black Fox
Ceiling	Acoustical #1 (ETR)	
29 STUDY		
Floor	LVT	00769 Grove
Base	Stained (ETR)	
Walls	Painted	SW 9587 Mushroom SW 6207 Retreat (accent – west wall)
Crown	Painted	SW 9545 Ghosted
Door Frames	Painted	SW 7020 Black Fox
Ceiling	Acoustical #1 (ETR)	
30 STUDY		
Floor	LVT	00769 Grove
Base	Stained (ETR)	
Walls	Painted	SW 9587 Mushroom SW 9127 At Ease Soldier (accent – north wall)
Crown	Painted	SW 9545 Ghosted
Door Frames	Painted	SW 7020 Black Fox
Ceiling	Acoustical #1 (ETR)	

31 STUDY		
Floor	LVT	00769 Grove
Base	Stained (ETR)	
Walls	Painted	SW 9587 Mushroom SW 6207 Retreat (accent – north wall)
Crown	Painted	SW 9545 Ghosted
Door Frames	Painted	SW 7020 Black Fox
Ceiling	Acoustical #1 (ETR)	
32 TECH SERVICES		
Floor	LVT	00769 Grove
Base	Stained (ETR)	
Walls	Painted	SW 9589 Limewash
Crown	Painted	SW 9545 Ghosted
Door Frames	Painted	SW 7020 Black Fox
Millwork	Stained (ETR)	
Countertops/Backsplash	Plastic Laminate (Add Alt #2)	7264-58 Lime Stone
Ceiling	Painted Acoustical #1 (ETR)	SW 9545 Ghosted
33 WOMEN		
Floor	Ceramic Tile (ETR)	
Base	Ceramic Tile (ETR)	
Walls	Painted Ceramic Tile Wainscot (ETR)	SW 9127 At Ease Soldier
Crown	Painted	SW 9545 Ghosted
Door Frames	Painted	SW 7020 Black Fox
Millwork	Stained (ETR)	
Countertops/Backsplash	Plastic Laminate (Add Alt #2)	7264-58 Lime Stone
Ceiling	Painted	SW 9545 Ghosted
34 JANITOR		
Floor	Ceramic Tile (ETR)	
Base	Ceramic Tile (ETR)	
Walls	Painted Ceramic Tile Wainscot (ETR)	SW 9589 Limewash
Door Frames	Painted	SW 7020 Black Fox
Ceiling	Painted	SW 9545 Ghosted
35 MEN		
Floor	Ceramic Tile (ETR)	
Base	Ceramic Tile (ETR)	
Walls	Painted Ceramic Tile Wainscot (ETR)	SW 9127 At Ease Soldier
Crown	Painted	SW 9545 Ghosted
Door Frames	Painted	SW 7020 Black Fox
Millwork	Stained (ETR)	
Countertops/Backsplash	Plastic Laminate (Add Alt #2)	7264-58 Lime Stone
Ceiling	Painted	SW 9545 Ghosted
36 LOUNGE		
Floor	LVT	00769 Grove

Base	Stained (ETR)	
Walls	Painted	SW 9587 Mushroom SW 9127 At Ease Soldier (alcove)
Crown	Painted	SW 9545 Ghosted
Door Frames	Painted	SW 7020 Black Fox
Millwork	Stained (ETR)	
Countertops/Backsplash	Plastic Laminate (Add Alt #2)	8793-ML Green Slate
Ceiling	Painted	SW 9545 Ghosted
37 STORAGE		
Floor	LVT	00769 Grove
Base	Stained (ETR)	
Walls	Painted	SW 9589 Limewash
Crown	Painted	SW 9545 Ghosted
Door Frames	Painted	SW 7020 Black Fox
Ceiling	Acoustical #2 (ETR)	
38 AUTOMATION		
Floor	LVT	00769 Grove
Base	Stained (ETR)	
Walls	Painted	SW 9589 Limewash
Crown	Painted	SW 9545 Ghosted
Door Frames	Painted	SW 7020 Black Fox
Countertops/Backsplash	Plastic Laminate (Add Alt #2)	7264-58 Lime Stone
Ceiling	Acoustical #2 (ETR)	
39 SERVER		
Floor	LVT	00769 Grove
Base	Stained (ETR)	
Walls	Painted	SW 9589 Limewash
Crown	Painted	SW 9545 Ghosted
Door Frames	Painted	SW 7020 Black Fox
Ceiling	Acoustical #2 (ETR)	
40 OFFICE		
Floor	LVT	00769 Grove
Base	Stained (ETR)	
Walls	Painted	SW 9587 Mushroom SW 9127 At Ease Soldier (accent – south wall)
Crown	Painted	SW 9545 Ghosted
Door Frames	Painted	SW 7020 Black Fox
Ceiling	Acoustical #2 (ETR)	
41 OFFICE		
Floor	LVT	00769 Grove
Base	Stained (ETR)	
Walls	Painted	SW 9587 Mushroom SW 6207 Retreat (accent – south wall)
Crown	Painted	SW 9545 Ghosted
Door Frames	Painted	SW 7020 Black Fox
Ceiling	Acoustical #2 (ETR)	

42 OFFICE		
Floor	LVT	00769 Grove
Base	Stained (ETR)	
Walls	Painted	SW 9587 Mushroom SW 9127 At Ease Soldier (accent – south wall)
Crown	Painted	SW 9545 Ghosted
Door Frames	Painted	SW 7020 Black Fox
Ceiling	Acoustical #2 (ETR)	
43 OFFICE		
Floor	LVT	00769 Grove
Base	Stained (ETR)	
Walls	Painted	SW 9587 Mushroom SW 6207 Retreat (accent – south wall)
Crown	Painted	SW 9545 Ghosted
Door Frames	Painted	SW 7020 Black Fox
Ceiling	Acoustical #2 (ETR)	
44 OFFICE		
Floor	LVT	00769 Grove
Base	Stained (ETR)	
Walls	Painted	SW 9587 Mushroom SW 9127 At Ease Soldier (accent – south wall)
Crown	Painted	SW 9545 Ghosted
Door Frames	Painted	SW 7020 Black Fox
Ceiling	Acoustical #2 (ETR)	
45 FRIENDS		
Floor	LVT	00769 Grove
Base	Stained (ETR)	
Walls	Painted	SW 9589 Limewash
Crown	Painted	SW 9545 Ghosted
Door Frames	Painted	SW 7020 Black Fox
Millwork	Stained (ETR)	
Ceiling	Acoustical #2 (ETR)	
46 MECHANICAL		
<i>No work required – *lighting only</i>		
47 RECEIVING		
<i>No work required - *lighting only</i>		
48 SECURE		
<i>No work required - *lighting only</i>		
49 BOILERS		

<i>No work required - *lighting only</i>		
50 GENEALOGY		
Floor	LVT	00769 Grove
Base	Stained (ETR)	
Walls	Painted	SW 9127 At Ease Soldier
Crown	Painted	SW 9545 Ghosted
Door Frames	Painted	SW 7020 Black Fox
Ceiling	Acoustical #1 (ETR)	
51 ELECTRICAL		
<i>No work required - *lighting only</i>		
52 EQUIPMENT		
<i>No work required – *lighting only</i>		
53 STUDY		
Floor	LVT	00769 Grove
Base	Stained (ETR)	
Walls	Painted	SW 9587 Mushroom
Crown	Painted	SW 9545 Ghosted
Door Frames	Painted	SW 7020 Black Fox
Ceiling	Acoustical #1 (ETR)	
54 STUDY		
Floor	LVT	00769 Grove
Base	Stained (ETR)	
Walls	Painted	SW 9589 Limewash SW 6207 Retreat (accent – north wall)
Crown	Painted	SW 9545 Ghosted
Door Frames	Painted	SW 7020 Black Fox
Ceiling	Acoustical #1 (ETR)	
55 STUDY		
Floor	LVT	00769 Grove
Base	Stained (ETR)	
Walls	Painted	SW 9589 Limewash SW 9127 At Ease Soldier (accent – north wall)
Crown	Painted	SW 9545 Ghosted
Door Frames	Painted	SW 7020 Black Fox
Ceiling	Acoustical #1 (ETR)	
56 VESTIBULE		
Floor	LVT	00769 Grove
Base	Stained (ETR)	
Walls	Painted	SW 9589 Limewash
Chair Rail	Stained (ETR)	
Crown	Painted	SW 9545 Ghosted

Door Frames	Painted	SW 7020 Black Fox
Ceiling	Acoustical #1 (ETR)	
57 EXHIBITION GALLERY		
Floor	LVT Ceramic Tile (ETR)	00769 Grove
Base	Stained (ETR)	
Walls	Painted	SW 9587 Mushroom
Chair Rail	Stained (ETR)	
Crown	Painted	SW 9545 Ghosted
Door Frames	Painted	SW 7020 Black Fox
Ceiling	Acoustical #1 (ETR)	

END OF SECTION 01050

SECTION 01330 - SUBMITTAL PROCEDURES

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 submitting Shop Drawings, Product Data, Samples, and other miscellaneous submittals.

1.3 SUBMITTAL PROCEDURES

- A. General: Electronic copies of CAD Drawings of the Contract Drawings **will not** be provided by Architect for Contractor's use in preparing submittals.
- B. Coordination: Coordinate preparation and processing of submittals with performance of construction activities.
 - 1. Coordinate each submittal with fabrication, purchasing, testing, delivery, other submittals, and related activities that require sequential activity.

Coordinate transmittal of different types of submittals for related parts of the Work so processing will not be delayed because of need to review submittals concurrently for coordination.

- a. The Architect reserves the right to withhold action on a submittal requiring coordination with other submittals until related submittals are received.
- C. Processing Time: Allow enough time for submittal review, including time for resubmittals, as follows. Time for review shall commence on Architect's receipt of submittal.
 - 1. Review Time: Allow 10 working days from date of receipt in Architect's office for initial review of each submittal. Allow additional time if processing must be delayed permitting coordination with subsequent submittals. All submittals requiring a color selection to be made before delivery of the material should be submitted early since the Architect and Owner will require all physical color samples in hand prior to making final color selections. Photos of colors or copied color samples will not be permitted. If this results in a potential delay to the critical path of the project, the Contractor shall notify the Architect and Owner to determine if they will consider making an early selection on the material in question.

Concurrent Review: Where concurrent review of submittals by Architect's consultants, Owner, or other parties is required, allow 21 days for initial review of each submittal. Typical items requiring concurrent review include, but is not limited to the following:

- a. Structural steel.
- b. Concrete materials, and reinforcement.
- c. Mechanical, plumbing, and electrical equipment.
- d. Fire protection equipment.

Allow 10 days for processing each re-submittal.

4. No extension of the Contract Time will be authorized because of failure to transmit submittals enough in advance of the Work to permit processing, or for incorrect or incomplete submittals.
- D. Identification: Place a permanent label or title block on each submittal for identification.
1. Indicate name of firm or entity that prepared each submittal on label or title block.
 2. Include all pertinent information.
- E. Deviations: Highlight, encircle, or otherwise identify deviations from the Contract Documents on submittals.
- F. Number of Copies: Unless specifically requested by Owner or Architect, submit **one (1) electronic copy by email in a PDF electronic file format to the Architect for review. No file size shall be greater than 10 MB nor shall the Architect be required to go to a link to review a submittal** since it hinders the Architect's ability to transmit submittals to Consultants and Owners.
- G. Transmittal: Forward each submittal individually and appropriately for transmittal and handling. Transmit each submittal using a transmittal form. Architect will discard submittals received from sources other than Contractor.

Transmittal Form: Contractor may use AIA Document G810 or a form of their own design which includes the required information for submittals.

Transmittal Form: Provide locations on form for the following information:

Project name.

- b. Date.
 - c. Destination (To:).
 - d. Source (From:).
 - e. Names of subcontractor, manufacturer, and supplier.
 - f. Category and type of submittal.
 - g. Submittal purpose and description.
 - h. Submittal and transmittal distribution record.
 - i. Remarks.
 - j. Signature of transmitter.
- H. Distribution: Contractor to furnish copies of final submittals to manufacturers, subcontractors, suppliers, fabricators, installers, authorities having jurisdiction, and others as necessary for performance of construction activities. Show distribution on transmittal forms.

- I. Use for Construction: Use only final submittals with mark indicating action taken by Architect in connection with construction.

PART 2 - PRODUCTS

2.1 SUBMITTALS

- A. General: Prepare and submit Action Submittals required by individual Specification Sections.
 1. Number of Copies: Submit **one (1) electronic copy by email in a PDF electronic file format to the Architect for review. No file size shall be greater than 10 MB nor shall the Architect be required to go to a link to review. The architect will return the annotated file. The contractor shall maintain a copy of the annotated file for his records and distribute other copies as required.** The contractor shall print one (1) hard copy of the annotated file for the Owner's close-out documents in addition to a thumb drive of the same documents.
 - a. Contractor shall also submit one (1) hard copy of submittal on any item that has to be submitted to a regulatory authority that requires a hard copy for review and approval, such as fire sprinkler and fire alarm.
- B. Product Data: Collect information into a single submittal for each element of construction and type of product or equipment.
 1. If information must be specially prepared for submittal because standard printed data are not suitable for use, submit as Shop Drawings, not as Product Data.
 2. Mark each copy of each submittal to show which products and options are applicable.
 3. Include all pertinent information.
- C. Shop Drawings: Prepare Project-specific information, drawn accurately to scale. **Do not base Shop Drawings on reproductions of the Contract Documents or standard printed data. Any submittal which is based on reproductions of the Contract Documents will be rejected without review and discarded.**

Coordination Drawings: Comply with requirements in Division .

Samples: Prepare physical units of materials or products, including the following:

Samples for Initial Selection: Submit manufacturer's color charts consisting of units or sections of units showing the full range of colors, textures, and patterns available. Verify before submittal that all colors shown on submitted charts are readily available from manufacturer. **Do not submit color selections that fall outside the price range or style category available to Architect to choose from.**

2. Samples for Verification: Submit full-size units or Samples of size indicated, prepared from the same material to be used for the Work, cured and finished in manner

specified, and physically identical with the product proposed for use, and that show full range of color and texture variations expected.

Number of Samples for Initial Selection: Submit one full set of available choices where color, pattern, texture, or similar characteristics are required to be selected from manufacturer's product line. Architect will return submittal with options selected.

4. Number of Samples for Verification: Submit three sets of Samples. Architect will retain two Sample sets; the remainder will be returned upon request.

PART 3 - EXECUTION

3.1 CONTRACTOR'S REVIEW

- A. Review each submittal and check for compliance with the Contract Documents. Note corrections and field dimensions. **Mark with approval stamp before submitting it to Architect.**
- B. Approval Stamp: Stamp each submittal with a uniform, approval stamp. Include Project name and location, submittal number, Specification Section title and number, name of reviewer, date of Contractor's approval, and statement certifying that submittal has been reviewed, checked, and approved for compliance with the Contract Documents.

3.2 ARCHITECT'S ACTION

- A. General: **Architect will not review submittals that do not bear Contractor's approval stamp and will discard them without action.**
- B. Action Submittals: Architect will review each submittal, make marks to indicate corrections or modifications required, and return it. Architect will stamp each submittal with an action stamp and will mark stamp appropriately to indicate action taken.

Informational Submittals: If submitted, Architect will review each submittal and will not return it or will reject and return it if it does not comply with requirements. Architect will forward each submittal to appropriate party.

- D. Submittals not required by the Contract Documents will not be reviewed and may be discarded.

END OF SECTION 01330

SECTION 01732 - SELECTIVE DEMOLITION

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

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

1.2 SUMMARY

- A. This Section includes the following:
 - 1. Demolition and removal of selected building elements.
 - 2. See 10010 Summary of Work for additional information.
- B. Related Sections: The following Sections contain requirements that relate to this Section:
 - 1. See Demolition Drawings and other sheets for identification and extents of elements to be demolished.

1.3 DEFINITIONS

- A. Remove: Remove and legally dispose of items except those indicated to be reinstalled, salvaged, or to remain the Owner's property.
- B. Remove and Salvage: Items indicated to be removed and salvaged remain the Owner's property. Remove, clean, and store, pack or crate items to protect against damage. Identify contents of containers and deliver to Owner's designated storage area.
- C. Remove and Reinstall (or relocate): Remove items indicated; clean, service, and otherwise prepare them for reuse; store and protect against damage. Reinstall items in the same locations or in locations indicated.
- D. Existing to Remain: Protect construction indicated to remain against damage and soiling during selective demolition. When permitted by the Architect, items may be removed to a suitable, protected storage location during selective demolition and then cleaned and reinstalled in their original locations.

1.4 MATERIALS OWNERSHIP

- A. **The Owner has the right to retain any items that are to be removed, whether shown specifically as such on plans or as verbally indicated before or during the construction process.** Any items indicated to be retained shall be removed and be treated as "salvaged"

per definition above. All other items shall become the Contractor's property and shall be removed from the site with further disposition at the Contractor's option.

- B. Historical items, relics, and similar objects including, but not limited to, cornerstones and their contents, commemorative plaques and tablets, antiques and other items of interest or value to the Owner or required as part of the new work, which may be encountered during selective demolition, remain the Owner's property. Consult Architect if there is a question about an item's final disposition. Carefully remove and salvage each item or object in a manner to prevent damage and deliver promptly to the Owner, or store for later use as part of the work.

1.5 PROJECT CONDITIONS

- A. See plans for the scope and extents of demolition work. The contractor shall be responsible to remove items required to achieve new work regardless of if it's specifically called out on the demolition plan or not.
- B. Storage or sale of removed items or materials on-site will not be permitted.

1.6 SCHEDULING

- A. Coordinate demolition of existing elements with Owner to minimize interruptions of traffic and patron flow on site.

PART 2 - PRODUCTS

- 2.1 General: Use the products where appropriate in accordance with the manufacturer's recommendations. See individual specifications for details.

PART 3 - EXECUTION

3.1 EXAMINATION

- A. Verify that utilities to be removed have been disconnected and capped to the extents shown on the plans or as required to be left in a code worthy manner.
- B. Survey existing conditions and correlate with requirements indicated to determine extent of selective demolition required.
- C. Inventory and record the condition of items to be removed and reinstalled and items to be removed and salvaged. Review list with Owner and Architect.

- D. When unanticipated mechanical, electrical, or structural elements that conflict with the intended function or design are encountered, investigate and measure the nature and extent of the conflict. Promptly submit a written report to the Architect.

3.2 PROJECT CLEAN-UP

- A. At project completion, the space is to be swept clean and mopped and free of any materials that are not designated to be salvaged or left for owner's use.

END OF SECTION 01732

SECTION 01770 - PROJECT CLOSEOUT

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of 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 project close-out, including but not limited to:
 - 1. Inspection procedures.
 - 2. Project record document submittal.
 - 3. Operating and maintenance manual submitted.
 - 4. Submittal of warranties.
 - 5. **Final cleaning.**

- 1.3 Close-out requirements for specific construction activities are included in the appropriate Sections in Divisions-2 through -16.

1.4 SUBSTANTIAL COMPLETION (**Note: The Substantial Completion will be issued at the completion of Phase 4 of work.**)

- A. Preliminary Procedures: Before requesting inspection for certification of Substantial Completion, complete the following. List exceptions in the request.
 - 1. In the Application for Payment that coincides with, or first follows, the date Substantial Completion is claimed, show 100 percent completion for the portion of the Work claimed as substantially complete. Include supporting documentation for completion as indicated in these Contract Documents and a statement showing an accounting of changes to the Contract Sum.
 - a. If 100 percent completion cannot be shown, include a list of incomplete items, the value of incomplete construction, and reasons the Work is not complete.
 - 2. Advise Owner of pending insurance change-over requirements.
 - 3. Submit specific warranties, workmanship bonds, maintenance agreements, final certifications, and similar documents.
 - 4. Obtain and submit releases enabling the Owner unrestricted use of the Work and access to services and utilities; include occupancy permits, Fire Marshal's inspection

acceptance, operating certificates, and similar releases. The contractor is responsible for contacting the Fire Marshal and scheduling all Fire Marshal inspections. Substantial Completion will not be granted unless these certificates are in the Owner's hands.

5. Submit record drawings, maintenance manuals, and similar final record information.
6. Complete final clean-up requirements, including touch-up painting. Touch up and otherwise repair and restore marred, exposed finishes.

B. Inspection Procedures: On receipt of a request for inspection and after the Contractor has prepared a list of incomplete items and submitted them to the architect, the Architect will either proceed with inspection or advise the Contractor of unfilled requirements. The Architect will prepare the Certificate of Substantial Completion following inspection or advise the Contractor of construction that must be completed or corrected before the certificate will be issued.

1. The Architect will repeat inspection when requested and ensure that the Work has been substantially completed.
2. Results of the completed inspection will form the basis of requirements for final acceptance.
3. **Note: The Architect will prepare a punch list at the completion of each phase.**

1.5 FINAL ACCEPTANCE

A. Preliminary Procedures: Before requesting final inspection for certification of final acceptance and final payment, complete the following.

1. Submit the final payment request with release of liens and supporting documentation not previously submitted and accepted. Include certificates of insurance for products and completed operations where required.
2. Submit an updated final statement, accounting for final additional changes to the Contract Sum.
3. Submit a certified copy of the Architect's final inspection list of items to be completed or corrected, stating that each item has been completed or otherwise resolved for acceptance, and the list has been endorsed and dated by the Architect.
4. Submit consent of surety to final payment.
5. Submit evidence of final, continuing insurance coverage complying with insurance requirements.

B. Re-inspection Procedure: The Architect will re-inspect the Work upon receipt of notice that the Work, including inspection list items from earlier inspections, has been completed, except items whose completion has been delayed because of circumstances acceptable to the Architect.

1. Upon completion of re-inspection, the Architect will prepare a certificate of Final Acceptance or advise the Contractor of Work that is incomplete or of obligations that have not been fulfilled but are required for final acceptance.
 2. If necessary, re-inspection will be repeated. See Supplementary General Conditions (B.02:9.10.1) concerning additional inspections.
- C. Maintenance Manuals: Organize operating and maintenance data into suitable sets of manageable size. Bind properly indexed data in individual heavy-duty, 3-ring vinyl-covered binders, with pocket folders for folded sheet information. Mark appropriate identification on the front and spine of each binder. **Provide a thumb drive containing the same information for the owner and architect.** Include the following types of information:
1. Emergency instructions.
 2. Spare parts list.
 3. Copies of warranties.
 4. Inspection procedures.
 5. Shop Drawings and Product Data.

PART 2 - PRODUCTS (Not Applicable)

PART 3 - EXECUTION

3.1 FINAL CLEANING

- A. General: Provide final cleaning. Conduct cleaning and waste-removal operations to comply with local laws and ordinances and Federal and local environmental and antipollution regulations. **After each of the 4 phases and prior to the architect's punch list preparation, the entire area will need to be cleaned, including all surfaces, both those included in the work and all other surfaces that may not have received specific work. An example: clean all the glass in the area.**
- B. Cleaning: **Employ experienced workers or professional cleaners for final cleaning. Clean each surface or unit to the condition expected in an average commercial building cleaning and maintenance program.** Comply with the manufacturer's written instructions.
1. Complete the following cleaning operations before requesting inspection for certification of Substantial Completion for the entire Project or for a portion of the Project:
 - a. Remove tools, construction equipment, machinery, and surplus material from the project site.
 - b. Clean exposed exterior and interior hard-surfaced finishes to a dirt-free condition, free of stains, films, and similar foreign substances. Avoid

disturbing the natural weathering of exterior surfaces. Restore reflective surfaces to their original condition.

- c. Sweep concrete floors with a broom in unoccupied spaces.
- d. Vacuum carpet and similar soft surfaces, removing debris and excess nap; shampoo if visible soil or stains remain.
- e. Clean transparent materials, including mirrors and glass in doors and windows. Remove glazing compounds and other noticeable, vision-obscuring materials. Replace chipped or broken glass and other damaged transparent materials. Polish mirrors and glass, taking care not to scratch the surface.
- f. 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.
 - 1) Do not paint over "UL" and similar labels, including mechanical and electrical nameplates.
- g. Clean light fixtures, lamps, globes, and reflectors to function with full efficiency.
- h. Leave Project clean and ready for occupancy.
- i. Clean and seal floors as recommended by the flooring manufacturer. Instruct the Owner on proper maintenance of all flooring products.

- C. Comply with safety standards for cleaning. Do not burn waste materials. Do not bury debris or excess materials on the Owner's property. Do not discharge volatile, harmful, or dangerous materials into drainage systems. Remove waste materials from the project site and dispose of them lawfully.

3.2 EXTRA MATERIALS

- A. **Extra material shall be left with the Owner for their future use. This material should include at least a full box (gallon) of material, as well as any open boxes of the following:**

LVT (all types and colors)

Carpet (all types and colors)

Ceiling Tile (a box of all types)

Paint & Stain (1 full gallon - all colors)

END OF SECTION 01770

SECTION 09512 - ACOUSTICAL PANEL CEILINGS

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

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

1.2 SUMMARY

- A. This Section includes continuous/wall-to-wall acoustical panel ceilings installed with exposed suspension systems.
- B. **Additive Alternate #1: Most of the ceiling tile in the building is to remain as it currently exists. However, some ceiling tiles will be replaced as part of this alternate. All existing ceiling tiles in Tech Services #32, Storage #37, and Friends #45 will be replaced with new ones. The old tile shall be carefully removed, and this tile shall be used to replace existing damaged ceiling tile (such as where ceiling tile has been damaged due to roof or condensation leaks) in the remainder of the building, so that it is not obvious where ceiling tile is replaced adjacent to ceiling tile that is to remain. Also, at all ceiling tiles with diffusers, and at 4 tiles adjacent to diffusers, replace the ceiling tile with a salvaged tile. This is required due to the stained tile adjacent to the HVAC diffusers.**

1.3 SUBMITTALS

- A. General: Submit the following in accordance with Conditions of Contract and Division 1 Specification Sections.
 - 1. Product data for each type of product specified. **(2 different acoustic panels required. Match existing)**
 - 2. Submit a minimum 6"x 6" sample of the acoustic ceiling unit and suspension system required. **(Suspension system is only required to be replaced where 2x4 lights are removed and where the current system is missing, damaged, rusted, or discolored OR where specifically called out. Match existing.)**

1.4 QUALITY ASSURANCE

- A. Installer Qualifications: Engage an experienced Installer who has successfully completed acoustical ceilings similar in material, design, and extent to those indicated for the Project.
- B. Fire-Performance Characteristics: Provide acoustical ceilings that are identical to those tested for the following fire-performance characteristics, per ASTM test method indicated below, by UL or other testing and inspecting organizations acceptable to authorities having jurisdiction. Identify acoustical ceiling components with appropriate markings of the applicable testing and inspecting organization.

1. Surface Burning Characteristics: As follows, tested per ASTM E 84 and complying with ASTM E 1264 for Class A products.
 - a. Flame Spread: 25 or less.
 - b. Smoke Developed: 50 or less.
- C. Single-Source Responsibility for Ceiling Units: Obtain each type of acoustical ceiling unit from a single source with resources to provide products of consistent quality in appearance and physical properties without delaying progress of the Work.
- D. Single-Source Responsibility for Suspension System: Obtain each type of suspension system from a single source with resources to provide products of consistent quality in appearance and physical properties without delaying progress of the Work.
- E. Coordination of Work: Coordinate layout and installation of acoustical ceiling units and suspension system components with other construction that penetrates ceilings or is supported by them, including light fixtures, HVAC equipment, fire-suppression system components (if any), and partition system (if any).

1.5 DELIVERY, STORAGE, AND HANDLING

- A. Deliver acoustical ceiling units to the project site in original, unopened packages and store them in a fully enclosed space where they will be protected against damage from moisture, direct sunlight, surface contamination, and other causes.
- B. Before installing acoustical ceiling units, permit them to reach room temperature and a stabilized moisture content.
- C. Handle acoustical ceiling units carefully to avoid chipping edges or damaging units in any way.

1.6 PROJECT CONDITIONS

- A. Space Enclosure: Do not install interior acoustical ceilings until space is enclosed and weatherproof, wet-work in space is completed and nominally dry, work above ceilings is complete, and ambient conditions of temperature and humidity will be continuously maintained at values near those indicated for final occupancy.

1.7 WARRANTY

- A. Acoustical Panel: Submit a written warranty executed by the manufacturer, agreeing to repair or replace panels that fail within the warranty period. Failures include, but are not limited to the following:
 1. Acoustical Panels: Sagging and warping.
 2. Grid System: Rusting and manufacturer's defects.
- B. Warranty Period:
 1. Acoustical Panels: Ten (10) years from the date of substantial completion.

2.Suspension: Ten (10) years from the date of substantial completion.

3.Ceiling System: Thirty (30) years from the date of substantial completion.

- C. The Warranty shall not deprive the Owner of other rights the Owner may have under other provisions of the Contract Documents and will be in addition to and run concurrent with other warranties made by the Contractor under the requirements of the Contract Documents.

1.8 MAINTENANCE

- A. Extra materials: Deliver extra materials to the Owner. Furnish the extra materials described below that match the installed products. Packaged with protective covering for storage and labeled appropriately.
1. Acoustical Ceiling Units: Furnish quality of full-size units equal to 2.0 percent of the amount installed.
 2. Exposed Suspension System Components: Furnish quality of each exposed suspension component equal to 2.0 percent of the amount installed.

PART 2 - PRODUCTS

2.1 MANUFACTURERS

- A. Ceiling Panels:
1. **Armstrong World Industries, Inc.**
 2. Capaul Corporation.
 3. USG Corporation
- B. Suspension Systems:
1. **Armstrong World Industries, Inc.**
 2. Chicago Metallic Corporation.
 3. USG Corporation

2.2 ACOUSTICAL CEILING UNITS

- A. A.Glass-Fiber-Base Acoustical Panels with Membrane-Faced Overlay for Acoustical Panel Ceiling (**#1**): Where this designation is indicated, provide acoustical panels complying with the following: (**Match existing**).
1. Products: See Division I Section "Design Selections".
 1. Armstrong World Industries
 2. Capaul
 3. USG

2. Classification: Panels fitting ASTM E 1264 for Type XII, glass-fiber base with membrane-faced overlay; Form 2, cloth.
 3. Pattern: Panels fitting ASTM E 1264 pattern designation (description) E (lightly textured).
 4. Color: White.
 5. Light Reflectance Coefficient: Not less than LR 0.89.
 6. Noise Reduction Coefficient: NRC .95 to 1.00.
 7. Articulation Class: AC 200.
 8. Edge Detail: Narrow Reveal sized to fit the flange of exposed suspension system members.
 9. Thickness: 1-1/2 inches (38 mm).
 10. Size: 24 by 24 inches (610 by 610 mm).
 11. Suspension Grid Style: Use the SS-1 suspension system as specified below.
- B. Water-Felted, Mineral-Base Acoustical Panels for Acoustical Panel Ceiling (#2): Where this designation is indicated, provide acoustical panels complying with the following: **(Match existing)**.
1. Products: See Division I Section "Design Selections". Provide one of the following:
 1. Armstrong World Industries
 2. USG
 2. Classification: Panels fitting ASTM E 1264 for Type III, mineral base with painted finish; Form 2, water felted.
 3. Pattern: Panels fitting ASTM E 1264 pattern designation C (perforated, fissured, small holes).
 4. Color: White.
 5. Light Reflectance Coefficient: Not less than LR 0.80.
 6. Noise Reduction Coefficient: NRC 0.50.
 7. Ceiling Attenuation Class: Not less than CAC 35.
 8. Edge Detail: Reveal sized to fit flange of exposed suspension system members.
 9. Thickness: 5/8 inch (16 mm).
 10. Size: 24 by 24 inches (610 by 610 mm).
 11. Suspension Grid Style: Use the SS-2 suspension system as specified below.

2.3 METAL SUSPENSION SYSTEMS, GENERAL

- A. Metal Suspension System Standard: Provide manufacturers' standard direct-hung metal suspension systems of types, structural classifications, and finishes indicated that comply with applicable ASTM C 635 requirements.
- B. Finishes and Colors, General: Comply with NAAMM's "Metal Finishes Manual for Architectural and Metal Products" for recommendations for applying and designating finishes. Provide the manufacturer's standard factory-applied finish for the indicated system type.

- C. Attachment Devices: Size for five times design load indicated in ASTM C 635, Table 1, Direct Hung, unless otherwise indicated.
- D. Wire Hangers, Braces, and Ties: Provide wires complying with the following requirements:
 - 1. Zinc-Coated Carbon-Steel Wire: ASTM A 641/A 641M, Class 1 zinc coating, soft temper.
 - 2. Size: Select a wire diameter so that the hanger design load (ASTM C 635, Table 1, Direct Hung) will be less than the yield stress of the wire, but provide not less than 0.106-inch (2.69 mm) diameter wire.
- E. Sheet-Metal Edge Moldings and Trim: Type and profile indicated or, if not indicated, manufacturer's standard moldings for edges and penetrations that fit acoustical panel edge details and suspension systems indicated; formed from sheet metal of the same material and finish as that used for exposed flanges of suspension system runners.
- F. Hold-Down Clips for Non-Fire-Resistance-Rated Ceilings: For interior ceilings consisting of acoustical panels weighing less than 1 lb/sq. ft. (4.88 kg/sq. m), provide hold-down clips spaced 24 inches (610 mm) o.c. on all cross tees.

2.5 METAL SUSPENSION SYSTEMS (for repairs only – match existing)

- A. Narrow-Face Metal Suspension System Characteristics (SS-1): Narrow-Face, Capped, Double-Web, Hot-Dip Galvanized-Steel Suspension System: Main and cross runners roll-formed from cold-rolled steel sheet hot-dip galvanized according to ASTM A 653/A 653M, G60 (Z180) coating designation, with prefinished, 9/16-inch- (24-mm-) wide, aluminum caps on flanges; other characteristics as follows:
 - 1. Structural Classification: Intermediate-duty system.
 - 2. Aluminum Cap Finish: Painted white.
- B. Wide-Face Metal Suspension System Characteristics (SS-2): Wide-Face, Capped, Double-Web, Hot-Dip Galvanized-Steel Suspension System: Main and cross runners roll formed from cold-rolled steel sheet hot-dip galvanized according to ASTM A 653/A 653M, G60 (Z180) coating designation, with prefinished, 15/16-inch- (24-mm-) wide, aluminum caps on flanges; other characteristics as follows:
 - 1. Structural Classification: Intermediate-duty system.

2. Aluminum Cap Finish: Painted white.

PART 3 - EXECUTION

3.1 EXAMINATION

- A. Examine substrates and structural framing to which acoustical panel ceilings attach or abut, with Installer present, for compliance with requirements specified in this and other Sections that affect ceiling installation and anchorage, and other conditions affecting performance of acoustical panel ceilings.

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

3.2 PREPARATION

- A. Measure each ceiling area and establish the layout of acoustical panels to balance border widths at opposite edges of each ceiling. Avoid using less-than-half-width panels at borders and comply with the layout shown on reflected ceiling plans.

3.3 INSTALLATION

- A. General: Install acoustical panel ceilings to comply with publications referenced below per manufacturer's written instructions and CISCA's "Ceiling Systems Handbook."

1. Standard for Ceiling Suspension System Installations: Comply with ASTM C 636.

- B. Suspend ceiling hangers from the building's structural members as follows:

1. Install hangers plumb and free from contact with insulation or other objects within the ceiling plenum that are not part of the supporting structure or of the ceiling suspension system.
2. Splay hangers only where required to miss obstructions; offset resulting horizontal forces by bracing, countersplaying, or other equally effective means.
3. Where the width of ducts and other construction within the ceiling plenum produces hanger spacings that interfere with the location of hangers at the spacings required to support standard suspension system members, install supplemental suspension members and hangers in the form of trapezes or equivalent devices. Size supplemental suspension members and hangers to

support ceiling loads within performance limits established by referenced standards and publications.

4. Secure wire hangers for ceiling suspension members and to supports above with a minimum of three tight turns. Connect hangers directly either to structures or to inserts, eye screws, or other devices that are secure; that are appropriate for the substrate; and that will not deteriorate or otherwise fail due to age, corrosion, or elevated temperatures.
 5. Do not support ceilings directly from permanent metal forms or floor deck. Fasten hangers to cast-in-place hanger inserts, powder-actuated fasteners, or drilled-in anchors that extend through forms into concrete.
 6. Do not attach hangers to steel deck tabs.
 7. Do not support ceilings directly or indirectly from electrical conduit, plumbing or waste lines, or fire protection lines.
- C. Install edge moldings and trim of the type indicated at the perimeter of the acoustical ceiling area and where necessary to conceal the edges of the acoustical panels.
1. Screw or nail attach moldings to substrate at intervals not more than 16 inches (400 mm) o.c. and not more than 3 inches (75 mm) from ends, leveling with ceiling suspension system to a tolerance of 1/8 inch in 12 feet (3 mm in 3.6 m). Miter corners accurately and connect securely.
- D. Install suspension system runners, so they are square and securely interlocked with one another. Remove and replace dented, bent, or kinked members.
- E. Install acoustical panels with undamaged edges and fitted accurately into suspension system runners and edge moldings. Scribe and cut panels at borders and penetrations to provide a neat, precise fit.
1. For reveal-edged panels on suspension system runners, install panels with the bottom of the reveal in firm contact with the top surface of the runner flanges.
 2. Paint cut panel edges remaining exposed after installation; match the color of exposed panel surfaces using the coating recommended in writing for this purpose by the acoustical panel manufacturer.

3. Install hold-down clips in all vestibules and rooms adjacent to exterior doors, in areas required by authorities having jurisdiction, and for fire-resistance ratings; space as recommended by the manufacturer's panel written instructions, unless otherwise indicated or required.

3.4 CLEANING

- A. Clean exposed surfaces of acoustical panel ceilings, including trim, edge moldings, and suspension system members. Comply with the manufacturer's written instructions for cleaning and touch-up of minor finishing damage. Remove and replace ceiling components that cannot be successfully cleaned and repaired to permanently eliminate evidence of damage.

END OF SECTION 09512

SECTION 09651 - RESILIENT TILE FLOORING

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

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

1.2 SUMMARY

- A. This Section includes the following:
 - 1. Luxury Vinyl Tile

1.3 SUBMITTALS

- A. Product Data: For each type of product specified.
- B. Samples for Initial Selection: Manufacturer's color charts consisting of units or sections of units showing the full range of colors and patterns available for each type of product indicated.
- C. Samples for Verification: Full-size tiles of each different color and pattern of resilient floor tile specified, showing the full range of variations expected in these characteristics.
 - 1. For resilient accessories, manufacturer's standard-size samples, but not less than 12 inches (300 mm) long, of each resilient accessory color and pattern specified.
- D. Product Certificates: Signed by manufacturers of resilient products certifying that each product furnished complies with requirements.
- E. Maintenance Data: For resilient floor tile to include in the maintenance manuals specified in Division 1.

1.4 QUALITY ASSURANCE

- A. Installer Qualifications: Engage an experienced installer to perform work of this Section who has specialized in installing resilient products similar to those required for this Project and with a record of successful in-service performance.
- B. Source Limitations: Obtain each type, color, and pattern of product specified from one source with resources to provide products of consistent quality in appearance and physical properties without delaying the Work.
- C. Fire-Test-Response Characteristics: Provide products with the following fire-test-response characteristics as determined by testing identical products per test method indicated below by a testing and inspecting agency acceptable to authorities having jurisdiction.

1. Critical Radiant Flux: 0.45 W/sq. cm or greater when tested per ASTM E 648.
2. Smoke Density: Maximum specific optical density of 450 or less when tested per ASTM E 662.

1.5 DELIVERY, STORAGE, AND HANDLING

- A. Deliver products to Project site in manufacturer's original, unopened cartons and containers, each bearing names of product and manufacturer, Project identification, and shipping and handling instructions.
- B. Store products in dry spaces protected from the weather, with ambient temperatures maintained between 50 and 90 deg F (10 and 32 deg C).
- C. Store tiles on flat surfaces.
- D. Move products into spaces where they will be installed at least 48 hours before installation, unless longer conditioning period is recommended in writing by manufacturer.

1.6 PROJECT CONDITIONS

- A. Maintain a temperature of not less than 70 deg F (21 deg C) or more than 95 deg F (35 deg C) in spaces to receive products for at least 48 hours before installation, during installation, and for at least 48 hours after installation, unless manufacturer's written recommendations specify longer time periods. After post-installation period, maintain a temperature of not less than 55 deg F (13 deg C) or more than 95 deg F (35 deg C).
- B. Do not install products until they are at the same temperature as the space where they are to be installed.
- C. Close spaces to traffic during flooring installation and for time period after installation recommended in writing by manufacturer.
- D. Install tiles and accessories after other finishing operations, including painting, have been completed.
- E. Do not install flooring over concrete slabs until slabs have cured and are sufficiently dry to bond with adhesive, as determined by flooring manufacturer's recommended bond and moisture test.

1.7 EXTRA MATERIALS

- A. Furnish extra materials described below that match products installed, are packaged with protective covering for storage, and are identified with labels describing contents.
 1. Furnish not less than one box for each 50 boxes or fraction thereof, of each type, color, pattern, class, wearing surface, and size of resilient tile flooring installed.
 2. Deliver extra materials to Owner.

PART 2 - PRODUCTS

2.1 MANUFACTURERS

- A. Products: Subject to compliance with requirements, provide products of one of the following:
 - 1. **See Section 01050 – Design Selections for LVT products.**

PART 3 - EXECUTION

3.1 EXAMINATION

- A. Examine substrates, areas, and conditions where installation of resilient products will occur, with Installer present, for compliance with manufacturer's requirements. Verify that substrates and conditions are satisfactory for resilient product installation and comply with requirements specified.
- B. Concrete Subfloors: Verify that concrete slabs comply with ASTM F 710 and the following:
 - 1. Slab substrates are dry and free of curing compounds, sealers, hardeners, and other materials that may interfere with adhesive bond. Determine adhesion and dryness characteristics by performing bond and moisture tests recommended by flooring manufacturer.
 - 2. Subfloors are free of cracks, ridges, depressions, scale, and foreign deposits.
 - 3. Underlayment surface is free of irregularities and substances that may interfere with adhesive bond, show through surface, or stain flooring.
- C. Do not proceed with installation until unsatisfactory conditions have been corrected.

3.2 PREPARATION

- A. General: Comply with resilient product manufacturer's written installation instructions for preparing substrates indicated to receive resilient products.
- B. Use trowelable leveling and patching compounds, according to manufacturer's written instructions, to fill cracks, holes, and depressions in substrates.
- C. Remove coatings, including curing compounds, and other substances that are incompatible with flooring adhesives and that contain soap, wax, oil, or silicone, using mechanical methods recommended by manufacturer. Do not use solvents.
- D. Broom and vacuum clean substrates to be covered immediately before product installation. After cleaning, examine substrates for moisture, alkaline salts, carbonation, or dust. Do not proceed with installation until unsatisfactory conditions have been corrected.

3.3 TILE INSTALLATION

- A. General: Comply with tile manufacturer's written installation instructions.
- B. Lay out tiles from center marks established with principal walls, discounting minor offsets, so tiles at opposite edges of room are of equal width. Adjust as necessary to avoid using cut widths that equal less than one-half of a tile at perimeter.
 - 1. Lay tiles square with room axis, unless otherwise indicated.
- C. Match tiles for color and pattern by selecting tiles from cartons in the same sequence as manufactured and packaged, if so numbered. Cut tiles neatly around all fixtures. Discard broken, cracked, chipped, or deformed tiles.
 - 1. Lay tiles in pattern of colors and sizes indicated on Drawings.
- D. Scribe, cut, and fit tiles to butt neatly and tightly to vertical surfaces and permanent fixtures, including built-in furniture, cabinets, pipes, outlets, edgings, door frames, thresholds, and nosings.
- E. Extend tiles into toe spaces, door reveals, closets, and similar openings.
- F. Maintain reference markers, holes, and openings that are in place or marked for future cutting by repeating on finish flooring as marked on subfloor. Use chalk or other nonpermanent, nonstaining marking device.

3.4 CLEANING AND PROTECTING

- A. Perform the following operations immediately after installing resilient products:
 - 1. Remove adhesive and other surface blemishes using cleaner recommended by resilient product manufacturers.
 - 2. Sweep or vacuum floor thoroughly.
 - 3. Do not wash floor until after time period recommended by flooring manufacturer.
 - 4. Damp-mop floor to remove marks and soil.
- B. Protect flooring against mars, marks, indentations, and other damage from construction operations and placement of equipment and fixtures during the remainder of construction period. Use protection methods indicated or recommended in writing by flooring manufacturer.
- C. Cleaning and initial finishing of new floors. For new installations, wait 24 hours before the first cleaning. This allows time for the adhesive to cure. Use manufacturer's recommended method of cleaning with manufacturer's approved cleaner(s).

END OF SECTION 09651

SECTION 09900 - PAINTING

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

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

See Section 01050 – Design Selections for paint colors.

1.2 SUMMARY

- A. This Section includes surface preparation, painting, and finishing of exposed interior and surfaces
 - 1. Surface preparation, priming, and finish coats specified in this section are in addition to shop priming and surface treatment specified under other sections.
- B. Paint exposed surfaces whether or not colors are designated in "schedules," except where a surface or material is specifically indicated not to be painted or is to remain natural. Where an item or surface is not specifically mentioned, paint the same as similar adjacent materials or surfaces.
- C. Painting is not required on prefinished items, finished metal surfaces, concealed surfaces, operating parts, and labels unless damaged during installation and directed by Architect.
 - 1. Labels: Do not paint over Underwriter's Laboratories, Factory Mutual or other code-required labels or equipment name, identification, performance rating, or nomenclature plates.
- D. Related Sections: The following sections contain requirements that relate to this section:
 - 1. Division 5 Section "Metal Fabrications" for shop priming structural steel.
 - 2. Division 6 Section "Interior Architectural Woodwork" for shop priming architectural woodwork.

1.3 QUALITY ASSURANCE

- A. Single-Source Responsibility: Provide primers and undercoat paint produced by the same manufacturer as the finish coats.
- B. Field Samples: On wall surfaces and interior components, duplicate finishes of prepared samples. Provide full-coat finish samples on at least 10 sq. ft. of surface until required sheen, color and texture are obtained; simulate finished lighting conditions for review of in-place work.

- C. Material Quality: PROVIDE THE MANUFACTURER'S BEST QUALITY TRADE SALE PAINT MATERIAL of the various coating types specified. Paint material containers not displaying manufacturer's product identification will not be acceptable.

1.4 DELIVERY, STORAGE, AND HANDLING

- A. Deliver materials to the job site in the manufacturer's original, unopened packages and containers bearing manufacturer's name and label.
- B. Store materials not in use in tightly covered containers in a well-ventilated area at a minimum ambient temperature of 45 deg F (7 deg C). Maintain containers used in storage in a clean condition, free of foreign materials and residue.
 - 1. Protect from freezing. Keep storage area neat and orderly. Remove oily rags and waste daily. Take necessary measures to ensure that workers and work areas are protected from fire and health hazards resulting from handling, mixing, and application.

1.5 JOB CONDITIONS

- A. Apply water-based paints only when the temperature of surfaces to be painted and surrounding air temperatures are between 50 deg F (10 deg C) and 90 deg F (32 deg C) and will remain at that temperature range for a minimum of 24 hours after application.
- B. Apply solvent-thinned paints only when the temperature of surfaces to be painted and surrounding air temperatures are between 45 deg F (7 deg C) and 95 deg F (35 deg C).
- C. Do not apply paint in snow, rain, fog, or mist, when the relative humidity exceeds 85 percent, at temperatures less than 5 deg F (3 deg C) above the dew point, or to damp or wet surfaces.
 - 1. Painting may continue during inclement weather if surfaces and areas to be painted are enclosed and heated within temperature limits specified by the manufacturer during application and drying periods.
- D. Schedule application of painting system with installation of other work.
 - 1. Notify of application schedule trades that may have items to be placed or installed prior to application of painting system. Coordinate work to avoid cutting or displacement of painting system and to avoid delays in work.
 - 2. INFORM ARCHITECT OF APPLICATION SCHEDULE to allow sufficient time without delaying work for inspection of applied coats prior to application of subsequent coats.
 - a. Only inspected coats of paint will be considered in determining number of coats applied.

PART 2 - PRODUCTS

2.1 MATERIALS

- A. All paint products are to be the very best of the Manufacturer's First Line paint.

2.2 MANUFACTURERS

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

1. Benjamin Moore and Co. (Moore).
2. Sherwin-Williams.

See PART 3 - EXECUTION for specification product information concerning specific surfaces and paint types.

PART 3 - EXECUTION

3.1 EXAMINATION

- A. Examine substrates and conditions under which painting will be performed for compliance with requirements for application of paint. Do not begin paint application until unsatisfactory conditions have been corrected.
1. Start of painting will be construed as the Applicator's acceptance of surfaces and conditions within a particular area.

3.2 PREPARATION

- A. General Procedures: Remove hardware and hardware accessories, plates, machined surfaces, lighting fixtures, and similar items in place that are not to be painted, or provide surface-applied protection prior to surface preparation and painting. Remove these items if necessary for complete painting of the items and adjacent surfaces. Following completion of painting operations in each space or area, have items reinstalled by workers skilled in the trades involved.
1. Clean surfaces before applying paint or surface treatments. Remove oil and grease prior to cleaning. Schedule cleaning and painting so that dust and other contaminants from the cleaning process will not fall on wet, newly painted surfaces.
- B. Surface Preparation: Clean and prepare surfaces to be painted in accordance with the manufacturer's instructions for each particular substrate condition and as specified. The Architect is to be notified after an area is properly prepared and ready for painting. The

painter shall not proceed with the finish coats until the area has been approved by the Architect.

1. Provide barrier coats over incompatible primers or remove and reprime. Notify Architect in writing of problems anticipated with using the specified finish-coat material with substrates primed by others.
2. Refinishing Existing Stained Woodwork:
 - a. Prep the surface: Clean the existing finish with Minwax Wood Cabinet Cleaner (or equivalent) to remove dirt, grease, and other contaminants.
 - b. Scuff-sand: Lightly scuff the dried, clean surface with #220-grit sandpaper or a synthetic sanding pad. This provides a "tooth" for the new finish to adhere to without ruining the existing stain.
 - c. Remove dust: vacuum the surface and wipe it down with a tack cloth.
 - d. Apply two (2) thin coats: apply using clean. Use lint-free cloth to wipe the wood in thin, even coats, following the direction of the grain.
3. Repainting Existing Gypsum Board Walls, Furring, and Ceilings:
 - a. Cleaning: Vacuum and wipe away all dirt, grease, oil, or other foreign material using a damp cloth (and mild detergent, if required). Allow it to dry completely.
 - b. Patching and Repair: Remove any loose, flaking, or peeling paint. Fill dents, gouges, and nail pops with a compatible spackle or joint compound. Repairs should match the existing texture and not be obvious as repairs.
 - c. Apply two (2) finish coats as scheduled.
- C. Materials Preparation: Carefully mix and prepare paint materials in accordance with manufacturer's directions.
- D. Tinting: Tint each undercoat a lighter shade to facilitate identification of each coat where multiple coats of the same material are applied. Tint undercoats to match the color of the finish coat, but provide sufficient differences in shade of undercoats to distinguish each separate coat.

3.3 APPLICATION

- A. Apply paint in accordance with manufacturer's directions. Use applicators and techniques best suited for substrate and type of material being applied.
- B. Do not paint over dirt, rust, scale, grease, moisture, scuffed surfaces, or conditions detrimental to formation of a durable paint film.
 1. **Provide finish coats that are compatible with primers or existing products used.**
 2. The number of coats and film thickness required is the same regardless of the application method. Do not apply succeeding coats until the previous coat has cured

as recommended by the manufacturer. Sand between applications where sanding is required to produce an even smooth surface in accordance with the manufacturer's directions.

3. Apply additional coats when undercoats, stains, or other conditions show through final coat of paint until paint film is of uniform finish, color, and appearance. Give special attention to ensure that surfaces, including edges, corners, crevices, welds, and exposed fasteners, receive a dry film thickness equivalent to that of flat surfaces.
 4. Paint surfaces behind movable equipment and furniture same as similar exposed surfaces. Paint surfaces behind permanently fixed equipment or furniture with prime coat only before final installation of equipment.
- C. Scheduling Painting: Apply first coat to surfaces that have been cleaned, pretreated, or otherwise prepared for painting as soon as practicable after preparation and before subsequent surface deterioration.
- D. Minimum Coating Thickness: Apply materials at not less than the manufacturer's recommended spreading rate. Provide a total dry film thickness of the entire system as recommended by the manufacturer.
- E. Stipple Enamel Finish: Roll and redistribute paint to an even and fine texture. Leave no evidence of rolling such as laps, irregularity in texture, skid marks, or other surface imperfections.
- F. Pigmented (Opaque) Finishes: Completely cover to provide an opaque, smooth surface of uniform finish, color, appearance, and coverage. Cloudiness, spotting, holidays, laps, brush marks, runs, sags, ropiness, or other surface imperfections will not be acceptable.
- G. Transparent (Clear) Finishes: Use multiple coats to produce a glass-smooth surface film of even luster. Provide a finish free of laps, cloudiness, color irregularity, runs, brush marks, air bubbles, orange peel, nail holes, or other surface imperfections.
1. Provide satin finish for final coats.
- H. Refinish entire wall where portion of finish has been damaged or is not acceptable (from inside corner to inside corner).

3.4 FIELD QUALITY CONTROL

- A. The Owner reserves the right to invoke the following test procedure at any time and as often as the Owner deems necessary during the period when paint is being applied:
1. If test results show material being used does not comply with specified requirements, the Contractor may be directed to stop painting, remove noncomplying paint, pay for testing, repaint surfaces coated with rejected paint, and remove rejected paint from previously painted surfaces if, upon repainting with specified paint, the two coatings are noncompatible.

3.5 CLEANING

- A. Cleanup: At the end of each work day, remove empty cans, rags, rubbish, and other discarded paint materials from the site.
- B. Upon completion of painting, clean glass and paint-splattered surfaces. Remove splattered paint by washing and scraping, using care not to scratch or damage adjacent finished surfaces. Use only water or mineral spirits as a solvent on any paint-splattered surface. Do Not Use lacquer thinner, acetone, or xylene/xylol to clean any finished surfaces.

3.6 PROTECTION

- A. Protect work of other trades, whether to be painted or not, against damage by painting. Correct damage by cleaning, repairing or replacing, and repainting, as acceptable to Architect.
 - 1. At completion of construction activities of other trades, touch up and restore damaged or defaced painted surfaces.

3.7 INTERIOR PAINT SCHEDULE - IT IS THE INTENT OF THESE SPECIFICATIONS THAT ALL THE EXISTING PREVIOUSLY PAINTED/FINISHED SURFACES BE REPAINTED/FINISHED AT THE COMPLETION OF THE PROJECT WITH TWO (2) COATS OF THE "FINISH" COATS SPECIFIED.

- A. General: Provide the following paint systems for the various substrates, as indicated.
- B. Gypsum Drywall Systems (Light Rolled Texture):
 - 1. Primecoat:
 - a. PrepRite 200 Latex Primer B28W200 (SW)
 - b. UGS First Coat (BM)
 - 2. Finish: 2 coats
 - a. ProMar 200 Latex Semi-Gloss Enamel B31W2251 (SW)
 - b. Regal Aquaglo (Satin-Latex) #333—(BM)
- C. Stained Woodwork (Stain):
 - 1. First Coat:
 - a. Min Wax Alkyd Stain (SW).
 - b. Old Masters Wiping (BM)
 - 2. Finish: 2 coats - Over close grained woods, apply first coat thinned with one pint of mineral spirits per gallon. Apply second as packaged.
 - a. Wood Classics Varnish A66-300 Series (SW).
 - b. Ben Moore Polyurethane (Low Lustre) Prod. #43500

D. Refinishing Existing Stained Woodwork

1. **First Coat:**
 - a. **Minwax Wipe-On-Poly**
 - b. **Watco Wipe-On-Polyurethane**
2. **Second Coat:**
 - a. **Minwax Wipe-On-Poly**
 - b. **Watco Wipe-On-Polyurethane**

Verify the existing stained wood finish is oil-based and is compatible with the new finish. If the finishes are not compatible, change the finish to an equivalent water-based product.

All existing stained wood in all phases of the project shall be refinished. This includes base, base shoe, chair rails, millwork (exterior of cabinets and open shelves only), trim, and any other items previously stained. The only stained items it does not include are the prefinished stained wood passage doors. *See note #1 on plan sheet 1.2 for specific locations of approximately 100 linear feet of base and 100 linear feet of chair rail that are damaged and that will require additional repair beyond what is specified below.*

E. Interior Wood: (includes crown mould).

1. **Primecoat:**
 - a. **PrepRite Wall and Wood Alkyd Primer B49W2 (SW).**
 - b. **Fresh Start Underbody Prod. #21700 (BM)**
2. **Finish: 2 coats**
 - a. **ProMar 200 Alkyd Semi-Gloss Enamel B34W 251 (SW).**
 - b. **Moore's Satin Impervo Enamel (Satin-Alkyd) #235—(BM)**

F. Ferrous Metal (includes hollow metal door frames and lavatory support frames):

1. **Primecoat:**
 - a. **KemKromik Universal Alkyd Primer B50NZ6 (SW).**
 - b. **Ben Moore Super Spec Universal Metal Primer Red Prod. #P0720 (BM)**
2. **Finish: 2 coats**
 - a. **ProMar 200 Alkyd Semi-Gloss Enamel B34W 251 (SW).**
 - b. **Impervo Enamel (Gloss Oil) Prod. #133—(BM)**

G. For materials not specified above:

1. **Primer and 2 coats as per paint manufacturer's recommendations.**

END OF SECTION 09900

SECTION 09680 - CARPET

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

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

1.2 SUMMARY

- A. This Section includes carpet, installation, and accessories.

1.3 SUBMITTALS

- A. General: Submit the following in accordance with Conditions of Contract and Division 1 Specification Sections.
- B. Product data for each type of carpet material and installation accessory required. Submit written data on physical characteristics, durability, resistance to fading, and flame resistance characteristics.
- C. Samples for verification purposes in the manufacturer's standard size, showing the full range of color, texture, and pattern variations expected. Prepare samples from the same material to be used for the Work. Submit the following:
 - 1. 12-inch-square samples of each type of carpet material required.
 - 2. 12-inch-long samples of each type exposed edge stripping and accessory item.

1.4 QUALITY ASSURANCE

- A. Manufacturer's Qualification: Firm whose carpet materials comply with "Use of Materials Bulletin UM-44C" published by U.S. Department of Housing and Urban Development (HUD) and are currently listed in HUD "Certified Products Directory" and so identified by imprint on back of carpet.
- B. Carpet Surface Burning Characteristics: Provide carpet identical to that tested for the following fire performance characteristics, per test method indicated below, by UL or other testing and inspecting organizations acceptable to authorities having jurisdiction. Identify the carpet with the appropriate markings of the applicable testing and inspecting organization.
 - 1. Test Method: DOC FF 1-70
 - 2. Rating: Pass

1.5 DELIVERY, STORAGE, AND HANDLING

- A. Deliver materials to the project site in original factory wrappings and containers, labeled with the identification of the manufacturer, brand name, and lot number.
- B. Store materials in original undamaged packages and containers, inside a well-ventilated area protected from weather, moisture, soilage, extreme temperatures, and humidity. Lay flat, blocked off ground. Maintain a minimum temperature of 68 deg F (20 deg C) at least three days prior to and during installation in an area where materials are stored.

1.6 PROJECT CONDITIONS

- A. Substrate Conditions: No condensation within 48 hours on the underside of a 4-foot by 4-foot polyethylene sheet, fully taped at the perimeter to the substrate.

1.7 EXTRA MATERIALS

- A. Deliver extra materials to the Owner. Furnish extra materials matching the products installed, as described below, packaged with protective covering for storage, and identified with labels describing the contents.
 - 1. Carpet: Before installation begins, furnish a quantity of full width for each type of material equal to 2 percent of the amount installed.

PART 2 - PRODUCTS

2.1 MANUFACTURERS

- A. Manufacturers: Subject to compliance with requirements, provide products by the following:
 - 1. **See Section 01050 – Design Selections for Carpet products**

2.2 ACCESSORIES

- A. Carpet Edge Guard: "Schluter Systems" secured beneath adjacent material in height as required by material being installed. Submit suggested transition strips for all conditions for architect's approval.
- B. Carpet Adhesive System: Acrylic based bio-renewable pressure sensitive adhesive or other product specified above as recommended by carpet manufacturer.

PART 3 - EXECUTION

3.1 PREPARATION

- A. Clear away debris and scrape up cementitious deposits from concrete surfaces to receive carpet; apply sealer to prevent dusting.

- B. Patch holes and level to a smooth surface. If previous finish chemically stripped, reseal concrete. Use **ARDEX Feather Finish XF** to seal powdery or porous surfaces with sealer or other product as recommended by carpet manufacturer.
- C. Patch holes and cracks. Sand to level. Remove wax. Seal surface with sealer recommended by carpet manufacturer.

3.2 INSTALLATION

- A. Comply with manufacturer's recommendations for installation of carpet. At doorways, center seams under door in closed position.
- B. Extend carpet under removable flanges and furnishings and into alcoves and closets of each space.
- C. Provide cutouts where required, and bind cut edges where not concealed by protective edge guards or overlapping flanges.
- D. Install carpet edge guard where edge of carpet is adjacent dissimilar material.
- E. Fit sections of carpet prior to application of adhesive.
- F. Apply adhesive in accordance with manufacturer's instructions. Butt edges tight to form seams without gaps. Roll entire area with 75 lb (min) roller.

3.3 CLEANING

- A. Remove adhesive from carpet surface with manufacturer's recommended cleaning agent.
- B. Remove and dispose of debris and unusable scraps. Vacuum with commercial machine with face-beater element. Remove soil. Replace carpet where soil cannot be removed. Remove protruding face yarn.
- C. Vacuum carpet.

3.4 PROTECTION

- A. Provide final protection and maintain conditions, in a manner acceptable to manufacturer and installer, to ensure carpet is not damaged or deteriorated at time of Substantial Completion.

END OF SECTION 09680