



**GILBANE PROJECT MANUAL**  
**GILBANE JOB NO. 11.5311.000**  
**STATE PROJECT NO. BI-RT-843-CMR**

**Additions and Alterations**  
**HC Wilcox Regional Vocational**  
**Technical School**

Meriden, CT

September 26, 2011  
Volume 1 of 1

**Owner**  
State of Connecticut  
Department of Construction Services  
165 Capitol Avenue, 4<sup>th</sup> Floor  
Hartford, CT 06106

**Construction Manager**  
Gilbane Building Company  
208 New London Turnpike  
Glastonbury, CT 06033

**Architect**  
Tai Soo Kim Partners, LLC  
146 Wyllys Street  
Hartford, CT 06106

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Additions Alterations  
H.C. Wilcox Technical High School  
Meriden, CT  
State Project No. BI-RT-843  
Contract Drawing List

Gilbane Job No. 11.5311.000  
September 26, 2011

Drawing No.	Title	Drawing Date	Rev No.	Discipline	Design A/E Company	Type	Optional Sort No.
A0.00	Cover Sheet - Volume 1 of 2	1/28/2011		Architectural	Tai Soo Kim Partners, LLC	Contract Drawing	
A0.01	General Information	1/28/2011		Architectural	Tai Soo Kim Partners, LLC	Contract Drawing	
A0.02	Code Compliance	1/28/2011		Architectural	Tai Soo Kim Partners, LLC	Contract Drawing	
A0.03	Code Compliance - First Floor	1/28/2011		Architectural	Tai Soo Kim Partners, LLC	Contract Drawing	
A0.04	Code Compliance - First Floor	9/9/2011	0	Architectural	Tai Soo Kim Partners, LLC	Contract Drawing	
A0.05	Code Compliance - Second Floor	1/28/2011		Architectural	Tai Soo Kim Partners, LLC	Contract Drawing	
A0.06	Wall Types	1/28/2011		Architectural	Tai Soo Kim Partners, LLC	Contract Drawing	
L1.01	Property/Topographic Survey	1/28/2011		Landscaping	Milone and MacBroom Inc.	Contract Drawing	
L1.02	Property/Topographic Survey	1/28/2011		Landscaping	Milone and MacBroom Inc.	Contract Drawing	
L1.03	Existing Conditions/Removals Plan	9/9/2011	0	Landscaping	Milone and MacBroom Inc.	Contract Drawing	
L1.04	Existing Conditions/Removals Plan	9/9/2011	0	Landscaping	Milone and MacBroom Inc.	Contract Drawing	
L1.05	Accessibility Plan	9/9/2011	0	Landscaping	Milone and MacBroom Inc.	Contract Drawing	
L1.06	Site Materials Plan	9/9/2011	0	Landscaping	Milone and MacBroom Inc.	Contract Drawing	
L1.07	Site Materials Plan	1/28/2011		Landscaping	Milone and MacBroom Inc.	Contract Drawing	
L1.08	Site Layout Plan	9/9/2011	0	Landscaping	Milone and MacBroom Inc.	Contract Drawing	
L1.09	Site Layout Plan	1/28/2011		Landscaping	Milone and MacBroom Inc.	Contract Drawing	
L1.10	Site Landscaping Plan	9/9/2011	0	Landscaping	Milone and MacBroom Inc.	Contract Drawing	
L1.11	Site Landscaping Plan	9/9/2011	0	Landscaping	Milone and MacBroom Inc.	Contract Drawing	
L1.12	Site Grading Plan	9/9/2011	0	Landscaping	Milone and MacBroom Inc.	Contract Drawing	
L1.13	Site Grading Plan	9/9/2011	0	Landscaping	Milone and MacBroom Inc.	Contract Drawing	
L1.14	Site Utility Plan	9/9/2011	0	Landscaping	Milone and MacBroom Inc.	Contract Drawing	
L1.15	Site Utility Plan	9/9/2011	0	Landscaping	Milone and MacBroom Inc.	Contract Drawing	
L1.16	Site Sediment and Erosion Control Plan	9/9/2011	0	Landscaping	Milone and MacBroom Inc.	Contract Drawing	
L1.17	Site Sediment and Erosion Control Plan	9/9/2011	0	Landscaping	Milone and MacBroom Inc.	Contract Drawing	
L1.18	Sediment and Erosion Control Specifications and Details	1/28/2011		Landscaping	Milone and MacBroom Inc.	Contract Drawing	
L1.19	Site Details	1/28/2011		Landscaping	Milone and MacBroom Inc.	Contract Drawing	
L1.20	Site Details	1/28/2011		Landscaping	Milone and MacBroom Inc.	Contract Drawing	
L1.21	Site Details	1/28/2011		Landscaping	Milone and MacBroom Inc.	Contract Drawing	
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PCB1.01	First Floor Abatement Plan - Area A & C	1/28/2011		Abatement	TRC	Contract Drawing	
PCB1.02	First Floor Abatement Plan - Area A	1/28/2011		Abatement	TRC	Contract Drawing	
PCB1.03	First Floor Abatement Plan - Area B & C	1/28/2011		Abatement	TRC	Contract Drawing	
PCB1.04	First Floor Abatement Plan - Area B & C	1/28/2011		Abatement	TRC	Contract Drawing	
PCB1.05	First Floor Abatement Plan - Area C	1/28/2011		Abatement	TRC	Contract Drawing	
PCB1.06	Second Floor Abatement Plan - Area A	1/28/2011		Abatement	TRC	Contract Drawing	
PCB1.07	Second Floor Abatement Plan - Area A	1/28/2011		Abatement	TRC	Contract Drawing	
PCB1.08	Second Floor Abatement Plan - Area C	7/23/2010		Abatement	TRC	Contract Drawing	
PCB1.09	First Floor Abatement Plan Annex Building - Area D	1/28/2011		Abatement	TRC	Contract Drawing	
ASB1.01	First Floor Abatement Plan - Area A & C	1/28/2011		Abatement	Delta Environmental Services, Inc.	Contract Drawing	
ASB1.02	First Floor Abatement Plan - Area A	1/28/2011		Abatement	Delta Environmental Services, Inc.	Contract Drawing	
ASB1.03	First Floor Abatement Plan - Area B & C	1/28/2011		Abatement	Delta Environmental Services, Inc.	Contract Drawing	
ASB1.04	First Floor Abatement Plan - Area B & C	5/20/2009		Abatement	Delta Environmental Services, Inc.	Contract Drawing	
ASB1.05	First Floor Abatement Plan - Area C	1/28/2011		Abatement	Delta Environmental Services, Inc.	Contract Drawing	
ASB1.06	Second Floor Abatement Plan - Area A	1/28/2011		Abatement	Delta Environmental Services, Inc.	Contract Drawing	
ASB1.07	Second Floor Abatement Plan - Area A	1/28/2011		Abatement	Delta Environmental Services, Inc.	Contract Drawing	
ASB1.08	Second Floor Abatement Plan - Area C	1/28/2011		Abatement	Delta Environmental Services, Inc.	Contract Drawing	
ASB1.09	First Floor Abatement Plan Annex Building - Area D	1/28/2011		Abatement	Delta Environmental Services, Inc.	Contract Drawing	
LBP1.01	Lead Based Paint	1/28/2011		Abatement	Delta Environmental Services, Inc.	Contract Drawing	
PH 00	Temporary Portable Classroom Floor Plan	1/28/2011		Phasing	Tai Soo Kim Partners, LLC	Contract Drawing	
PH 1Sa	Phase 1 Site Plan	9/9/2011	0	Phasing	Tai Soo Kim Partners, LLC	Contract Drawing	
PH 1Sb	Temporary Portable Classroom & Parking plan	1/28/2011		Phasing	Tai Soo Kim Partners, LLC	Contract Drawing	
PH 1A	Phase 1 Floor Plan	1/28/2011		Phasing	Tai Soo Kim Partners, LLC	Contract Drawing	

Additions Alterations  
H.C. Wilcox Technical High School  
Meriden, CT  
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Contract Drawing List

Gilbane Job No. 11.5311.000  
September 26, 2011

Drawing No.	Title	Drawing Date	Rev No.	Discipline	Design A/E Company	Type	Optional Sort No.
PH 1MEPFP	Phase 1 MEPFP Floor Plan	9/9/2011	0	Phasing	Tai Soo Kim Partners, LLC	Contract Drawing	
PH 2S	Phase 2 Site Plan	9/9/2011	0	Phasing	Tai Soo Kim Partners, LLC	Contract Drawing	
PH 2A	Phase 2 Floor Plan	1/28/2011		Phasing	Tai Soo Kim Partners, LLC	Contract Drawing	
PH 2MEPFP	Phase 2 MEPFP Floor Plan	1/28/2011		Phasing	Tai Soo Kim Partners, LLC	Contract Drawing	
PH 3Sa	Phase 3a Site Plan	9/9/2011	0	Phasing	Tai Soo Kim Partners, LLC	Contract Drawing	
PH 3Sb	Phase 3b Site plan	9/9/2011	0	Phasing	Tai Soo Kim Partners, LLC	Contract Drawing	
PH 3A	Phase 3 Floor Plan	1/28/2011		Phasing	Tai Soo Kim Partners, LLC	Contract Drawing	
PH 3MEPFP	Phase 3 MEPFP Floor Plan	1/28/2011		Phasing	Tai Soo Kim Partners, LLC	Contract Drawing	
D1.01	First Floor Demolition Plan - Area A & C	9/9/2011	0	Demolition	Tai Soo Kim Partners, LLC	Contract Drawing	
D1.02	First Floor Demolition Plan - Area A	9/9/2011	0	Demolition	Tai Soo Kim Partners, LLC	Contract Drawing	
D1.03	First Floor Demolition Plan - Area B & C	9/9/2011	0	Demolition	Tai Soo Kim Partners, LLC	Contract Drawing	
D1.04	First Floor Demolition Plan - Area B & C	9/9/2011	0	Demolition	Tai Soo Kim Partners, LLC	Contract Drawing	
D1.05	First Floor Demolition Plan - Area C	9/9/2011	0	Demolition	Tai Soo Kim Partners, LLC	Contract Drawing	
D1.06	Second Floor Demolition Plan - Area A	9/9/2011	0	Demolition	Tai Soo Kim Partners, LLC	Contract Drawing	
D1.07	Second Floor Demolition Plan - Area A	9/9/2011	0	Demolition	Tai Soo Kim Partners, LLC	Contract Drawing	
D1.08	Second Floor Demolition Plan - Area C	9/9/2011	0	Demolition	Tai Soo Kim Partners, LLC	Contract Drawing	
D1.09	First Floor Demolition Plan Annex Building - Area D	9/9/2011	0	Demolition	Tai Soo Kim Partners, LLC	Contract Drawing	
A1.01	First Floor Plan - Area A & C	1/28/2011		Architectural	Tai Soo Kim Partners, LLC	Contract Drawing	
A1.02	First Floor Plan - Area A	1/28/2011		Architectural	Tai Soo Kim Partners, LLC	Contract Drawing	
A1.03	First Floor Plan - Area B & C	1/28/2011		Architectural	Tai Soo Kim Partners, LLC	Contract Drawing	
A1.04	First Floor Plan - Area B & C	9/9/2011	0	Architectural	Tai Soo Kim Partners, LLC	Contract Drawing	
A1.05	First Floor Plan - Area C	9/9/2011	0	Architectural	Tai Soo Kim Partners, LLC	Contract Drawing	
A1.06	Second Floor Plan - Area A & C	1/28/2011		Architectural	Tai Soo Kim Partners, LLC	Contract Drawing	
A1.07	Second Floor Plan - Area A	1/28/2011		Architectural	Tai Soo Kim Partners, LLC	Contract Drawing	
A1.08	Second Floor Plan - Area B	1/28/2011		Architectural	Tai Soo Kim Partners, LLC	Contract Drawing	
A1.09	Second Floor Plan - Area C	1/28/2011		Architectural	Tai Soo Kim Partners, LLC	Contract Drawing	
A1.10	First Floor Plan Annex Building - Area D	1/28/2011		Architectural	Tai Soo Kim Partners, LLC	Contract Drawing	
A1.11	Roof Plan - Area A & C	9/9/2011	0	Architectural	Tai Soo Kim Partners, LLC	Contract Drawing	
A1.12	Roof Plan - Area A	1/28/2011		Architectural	Tai Soo Kim Partners, LLC	Contract Drawing	
A1.13	Roof Plan - Area B & C	9/9/2011	0	Architectural	Tai Soo Kim Partners, LLC	Contract Drawing	
A1.14	Roof Plan - Area B & C	9/9/2011	0	Architectural	Tai Soo Kim Partners, LLC	Contract Drawing	
A1.15	Roof Plan - Area C	9/9/2011	0	Architectural	Tai Soo Kim Partners, LLC	Contract Drawing	
A1.16	Roof Plan Annex Building - Area D	9/9/2011	0	Architectural	Tai Soo Kim Partners, LLC	Contract Drawing	
A1.17	Roof Details	9/9/2011	0	Architectural	Tai Soo Kim Partners, LLC	Contract Drawing	
A1.18	Skylight Plan & Elevations	9/9/2011	0	Architectural	Tai Soo Kim Partners, LLC	Contract Drawing	
A1.19	Skylight Section Details	9/9/2011	0	Architectural	Tai Soo Kim Partners, LLC	Contract Drawing	
A1.20	Skylight Section Details	9/9/2011	0	Architectural	Tai Soo Kim Partners, LLC	Contract Drawing	
A2.01	First Floor RCP - Area A & C	1/28/2011		Architectural	Tai Soo Kim Partners, LLC	Contract Drawing	
A2.02	First Floor RCP - Area A	1/28/2011		Architectural	Tai Soo Kim Partners, LLC	Contract Drawing	
A2.03	First Floor RCP - Area B & C	9/9/2011	0	Architectural	Tai Soo Kim Partners, LLC	Contract Drawing	
A2.04	First Floor RCP - Area B & C	1/28/2011		Architectural	Tai Soo Kim Partners, LLC	Contract Drawing	
A2.05	First Floor RCP - Area C	9/9/2011	0	Architectural	Tai Soo Kim Partners, LLC	Contract Drawing	
A2.06	Second Floor RCP - Area A	1/28/2011		Architectural	Tai Soo Kim Partners, LLC	Contract Drawing	
A2.07	Second Floor RCP - Area A	1/28/2011		Architectural	Tai Soo Kim Partners, LLC	Contract Drawing	
A2.08	Second Floor RCP - Area B	1/28/2011		Architectural	Tai Soo Kim Partners, LLC	Contract Drawing	
A2.09	First Floor RCP Annex Building - Area D	9/9/2011	0	Architectural	Tai Soo Kim Partners, LLC	Contract Drawing	
A2.11	Ceiling Details	1/28/2011		Architectural	Tai Soo Kim Partners, LLC	Contract Drawing	
A3.01	Building Elevations	1/28/2011		Architectural	Tai Soo Kim Partners, LLC	Contract Drawing	
A3.02	Building Elevations	1/28/2011		Architectural	Tai Soo Kim Partners, LLC	Contract Drawing	
A3.03	Building Elevations	1/28/2011		Architectural	Tai Soo Kim Partners, LLC	Contract Drawing	
A3.04	Building Elevations	1/28/2011		Architectural	Tai Soo Kim Partners, LLC	Contract Drawing	
A3.05	Building Elevations	9/9/2011	0	Architectural	Tai Soo Kim Partners, LLC	Contract Drawing	

Additions Alterations  
H.C. Wilcox Technical High School  
Meriden, CT  
State Project No. BI-RT-843  
Contract Drawing List

Gilbane Job No. 11.5311.000  
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Drawing No.	Title	Drawing Date	Rev No.	Discipline	Design A/E Company	Type	Optional Sort No.
A3.06	Building Elevations	1/28/2011		Architectural	Tai Soo Kim Partners, LLC	Contract Drawing	
A3.07	Building Sections	1/28/2011		Architectural	Tai Soo Kim Partners, LLC	Contract Drawing	
A3.08	Building Sections	1/28/2011		Architectural	Tai Soo Kim Partners, LLC	Contract Drawing	
A4.01	Wall Sections	1/28/2011		Architectural	Tai Soo Kim Partners, LLC	Contract Drawing	
A4.01A	Wall Sections	1/28/2011		Architectural	Tai Soo Kim Partners, LLC	Contract Drawing	
A4.02	Wall Sections	1/28/2011		Architectural	Tai Soo Kim Partners, LLC	Contract Drawing	
A4.02A	Wall Sections	1/28/2011		Architectural	Tai Soo Kim Partners, LLC	Contract Drawing	
A4.02B	Wall Sections	1/28/2011		Architectural	Tai Soo Kim Partners, LLC	Contract Drawing	
A4.03	Wall Sections	9/9/2011	0	Architectural	Tai Soo Kim Partners, LLC	Contract Drawing	
A4.03A	Wall Sections	9/9/2011	0	Architectural	Tai Soo Kim Partners, LLC	Contract Drawing	
A4.04	Wall Sections	1/28/2011		Architectural	Tai Soo Kim Partners, LLC	Contract Drawing	
A4.05	Wall Sections	1/28/2011		Architectural	Tai Soo Kim Partners, LLC	Contract Drawing	
A4.06	Wall Sections	1/28/2011		Architectural	Tai Soo Kim Partners, LLC	Contract Drawing	
A4.07	Wall Sections	1/28/2011		Architectural	Tai Soo Kim Partners, LLC	Contract Drawing	
A4.08	Wall Sections	1/28/2011		Architectural	Tai Soo Kim Partners, LLC	Contract Drawing	
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A4.10	Wall Sections	1/28/2011		Architectural	Tai Soo Kim Partners, LLC	Contract Drawing	
A4.10A	Wall Sections	1/28/2011		Architectural	Tai Soo Kim Partners, LLC	Contract Drawing	
A4.11	Wall Sections	1/28/2011		Architectural	Tai Soo Kim Partners, LLC	Contract Drawing	
A4.12	Wall Sections & Plan Details @ Annex Building	1/28/2011		Architectural	Tai Soo Kim Partners, LLC	Contract Drawing	
A4.21	Section Details	1/28/2011		Architectural	Tai Soo Kim Partners, LLC	Contract Drawing	
A4.22	Section Details	1/28/2011		Architectural	Tai Soo Kim Partners, LLC	Contract Drawing	
A4.31	Plan Details	1/28/2011		Architectural	Tai Soo Kim Partners, LLC	Contract Drawing	
A4.32	Plan Details	1/28/2011		Architectural	Tai Soo Kim Partners, LLC	Contract Drawing	
A4.33	Plan Details	1/28/2011		Architectural	Tai Soo Kim Partners, LLC	Contract Drawing	
A4.34	Plan Details	1/28/2011		Architectural	Tai Soo Kim Partners, LLC	Contract Drawing	
A4.35	Plan Details	1/28/2011		Architectural	Tai Soo Kim Partners, LLC	Contract Drawing	
A4.36	Plan Details	1/28/2011		Architectural	Tai Soo Kim Partners, LLC	Contract Drawing	
A4.37	Plan Details	1/28/2011		Architectural	Tai Soo Kim Partners, LLC	Contract Drawing	
A4.38	Plan Details	1/28/2011		Architectural	Tai Soo Kim Partners, LLC	Contract Drawing	
A4.39	Plan Details	1/28/2011		Architectural	Tai Soo Kim Partners, LLC	Contract Drawing	
A4.40	Plan Details	1/28/2011		Architectural	Tai Soo Kim Partners, LLC	Contract Drawing	
A5.01	Window Types	1/28/2011		Architectural	Tai Soo Kim Partners, LLC	Contract Drawing	
A5.02	Window Types	1/28/2011		Architectural	Tai Soo Kim Partners, LLC	Contract Drawing	
A5.03	Window Types	1/28/2011		Architectural	Tai Soo Kim Partners, LLC	Contract Drawing	
A5.04	Window Types	1/28/2011		Architectural	Tai Soo Kim Partners, LLC	Contract Drawing	
A5.05	Window & Louver Types	1/28/2011		Architectural	Tai Soo Kim Partners, LLC	Contract Drawing	
A5.07	Window & Louver Details	1/28/2011		Architectural	Tai Soo Kim Partners, LLC	Contract Drawing	
A6.01	Enlarged Stair Plans & Sections	1/28/2011		Architectural	Tai Soo Kim Partners, LLC	Contract Drawing	
A6.02	Enlarged Stair Plans & Sections	1/28/2011		Architectural	Tai Soo Kim Partners, LLC	Contract Drawing	
A6.03	Enlarged Stair Plans & Sections	1/28/2011		Architectural	Tai Soo Kim Partners, LLC	Contract Drawing	
A6.04	Stair Details	1/28/2011		Architectural	Tai Soo Kim Partners, LLC	Contract Drawing	
A6.05	Elevator Plans, Sections, & Details	1/28/2011		Architectural	Tai Soo Kim Partners, LLC	Contract Drawing	
A7.01	Toilet Plans	1/28/2011		Architectural	Tai Soo Kim Partners, LLC	Contract Drawing	
A7.02	Toilet Elevations	1/28/2011		Architectural	Tai Soo Kim Partners, LLC	Contract Drawing	
A7.03	Toilet Elevations	1/28/2011		Architectural	Tai Soo Kim Partners, LLC	Contract Drawing	
A8.01	Interior Elevations - Corridor	1/28/2011		Architectural	Tai Soo Kim Partners, LLC	Contract Drawing	
A8.02	Interior Elevations - Corridor	1/28/2011		Architectural	Tai Soo Kim Partners, LLC	Contract Drawing	
A8.03	Interior Elevations - Corridor	1/28/2011		Architectural	Tai Soo Kim Partners, LLC	Contract Drawing	
A8.04	Interior Elevations - Corridor	1/28/2011		Architectural	Tai Soo Kim Partners, LLC	Contract Drawing	
A8.05	Interior Elevations - Corridor	1/28/2011		Architectural	Tai Soo Kim Partners, LLC	Contract Drawing	
A8.06	Interior Elevations - Corridor	1/28/2011		Architectural	Tai Soo Kim Partners, LLC	Contract Drawing	

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Drawing No.	Title	Drawing Date	Rev No.	Discipline	Design A/E Company	Type	Optional Sort No.
A8.07	Interior Elevations - Classrooms	1/28/2011		Architectural	Tai Soo Kim Partners, LLC	Contract Drawing	
A8.07A	Interior Elevations - Classrooms	1/28/2011		Architectural	Tai Soo Kim Partners, LLC	Contract Drawing	
A8.08	Interior Elevations - Main Entrance West/Corridor	1/28/2011		Architectural	Tai Soo Kim Partners, LLC	Contract Drawing	
A8.09	Interior Elevations - Library/Media	1/28/2011		Architectural	Tai Soo Kim Partners, LLC	Contract Drawing	
A8.10	Interior Elevations - Multi Purpose & Fitness Rooms	1/28/2011		Architectural	Tai Soo Kim Partners, LLC	Contract Drawing	
A8.11	Interior Elevations - Shop Wing	1/28/2011		Architectural	Tai Soo Kim Partners, LLC	Contract Drawing	
A8.12	Interior Elevations - Shop Wing	1/28/2011		Architectural	Tai Soo Kim Partners, LLC	Contract Drawing	
A8.13	Interior Elevations - Shop Wing	1/28/2011		Architectural	Tai Soo Kim Partners, LLC	Contract Drawing	
A8.14	Interior Elevations - Shop Wing	1/28/2011		Architectural	Tai Soo Kim Partners, LLC	Contract Drawing	
A8.15	Interior Elevations - Shop Wing	1/28/2011		Architectural	Tai Soo Kim Partners, LLC	Contract Drawing	
A8.16	Interior Elevations - Shop Wing	1/28/2011		Architectural	Tai Soo Kim Partners, LLC	Contract Drawing	
A8.17	Interior Elevations - Shop Wing	1/28/2011		Architectural	Tai Soo Kim Partners, LLC	Contract Drawing	
A8.18	Interior Elevations - Shop Wing	1/28/2011		Architectural	Tai Soo Kim Partners, LLC	Contract Drawing	
A9.01	Typical Millwork Details	1/28/2011		Architectural	Tai Soo Kim Partners, LLC	Contract Drawing	
A9.02	Typical Millwork Details	1/28/2011		Architectural	Tai Soo Kim Partners, LLC	Contract Drawing	
A9.03	Typical HC Sink Details	1/28/2011		Architectural	Tai Soo Kim Partners, LLC	Contract Drawing	
A10.01	Room Finish Schedule	9/9/2011	0	Architectural	Tai Soo Kim Partners, LLC	Contract Drawing	
A10.02	Room Finish Schedule	9/9/2011	0	Architectural	Tai Soo Kim Partners, LLC	Contract Drawing	
A10.03	Room Finish Schedule	9/9/2011	0	Architectural	Tai Soo Kim Partners, LLC	Contract Drawing	
A11.01	Door Schedule	1/28/2011		Architectural	Tai Soo Kim Partners, LLC	Contract Drawing	
A11.02	Door Schedule	9/9/2011	0	Architectural	Tai Soo Kim Partners, LLC	Contract Drawing	
A11.03	Door Schedule	1/28/2011		Architectural	Tai Soo Kim Partners, LLC	Contract Drawing	
A11.04	Door Schedule	1/28/2011		Architectural	Tai Soo Kim Partners, LLC	Contract Drawing	
A11.05	Door and Frame Types & Details	9/9/2011	0	Architectural	Tai Soo Kim Partners, LLC	Contract Drawing	
A11.06	Door and Frame Types & Details	1/28/2011		Architectural	Tai Soo Kim Partners, LLC	Contract Drawing	
A12.01	First Floor Furniture Plan - Area A	1/28/2011		Architectural	Tai Soo Kim Partners, LLC	Contract Drawing	
A12.02	First Floor Furniture Plan - Area A	1/28/2011		Architectural	Tai Soo Kim Partners, LLC	Contract Drawing	
A12.03	First Floor Furniture Plan - Area B	1/28/2011		Architectural	Tai Soo Kim Partners, LLC	Contract Drawing	
A12.04	First Floor Furniture Plan - Area B	1/28/2011		Architectural	Tai Soo Kim Partners, LLC	Contract Drawing	
A12.05	First Floor Furniture Plan - Area C & D	9/9/2011	0	Architectural	Tai Soo Kim Partners, LLC	Contract Drawing	
A12.06	Second Floor Furniture Plan - Area A	1/28/2011		Architectural	Tai Soo Kim Partners, LLC	Contract Drawing	
A12.07	Second Floor Furniture Plan - Area A	1/28/2011		Architectural	Tai Soo Kim Partners, LLC	Contract Drawing	
A12.08	Second Floor Furniture Plan - Area B	9/9/2011	0	Architectural	Tai Soo Kim Partners, LLC	Contract Drawing	
A12.09	Equipment Schedule	1/28/2011		Architectural	Tai Soo Kim Partners, LLC	Contract Drawing	
A12.11	Floor Pattern Plan - First Floor	1/28/2011		Architectural	Tai Soo Kim Partners, LLC	Contract Drawing	
A12.12	Floor Pattern Plan - Second Floor	1/28/2011		Architectural	Tai Soo Kim Partners, LLC	Contract Drawing	
S0.01	Symbols and Abbreviations	9/9/2011	0	Structural	Spiegel Zamecnik & Shah Inc.	Contract Drawing	
S0.02	Design Basis and General Notes	9/9/2011	0	Structural	Spiegel Zamecnik & Shah Inc.	Contract Drawing	
S0.03	Typical Concrete Details	9/9/2011	0	Structural	Spiegel Zamecnik & Shah Inc.	Contract Drawing	
S0.04	Typical Slab On Grade Control Joint Plan and Typical Concrete Details	9/9/2011	0	Structural	Spiegel Zamecnik & Shah Inc.	Contract Drawing	
S0.05	Typical Masonry Details	9/9/2011	0	Structural	Spiegel Zamecnik & Shah Inc.	Contract Drawing	
S0.06	Typical Steel Details	9/9/2011	0	Structural	Spiegel Zamecnik & Shah Inc.	Contract Drawing	
S0.07	Typical Steel Details	9/9/2011	0	Structural	Spiegel Zamecnik & Shah Inc.	Contract Drawing	
S1.01	First Floor Framing and Foundation Plan - Area A	9/9/2011	0	Structural	Spiegel Zamecnik & Shah Inc.	Contract Drawing	
S1.02A	First Floor Framing and Foundation Plan - Area A	9/9/2011	0	Structural	Spiegel Zamecnik & Shah Inc.	Contract Drawing	
S1.02B	First Floor Framing and Foundation Plan - Area A	9/9/2011	0	Structural	Spiegel Zamecnik & Shah Inc.	Contract Drawing	
S1.03	First Floor Framing and Foundation Plan - Area B	9/9/2011	0	Structural	Spiegel Zamecnik & Shah Inc.	Contract Drawing	
S1.04	First Floor Framing and Foundation Plan - Area B	9/9/2011	0	Structural	Spiegel Zamecnik & Shah Inc.	Contract Drawing	
S1.05	First Floor Framing and Foundation Plan - Area C	9/9/2011	0	Structural	Spiegel Zamecnik & Shah Inc.	Contract Drawing	
S1.06	Second Floor Framing Plan - Area A	9/9/2011	0	Structural	Spiegel Zamecnik & Shah Inc.	Contract Drawing	
S1.07A	Second Floor Framing Plan - Area A	9/9/2011	0	Structural	Spiegel Zamecnik & Shah Inc.	Contract Drawing	
S1.07B	Second Floor Framing Plan - Area A	9/9/2011	0	Structural	Spiegel Zamecnik & Shah Inc.	Contract Drawing	

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Drawing No.	Title	Drawing Date	Rev No.	Discipline	Design A/E Company	Type	Optional Sort No.
S1.08	Second Floor Framing and Existing Low Roof Framing Plan - Area B	9/9/2011	0	Structural	Spiegel Zamecnik & Shah Inc.	Contract Drawing	
S1.09	Existing Low Roof Framing Plan Showing New Work - Area B	9/9/2011	0	Structural	Spiegel Zamecnik & Shah Inc.	Contract Drawing	
S1.10	Existing Low Roof Framing Plan Showing New Work - Area C	9/9/2011	0	Structural	Spiegel Zamecnik & Shah Inc.	Contract Drawing	
S1.11	Existing Low Roof Framing Plan Showing New Work - Area D	9/9/2011	0	Structural	Spiegel Zamecnik & Shah Inc.	Contract Drawing	
S1.12	Roof Framing Plan - Area A	9/9/2011	0	Structural	Spiegel Zamecnik & Shah Inc.	Contract Drawing	
S1.13A	Roof Framing Plan - Area A	9/9/2011	0	Structural	Spiegel Zamecnik & Shah Inc.	Contract Drawing	
S1.13B	Roof Framing Plan - Area A	9/9/2011	0	Structural	Spiegel Zamecnik & Shah Inc.	Contract Drawing	
S1.14	Roof Framing Plan - Area B	9/9/2011	0	Structural	Spiegel Zamecnik & Shah Inc.	Contract Drawing	
S2.01	Column Schedule - Area A	9/9/2011	0	Structural	Spiegel Zamecnik & Shah Inc.	Contract Drawing	
S2.02	Column Schedule - Area B	9/9/2011	0	Structural	Spiegel Zamecnik & Shah Inc.	Contract Drawing	
S2.03	Column Base Plate Details	9/9/2011	0	Structural	Spiegel Zamecnik & Shah Inc.	Contract Drawing	
S2.04	Concrete Pilaster and Pier Plan Details	9/9/2011	0	Structural	Spiegel Zamecnik & Shah Inc.	Contract Drawing	
S2.05	Concrete Pilaster and Pier Plan Details	9/9/2011	0	Structural	Spiegel Zamecnik & Shah Inc.	Contract Drawing	
S2.06	Concrete Pilaster and Pier Plan Details	9/9/2011	0	Structural	Spiegel Zamecnik & Shah Inc.	Contract Drawing	
S2.07	Lateral Braced Frame Elevations	9/9/2011	0	Structural	Spiegel Zamecnik & Shah Inc.	Contract Drawing	
S2.08	Lateral Braced Frame Details	9/9/2011	0	Structural	Spiegel Zamecnik & Shah Inc.	Contract Drawing	
S2.09	Lateral Braced Frame Details	9/9/2011	0	Structural	Spiegel Zamecnik & Shah Inc.	Contract Drawing	
S2.10	Masonry Shear Wall Elevations - Bldg B	9/9/2011	0	Structural	Spiegel Zamecnik & Shah Inc.	Contract Drawing	
S3.01	Foundation Sections and Details	9/9/2011	0	Structural	Spiegel Zamecnik & Shah Inc.	Contract Drawing	
S3.02	Foundation Sections and Details	9/9/2011	0	Structural	Spiegel Zamecnik & Shah Inc.	Contract Drawing	
S3.03	Foundation Sections and Details	9/9/2011	0	Structural	Spiegel Zamecnik & Shah Inc.	Contract Drawing	
S3.04	Foundation Sections and Details	9/9/2011	0	Structural	Spiegel Zamecnik & Shah Inc.	Contract Drawing	
S3.05	Foundation Sections and Details	9/9/2011	0	Structural	Spiegel Zamecnik & Shah Inc.	Contract Drawing	
S3.06	Foundation Sections and Details	9/9/2011	0	Structural	Spiegel Zamecnik & Shah Inc.	Contract Drawing	
S3.07	Foundation Sections and Details	9/9/2011	0	Structural	Spiegel Zamecnik & Shah Inc.	Contract Drawing	
S3.08	Foundation Sections and Details	9/9/2011	0	Structural	Spiegel Zamecnik & Shah Inc.	Contract Drawing	
S4.01	Sections and Details	9/9/2011	0	Structural	Spiegel Zamecnik & Shah Inc.	Contract Drawing	
S4.02	Sections and Details	9/9/2011	0	Structural	Spiegel Zamecnik & Shah Inc.	Contract Drawing	
S4.03	Sections and Details	9/9/2011	0	Structural	Spiegel Zamecnik & Shah Inc.	Contract Drawing	
S4.04	Sections and Details	9/9/2011	0	Structural	Spiegel Zamecnik & Shah Inc.	Contract Drawing	
S4.05	Sections and Details	9/9/2011	0	Structural	Spiegel Zamecnik & Shah Inc.	Contract Drawing	
S4.06	Sections and Details	9/9/2011	0	Structural	Spiegel Zamecnik & Shah Inc.	Contract Drawing	
S4.07	Sections and Details at Monumental Stair	9/9/2011	0	Structural	Spiegel Zamecnik & Shah Inc.	Contract Drawing	
S4.08	Sections and Details	9/9/2011	0	Structural	Spiegel Zamecnik & Shah Inc.	Contract Drawing	
S5.01	Roof Sections and Details	9/9/2011	0	Structural	Spiegel Zamecnik & Shah Inc.	Contract Drawing	
S5.02	Roof Sections and Details	9/9/2011	0	Structural	Spiegel Zamecnik & Shah Inc.	Contract Drawing	
S5.03	Roof Sections and Details	9/9/2011	0	Structural	Spiegel Zamecnik & Shah Inc.	Contract Drawing	
S5.04	Roof Sections and Details	9/9/2011	0	Structural	Spiegel Zamecnik & Shah Inc.	Contract Drawing	
S5.05	Roof Sections and Details	9/9/2011	0	Structural	Spiegel Zamecnik & Shah Inc.	Contract Drawing	
S5.06	Roof Sections and Details	9/9/2011	0	Structural	Spiegel Zamecnik & Shah Inc.	Contract Drawing	
S6.01	Sections and Details at Existing Bldgs	9/9/2011	0	Structural	Spiegel Zamecnik & Shah Inc.	Contract Drawing	
S6.02	Sections and Details at Existing Bldgs	9/9/2011	0	Structural	Spiegel Zamecnik & Shah Inc.	Contract Drawing	
S6.03	Sections and Details at Existing Bldgs	9/9/2011	0	Structural	Spiegel Zamecnik & Shah Inc.	Contract Drawing	
S6.04	Sections and Details at Existing Bldgs	9/9/2011	0	Structural	Spiegel Zamecnik & Shah Inc.	Contract Drawing	
S6.05	Sections and Details at Existing Bldgs	9/9/2011	0	Structural	Spiegel Zamecnik & Shah Inc.	Contract Drawing	
S6.06	Sections and Details at Existing Bldgs	1/28/2011	0	Structural	Spiegel Zamecnik & Shah Inc.	Contract Drawing	
S6.07	Sections and Details at Existing Bldgs	1/28/2011	0	Structural	Spiegel Zamecnik & Shah Inc.	Contract Drawing	
M0.0	Cover Sheet - Volume 2 of 2	1/28/2011	0	Mechanical	Tai Soo Kim Partners, LLC	Contract Drawing	
M0.00	Mechanical Symbols, Drawing Index, Notes & Abbreviations	9/9/2011	0	Mechanical	Tai Soo Kim Partners, LLC	Contract Drawing	
M0.01	Mechanical Notes & Schedules	1/28/2011	0	Mechanical	Tai Soo Kim Partners, LLC	Contract Drawing	
MD1.01	First Floor Demolition Plan Area A & C - Mechanical	1/28/2011	0	Mechanical	Tai Soo Kim Partners, LLC	Contract Drawing	
MD1.02	First Floor Demolition Plan Area A - Mechanical	1/28/2011	0	Mechanical	Tai Soo Kim Partners, LLC	Contract Drawing	

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Drawing No.	Title	Drawing Date	Rev No.	Discipline	Design A/E Company	Type	Optional Sort No.
MD1.03	First Floor Demolition Plan Area B & C - Mechanical	1/28/2011		Mechanical	Tai Soo Kim Partners, LLC	Contract Drawing	
MD1.04	First Floor Demolition Plan Area B & C - Mechanical	1/28/2011		Mechanical	Tai Soo Kim Partners, LLC	Contract Drawing	
MD1.05	First Floor Demolition Plan Area C - Mechanical	1/28/2011		Mechanical	Tai Soo Kim Partners, LLC	Contract Drawing	
MD1.06	First Floor Demolition Plan Area D - Mechanical	1/28/2011		Mechanical	Tai Soo Kim Partners, LLC	Contract Drawing	
MD1.07	Second Floor Demolition Plan Area A & C - Mechanical	1/28/2011		Mechanical	Tai Soo Kim Partners, LLC	Contract Drawing	
MD1.08	Second Floor Demolition Plan Area A - Mechanical	1/28/2011		Mechanical	Tai Soo Kim Partners, LLC	Contract Drawing	
MD1.09	Second Floor Demolition Plan Area C - Mechanical	1/28/2011		Mechanical	Tai Soo Kim Partners, LLC	Contract Drawing	
MD1.10	Roof Demolition Plan Area A & C - Mechanical	9/9/2011	0	Mechanical	Tai Soo Kim Partners, LLC	Contract Drawing	
MD1.11	Roof Demolition Plan Area A - Mechanical	1/28/2011		Mechanical	Tai Soo Kim Partners, LLC	Contract Drawing	
MD1.12	Roof Demolition Plan Area B & C - Mechanical	9/9/2011	0	Mechanical	Tai Soo Kim Partners, LLC	Contract Drawing	
MD1.13	Roof Demolition Plan Area B & C - Mechanical	1/28/2011		Mechanical	Tai Soo Kim Partners, LLC	Contract Drawing	
MD1.14	Roof Demolition Plan Area C - Mechanical	9/9/2011	0	Mechanical	Tai Soo Kim Partners, LLC	Contract Drawing	
MD1.15	Roof Demo Plan Area D - Mechanical	1/28/2011		Mechanical	Tai Soo Kim Partners, LLC	Contract Drawing	
M1.01	First Floor Plan Area A & C - Mechanical	1/28/2011		Mechanical	Tai Soo Kim Partners, LLC	Contract Drawing	
M1.02	First Floor Plan - Area A Mechanical	1/28/2011		Mechanical	Tai Soo Kim Partners, LLC	Contract Drawing	
M1.03	First Floor Plan Area B & C - Mechanical	9/9/2011	0	Mechanical	Tai Soo Kim Partners, LLC	Contract Drawing	
M1.04	First Floor Plan Area B & C - Mechanical	1/28/2011		Mechanical	Tai Soo Kim Partners, LLC	Contract Drawing	
M1.05	First Floor Plan - Area C Mechanical	1/28/2011		Mechanical	Tai Soo Kim Partners, LLC	Contract Drawing	
M1.06	First Floor Plan - Area D - Mechanical	1/28/2011		Mechanical	Tai Soo Kim Partners, LLC	Contract Drawing	
M1.07	Second Floor Plan Area A & C - Mechanical	1/28/2011		Mechanical	Tai Soo Kim Partners, LLC	Contract Drawing	
M1.08	Second Floor Plan Area A - Mechanical	1/28/2011		Mechanical	Tai Soo Kim Partners, LLC	Contract Drawing	
M1.09	Second Floor Plan Area B - Mechanical	1/28/2011		Mechanical	Tai Soo Kim Partners, LLC	Contract Drawing	
M1.10	Roof Plan - Area A & C Mechanical	9/9/2011	0	Mechanical	Tai Soo Kim Partners, LLC	Contract Drawing	
M1.11	Roof Plan - Area A Mechanical	1/28/2011		Mechanical	Tai Soo Kim Partners, LLC	Contract Drawing	
M1.12	Roof Plan - Area B & C Mechanical	9/9/2011	0	Mechanical	Tai Soo Kim Partners, LLC	Contract Drawing	
M1.13	Roof Plan - Area B & C Mechanical	1/28/2011		Mechanical	Tai Soo Kim Partners, LLC	Contract Drawing	
M1.14	Roof Plan - Area C Mechanical	9/9/2011	0	Mechanical	Tai Soo Kim Partners, LLC	Contract Drawing	
M1.15	Roof Plan - Area D Mechanical	1/28/2011		Mechanical	Tai Soo Kim Partners, LLC	Contract Drawing	
M2.01	First Floor Piping Plan Area A & C - Mechanical	1/28/2011		Mechanical	Tai Soo Kim Partners, LLC	Contract Drawing	
M2.02	First Floor Piping Plan Area A - Mechanical	1/28/2011		Mechanical	Tai Soo Kim Partners, LLC	Contract Drawing	
M2.03	First Floor Piping Plan Area B & C - Mechanical	1/28/2011		Mechanical	Tai Soo Kim Partners, LLC	Contract Drawing	
M2.04	First Floor Piping Plan Area B & C - Mechanical	1/28/2011		Mechanical	Tai Soo Kim Partners, LLC	Contract Drawing	
M2.05	First Floor Piping Plan Area C - Mechanical	1/28/2011		Mechanical	Tai Soo Kim Partners, LLC	Contract Drawing	
M2.06	First Floor Piping Plan Area D - Mechanical	1/28/2011		Mechanical	Tai Soo Kim Partners, LLC	Contract Drawing	
M2.07	Second Floor Piping Plan Area A & C - Mechanical	1/28/2011		Mechanical	Tai Soo Kim Partners, LLC	Contract Drawing	
M2.08	Second Floor Piping Plan Area A - Mechanical	1/28/2011		Mechanical	Tai Soo Kim Partners, LLC	Contract Drawing	
M2.09	Second Floor Piping Plan Area B - Mechanical	1/28/2011		Mechanical	Tai Soo Kim Partners, LLC	Contract Drawing	
M2.10	Second Floor Piping Plan Area C - Mechanical	1/28/2011		Mechanical	Tai Soo Kim Partners, LLC	Contract Drawing	
M3.01	First Floor Mechanical Room Part Plans	9/9/2011	0	Mechanical	Tai Soo Kim Partners, LLC	Contract Drawing	
M3.02	Second Floor Mechanical Room Part Plans	1/28/2011		Mechanical	Tai Soo Kim Partners, LLC	Contract Drawing	
M3.03	Second Floor Mechanical Room Part Plans	1/28/2011		Mechanical	Tai Soo Kim Partners, LLC	Contract Drawing	
M4.01	Mechanical Coordination Sections - Demolition	1/28/2011		Mechanical	Tai Soo Kim Partners, LLC	Contract Drawing	
M5.01	Air Handling Unit Details Mechanical	1/28/2011		Mechanical	Tai Soo Kim Partners, LLC	Contract Drawing	
M5.02	Air Handling Unit Details Mechanical	1/28/2011		Mechanical	Tai Soo Kim Partners, LLC	Contract Drawing	
M5.03	Air Handling Unit Details Mechanical	1/28/2011		Mechanical	Tai Soo Kim Partners, LLC	Contract Drawing	
M5.04	Air Handling Unit Details Mechanical	1/28/2011		Mechanical	Tai Soo Kim Partners, LLC	Contract Drawing	
M5.05	Air Handling Unit Details Mechanical	1/28/2011		Mechanical	Tai Soo Kim Partners, LLC	Contract Drawing	
M5.06	Air Handling Unit Details Mechanical	1/28/2011		Mechanical	Tai Soo Kim Partners, LLC	Contract Drawing	
M6.01	Flow & Control Diagrams Mechanical	1/28/2011		Mechanical	Tai Soo Kim Partners, LLC	Contract Drawing	
M6.02	Flow & Control Diagrams Mechanical	1/28/2011		Mechanical	Tai Soo Kim Partners, LLC	Contract Drawing	
M6.03	Flow & Control Diagrams Mechanical	1/28/2011		Mechanical	Tai Soo Kim Partners, LLC	Contract Drawing	
M6.04	Flow & Control Diagrams Mechanical	1/28/2011		Mechanical	Tai Soo Kim Partners, LLC	Contract Drawing	



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Drawing No.	Title	Drawing Date	Rev No.	Discipline	Design A/E Company	Type	Optional Sort No.
M6.05	Air Flow Diagrams Mechanical	1/28/2011		Mechanical	Tai Soo Kim Partners, LLC	Contract Drawing	
M6.06	Air Flow Diagrams Mechanical	1/28/2011		Mechanical	Tai Soo Kim Partners, LLC	Contract Drawing	
M7.01	Mechanical Details	1/28/2011		Mechanical	Tai Soo Kim Partners, LLC	Contract Drawing	
M7.02	Mechanical Details	9/9/2011	0	Mechanical	Tai Soo Kim Partners, LLC	Contract Drawing	
M7.03	Mechanical Details	1/28/2011		Mechanical	Tai Soo Kim Partners, LLC	Contract Drawing	
M7.04	Mechanical Details	1/28/2011		Mechanical	Tai Soo Kim Partners, LLC	Contract Drawing	
M7.05	Mechanical Details	9/9/2011	0	Mechanical	Tai Soo Kim Partners, LLC	Contract Drawing	
M7.06	Mechanical Details	1/28/2011		Mechanical	Tai Soo Kim Partners, LLC	Contract Drawing	
M7.07	Mechanical Details	1/28/2011		Mechanical	Tai Soo Kim Partners, LLC	Contract Drawing	
M8.01	Mechanical Schedules	1/28/2011		Mechanical	Tai Soo Kim Partners, LLC	Contract Drawing	
M8.02	Mechanical Schedules	1/28/2011		Mechanical	Tai Soo Kim Partners, LLC	Contract Drawing	
M8.03	Mechanical Schedules	9/9/2011	0	Mechanical	Tai Soo Kim Partners, LLC	Contract Drawing	
M8.04	Mechanical Schedules	1/28/2011		Mechanical	Tai Soo Kim Partners, LLC	Contract Drawing	
P0.01	Plumbing Symbols, Drawing Index, Notes & Abbreviations	9/9/2011	0	Plumbing	Tai Soo Kim Partners, LLC	Contract Drawing	
PD1.01	First Floor Demolition Plan Area A & C - Plumbing	1/28/2011		Plumbing	Tai Soo Kim Partners, LLC	Contract Drawing	
PD1.02	First Floor Demolition Plan Area A - Plumbing	1/28/2011		Plumbing	Tai Soo Kim Partners, LLC	Contract Drawing	
PD1.03	First Floor Demolition Plan Area B & C - Plumbing	1/28/2011		Plumbing	Tai Soo Kim Partners, LLC	Contract Drawing	
PD1.04	First Floor Demolition Plan Area B & C - Plumbing	1/28/2011		Plumbing	Tai Soo Kim Partners, LLC	Contract Drawing	
PD1.05	First Floor Demolition Plan Area C - Plumbing	1/28/2011		Plumbing	Tai Soo Kim Partners, LLC	Contract Drawing	
PD1.06	First Floor Demolition Plan Area D - Plumbing	9/9/2011	0	Plumbing	Tai Soo Kim Partners, LLC	Contract Drawing	
PD1.07	Second Floor Demolition Plan - Area A - Plumbing	9/9/2011	0	Plumbing	Tai Soo Kim Partners, LLC	Contract Drawing	
PD1.08	Second Floor Demolition Plan - Area A - Plumbing	9/9/2011	0	Plumbing	Tai Soo Kim Partners, LLC	Contract Drawing	
P1.01	First Floor Plan - Area A & C - Plumbing	1/28/2011		Plumbing	Tai Soo Kim Partners, LLC	Contract Drawing	
P1.02	First Floor Plan - Area A - Plumbing	9/9/2011	0	Plumbing	Tai Soo Kim Partners, LLC	Contract Drawing	
P1.03	First Floor Plan - Area B & C - Plumbing	1/28/2011		Plumbing	Tai Soo Kim Partners, LLC	Contract Drawing	
P1.04	First Floor Plan - Area B & C - Plumbing	9/9/2011	0	Plumbing	Tai Soo Kim Partners, LLC	Contract Drawing	
P1.05	First Floor Plan - Area C - Plumbing	9/9/2011	0	Plumbing	Tai Soo Kim Partners, LLC	Contract Drawing	
P1.06	First Floor Plan - Area D - Plumbing	9/9/2011	0	Plumbing	Tai Soo Kim Partners, LLC	Contract Drawing	
P1.07	Second Floor Plan - Area A - Plumbing	1/28/2011		Plumbing	Tai Soo Kim Partners, LLC	Contract Drawing	
P1.08	Second Floor Plan - Area A - Plumbing	1/28/2011		Plumbing	Tai Soo Kim Partners, LLC	Contract Drawing	
P1.09	Second Floor Plan - Area B - Plumbing	1/28/2011		Plumbing	Tai Soo Kim Partners, LLC	Contract Drawing	
P1.10	Roof Plan - Area A & C - Plumbing	1/28/2011		Plumbing	Tai Soo Kim Partners, LLC	Contract Drawing	
P1.11	Roof Plan - Area A - Plumbing	1/28/2011		Plumbing	Tai Soo Kim Partners, LLC	Contract Drawing	
P1.12	Roof Plan - Area B & C - Plumbing	1/28/2011		Plumbing	Tai Soo Kim Partners, LLC	Contract Drawing	
P1.13	Roof Plan - Area B & C - Plumbing	1/28/2011		Plumbing	Tai Soo Kim Partners, LLC	Contract Drawing	
P1.14	Roof Plan - Area C - Plumbing	9/9/2011	0	Plumbing	Tai Soo Kim Partners, LLC	Contract Drawing	
P1.15	Roof Plan - Area D - Plumbing	1/28/2011		Plumbing	Tai Soo Kim Partners, LLC	Contract Drawing	
P3.01	First Floor Part Plans - Plumbing	1/28/2011		Plumbing	Tai Soo Kim Partners, LLC	Contract Drawing	
P3.02	First Floor Part Plans - Plumbing	1/28/2011		Plumbing	Tai Soo Kim Partners, LLC	Contract Drawing	
P3.03	First Floor Part Plans - Plumbing	1/28/2011		Plumbing	Tai Soo Kim Partners, LLC	Contract Drawing	
P3.04	Second Floor Part Plans - Plumbing	1/28/2011		Plumbing	Tai Soo Kim Partners, LLC	Contract Drawing	
P4.01	Details - Plumbing	1/28/2011		Plumbing	Tai Soo Kim Partners, LLC	Contract Drawing	
P4.02	Details - Plumbing	1/28/2011		Plumbing	Tai Soo Kim Partners, LLC	Contract Drawing	
P5.01	Schedules - Plumbing	1/28/2011		Plumbing	Tai Soo Kim Partners, LLC	Contract Drawing	
P5.02	Schedules - Plumbing	1/28/2011		Plumbing	Tai Soo Kim Partners, LLC	Contract Drawing	
E0.01	Notes & Symbols - Electrical	9/9/2011	0	Electrical	Tai Soo Kim Partners, LLC	Contract Drawing	
E0.02	Light Fixture Schedule - Electrical	1/28/2011		Electrical	Tai Soo Kim Partners, LLC	Contract Drawing	
ED1.01	First Floor Demolition Plan Area A & C - Electrical	9/9/2011	0	Electrical	Tai Soo Kim Partners, LLC	Contract Drawing	
ED1.02	First Floor Demolition Plan Area A - Electrical	1/28/2011		Electrical	Tai Soo Kim Partners, LLC	Contract Drawing	
ED1.03	First Floor Demolition Plan Area B & C - Electrical	1/28/2011		Electrical	Tai Soo Kim Partners, LLC	Contract Drawing	
ED1.04	First Floor Demolition Plan Area B & C - Electrical	1/28/2011		Electrical	Tai Soo Kim Partners, LLC	Contract Drawing	
ED1.05	First Floor Demolition Plan Area C - Electrical	1/28/2011		Electrical	Tai Soo Kim Partners, LLC	Contract Drawing	

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Drawing No.	Title	Drawing Date	Rev No.	Discipline	Design A/E Company	Type	Optional Sort No.
ED1.06	First Floor Demolition Plan Area D - Electrical	1/28/2011		Electrical	Tai Soo Kim Partners, LLC	Contract Drawing	
ED1.07	Second Floor Demolition Plan - Area A - Electrical	9/9/2011	0	Electrical	Tai Soo Kim Partners, LLC	Contract Drawing	
ED1.08	Second Floor Demolition Plan - Area A - Electrical	1/28/2011		Electrical	Tai Soo Kim Partners, LLC	Contract Drawing	
ED1.09	Second Floor Demolition Plan - Area C - Electrical	1/28/2011		Electrical	Tai Soo Kim Partners, LLC	Contract Drawing	
ED1.10	Roof Demolition Plan Area A & C - Electrical	9/9/2011	0	Electrical	Tai Soo Kim Partners, LLC	Contract Drawing	
ED1.11	Roof Demolition Plan Area A - Electrical	1/28/2011		Electrical	Tai Soo Kim Partners, LLC	Contract Drawing	
ED1.12	Roof Demolition Plan Area B & C - Electrical	1/28/2011		Electrical	Tai Soo Kim Partners, LLC	Contract Drawing	
ED1.13	Roof Demolition Plan Area B & C - Electrical	1/28/2011		Electrical	Tai Soo Kim Partners, LLC	Contract Drawing	
ED1.14	Roof Demolition Plan Area C - Electrical	1/28/2011		Electrical	Tai Soo Kim Partners, LLC	Contract Drawing	
ED1.15	Roof Demolition Plan Area D - Electrical	1/28/2011		Electrical	Tai Soo Kim Partners, LLC	Contract Drawing	
E1.00	Site Plan - Electrical	9/9/2011	0	Electrical	Tai Soo Kim Partners, LLC	Contract Drawing	
E1.01	First Floor Plan - Area A & C Electrical	9/9/2011	0	Electrical	Tai Soo Kim Partners, LLC	Contract Drawing	
E1.02	First Floor Plan - Area A Electrical	1/28/2011		Electrical	Tai Soo Kim Partners, LLC	Contract Drawing	
E1.03	First Floor Plan - Area B & C Electrical	1/28/2011		Electrical	Tai Soo Kim Partners, LLC	Contract Drawing	
E1.04	First Floor Plan - Area B & C Electrical	9/9/2011	0	Electrical	Tai Soo Kim Partners, LLC	Contract Drawing	
E1.05	First Floor Plan - Area C Electrical	9/9/2011	0	Electrical	Tai Soo Kim Partners, LLC	Contract Drawing	
E1.06	First Floor Plan - Area D Electrical	1/28/2011		Electrical	Tai Soo Kim Partners, LLC	Contract Drawing	
E1.07	Second Floor Plan - Area A & C Electrical	1/28/2011		Electrical	Tai Soo Kim Partners, LLC	Contract Drawing	
E1.08	Second Floor Plan - Area A Electrical	1/28/2011		Electrical	Tai Soo Kim Partners, LLC	Contract Drawing	
E1.09	Second Floor Plan - Area B Electrical	1/28/2011		Electrical	Tai Soo Kim Partners, LLC	Contract Drawing	
E1.10	Roof Plan - Area A & C Electrical	1/28/2011		Electrical	Tai Soo Kim Partners, LLC	Contract Drawing	
E1.11	Roof Plan - Area A Electrical	1/28/2011		Electrical	Tai Soo Kim Partners, LLC	Contract Drawing	
E1.12	Roof Plan - Area B & C Electrical	1/28/2011		Electrical	Tai Soo Kim Partners, LLC	Contract Drawing	
E1.13	Roof Plan - Area B & C Electrical	1/28/2011		Electrical	Tai Soo Kim Partners, LLC	Contract Drawing	
E1.14	Roof Plan - Area C Electrical	1/28/2011		Electrical	Tai Soo Kim Partners, LLC	Contract Drawing	
E1.15	Roof Plan - Area D Electrical	1/28/2011		Electrical	Tai Soo Kim Partners, LLC	Contract Drawing	
E2.01	First Floor Plan - Area A & C Lighting	1/28/2011		Electrical	Tai Soo Kim Partners, LLC	Contract Drawing	
E2.02	First Floor Plan - Area A Lighting	9/9/2011	0	Electrical	Tai Soo Kim Partners, LLC	Contract Drawing	
E2.03	First Floor Plan - Area B & C Lighting	1/28/2011		Electrical	Tai Soo Kim Partners, LLC	Contract Drawing	
E2.04	First Floor Plan - Area B & C Lighting	1/28/2011		Electrical	Tai Soo Kim Partners, LLC	Contract Drawing	
E2.05	First Floor Plan - Area C Lighting	1/28/2011		Electrical	Tai Soo Kim Partners, LLC	Contract Drawing	
E2.06	First Floor Plan Area D - Lighting	1/28/2011		Electrical	Tai Soo Kim Partners, LLC	Contract Drawing	
E2.07	Second Floor Plan - Area A & C Lighting	9/9/2011	0	Electrical	Tai Soo Kim Partners, LLC	Contract Drawing	
E2.08	Second Floor Plan - Area A Lighting	9/9/2011	0	Electrical	Tai Soo Kim Partners, LLC	Contract Drawing	
E2.09	Second Floor Plan - Area B Lighting	1/28/2011		Electrical	Tai Soo Kim Partners, LLC	Contract Drawing	
E3.01	First Floor Mechanical Room Part Plans - Electrical	1/28/2011		Electrical	Tai Soo Kim Partners, LLC	Contract Drawing	
E3.02	Second Floor Mechanical Room Part Plans - Electrical	1/28/2011		Electrical	Tai Soo Kim Partners, LLC	Contract Drawing	
E4.01	Riser Diagram Electrical	9/9/2011	0	Electrical	Tai Soo Kim Partners, LLC	Contract Drawing	
E4.02	Riser Diagram Fire Alarm	9/9/2011	0	Electrical	Tai Soo Kim Partners, LLC	Contract Drawing	
E4.03	Riser Diagram Public Address/Clock	9/9/2011	0	Electrical	Tai Soo Kim Partners, LLC	Contract Drawing	
E5.01	Details - Electrical	1/28/2011		Electrical	Tai Soo Kim Partners, LLC	Contract Drawing	
E5.02	Details - Electrical	1/28/2011		Electrical	Tai Soo Kim Partners, LLC	Contract Drawing	
E5.03	Details - Electrical	1/28/2011		Electrical	Tai Soo Kim Partners, LLC	Contract Drawing	
E6.01	Schedules - Electrical	1/28/2011		Electrical	Tai Soo Kim Partners, LLC	Contract Drawing	
E6.02	Schedules - Electrical	1/28/2011		Electrical	Tai Soo Kim Partners, LLC	Contract Drawing	
E6.03	Schedules - Electrical	1/28/2011		Electrical	Tai Soo Kim Partners, LLC	Contract Drawing	
E6.04	Schedules - Electrical	1/28/2011		Electrical	Tai Soo Kim Partners, LLC	Contract Drawing	
E6.05	Schedules - Electrical	1/28/2011		Electrical	Tai Soo Kim Partners, LLC	Contract Drawing	
E6.06	Schedules - Electrical	1/28/2011		Electrical	Tai Soo Kim Partners, LLC	Contract Drawing	
E6.07	Schedules - Electrical	1/28/2011		Electrical	Tai Soo Kim Partners, LLC	Contract Drawing	
E6.08	Schedules - Electrical	1/28/2011		Electrical	Tai Soo Kim Partners, LLC	Contract Drawing	
T0.01	Notes & Symbols - Telecommunications	1/28/2011		Telecommunications	Tai Soo Kim Partners, LLC	Contract Drawing	

Additions Alterations  
H.C. Wilcox Technical High School  
Meriden, CT  
State Project No. BI-RT-843  
Contract Drawing List

Gilbane Job No. 11.5311.000  
September 26, 2011

Drawing No.	Title	Drawing Date	Rev No.	Discipline	Design A/E Company	Type	Optional Sort No.
T1.01	First Floor Plan - Area A & C Telecommunications	1/28/2011		Telecommunications	Tai Soo Kim Partners, LLC	Contract Drawing	
T1.02	First Floor Plan - Area A Telecommunications	1/28/2011		Telecommunications	Tai Soo Kim Partners, LLC	Contract Drawing	
T1.03	First Floor Plan - Area B & C Telecommunications	1/28/2011		Telecommunications	Tai Soo Kim Partners, LLC	Contract Drawing	
T1.04	First Floor Plan - Area B & C Telecommunications	1/28/2011		Telecommunications	Tai Soo Kim Partners, LLC	Contract Drawing	
T1.05	First Floor Plan - Area C Telecommunications	9/9/2011	0	Telecommunications	Tai Soo Kim Partners, LLC	Contract Drawing	
T1.06	First Floor Plan Area D - Telecommunications	1/28/2011		Telecommunications	Tai Soo Kim Partners, LLC	Contract Drawing	
T1.07	Second Floor Plan - Area A & C Telecommunications	1/28/2011		Telecommunications	Tai Soo Kim Partners, LLC	Contract Drawing	
T1.08	Second Floor Plan - Area A Telecommunications	1/28/2011		Telecommunications	Tai Soo Kim Partners, LLC	Contract Drawing	
T1.09	Second Floor Plan - Area B Telecommunications	1/28/2011		Telecommunications	Tai Soo Kim Partners, LLC	Contract Drawing	
T3.01	One Line Diagram - Telecommunications	9/9/2011	0	Telecommunications	Tai Soo Kim Partners, LLC	Contract Drawing	
T4.01	Details - Telecommunications	1/28/2011		Telecommunications	Tai Soo Kim Partners, LLC	Contract Drawing	
FP0.00	Notes & Symbols - Fire Protection	9/9/2011	0	Fire Protection	Tai Soo Kim Partners, LLC	Contract Drawing	
FPD1.01	First Floor Demolition Plan Area A & C - Fire Protection	1/28/2011		Fire Protection	Tai Soo Kim Partners, LLC	Contract Drawing	
FPD1.02	First Floor Demolition Plan Area A - Fire Protection	1/28/2011		Fire Protection	Tai Soo Kim Partners, LLC	Contract Drawing	
FPD1.03	First Floor Demolition Plan Area B & C - Fire Protection	1/28/2011		Fire Protection	Tai Soo Kim Partners, LLC	Contract Drawing	
FPD1.04	First Floor Demolition Plan Area B & C - Fire Protection	1/28/2011		Fire Protection	Tai Soo Kim Partners, LLC	Contract Drawing	
FPD1.05	First Floor Demolition Plan Area C - Fire Protection	1/28/2011		Fire Protection	Tai Soo Kim Partners, LLC	Contract Drawing	
FPD1.06	First Floor Demolition Plan Area D - Fire Protection	1/28/2011		Fire Protection	Tai Soo Kim Partners, LLC	Contract Drawing	
FPD1.07	Second Floor Demolition Plan - Area A & C - Fire Protection	1/28/2011		Fire Protection	Tai Soo Kim Partners, LLC	Contract Drawing	
FPD1.08	Second Floor Demolition Plan - Area A - Fire Protection	1/28/2011		Fire Protection	Tai Soo Kim Partners, LLC	Contract Drawing	
FPD1.09	Second Floor Demolition Plan - Area B & C - Fire Protection	1/28/2011		Fire Protection	Tai Soo Kim Partners, LLC	Contract Drawing	
FP1.01	First Floor Plan Area A & C - Fire Protection	1/28/2011		Fire Protection	Tai Soo Kim Partners, LLC	Contract Drawing	
FP1.02	First Floor Plan Area A - Fire Protection	1/28/2011		Fire Protection	Tai Soo Kim Partners, LLC	Contract Drawing	
FP1.03	First Floor Plan Area B & C - Fire Protection	1/28/2011		Fire Protection	Tai Soo Kim Partners, LLC	Contract Drawing	
FP1.04	First Floor Plan Area B & C - Fire Protection	1/28/2011		Fire Protection	Tai Soo Kim Partners, LLC	Contract Drawing	
FP1.05	First Floor Plan Area C - Fire Protection	1/28/2011		Fire Protection	Tai Soo Kim Partners, LLC	Contract Drawing	
FP1.06	First Floor Plan Area D - Fire Protection	1/28/2011		Fire Protection	Tai Soo Kim Partners, LLC	Contract Drawing	
FP1.07	Second Floor Plan Area A & C - Fire Protection	1/28/2011		Fire Protection	Tai Soo Kim Partners, LLC	Contract Drawing	
FP1.08	Second Floor Plan Area A - Fire Protection	1/28/2011		Fire Protection	Tai Soo Kim Partners, LLC	Contract Drawing	
FP1.09	Second Floor Plan Area B & C - Fire Protection	1/28/2011		Fire Protection	Tai Soo Kim Partners, LLC	Contract Drawing	
FP1.10	Second Floor Plan Area C - Fire Protection	1/28/2011		Fire Protection	Tai Soo Kim Partners, LLC	Contract Drawing	
FP2.00	Riser Diagram - Fire Protection	1/28/2011		Fire Protection	Tai Soo Kim Partners, LLC	Contract Drawing	
FP3.00	Details - Fire Protection	1/28/2011		Fire Protection	Tai Soo Kim Partners, LLC	Contract Drawing	

**INVITATION TO BID  
 HC WILCOX REGIONAL VOCATIONAL TECHNICAL SCHOOL  
 ADDITIONS AND ALTERATIONS  
 STATE PROJECT NO. BI-RT-843-CMR  
 GILBANE JOB NO. 11.5311.000**

1. Sealed bids for the bid packages listed below addressed to Patrick J. Delany, District Chief Purchasing Agent, Gilbane Building Company, 208 New London Turnpike, Glastonbury, CT, 06010 will be received until 1:00 pm local time on October 25, 2011. All bids will be opened publicly and read aloud shortly thereafter. Specific questions regarding bidding procedures, project scope and site visits may be directed in writing to Patrick J. Delany at pdelany@gilbaneco.com.

In accordance with C.G.S. 4a-100, 4b-91, and 4b-101, any trade contractor submitting a bid is required to submit their DAS Update (Bid) Statement with their bid. Failure to submit this item with the bid will result in disqualification of the bidder. All lower tier subcontractors must be pre-qualified at the time of performance of their work. If you have any questions regarding these requirements contact CT DAS, at telephone number (860) 713-5280 or visit their web site at www.das.state.ct.us.

Each Bid shall be accompanied by a bid security in the form of a Bid Bond in an amount not less than Ten Percent (10%) of the total amount of the base bid. Said surety shall be issued by a surety that is licensed to do business in the State of Connecticut and is rated A-(VII) or better by A.M. Best.

<b>Bid Package Name &amp; Number</b>	<b>DAS Prequalification Classification</b>
02A Demolition & Abatement – SBE Set Aside	Demolition
03A Cast in Place Concrete – SBE Set Aside	Concrete
04A Masonry – SBE Set Aside	Masonry
05A Structural Steel	Iron: Structural and Miscellaneous
05B Miscellaneous Metals – MBE Set Aside	N/A
06A Millwork/Casework	N/A
07A Roofing & Metal Panels – SBE Set Aside	Roofing
07B Spray Applied Fireproofing	N/A
08A Glass & Glazing	Doors & Windows
08B Doors, Frames, & Hardware	N/A
09A Drywall & Related Work	Drywall
09B Ceramic Tile – SBE Set Aside	N/A
09C Carpet, Resilient & Wood Flooring – SBE Set Aside	N/A
09D Acoustic Ceilings – SBE Set Aside	N/A
09E Painting & Wallcovering – SBE Set Aside	N/A
10A Signage	N/A
10B Toilet Compartments/Accessories	N/A
10C Accordion Folding Partitions	N/A
11A Stage Curtains	N/A
12A Laboratory Casework	N/A
13A Portable Classrooms	N/A
14A Elevators	N/A
21A Fire Protection	Fire Protection Sprinkler Systems
22A Plumbing	Plumbing
23A HVAC	HVAC
23B Testing & Balancing	N/A
26A Electrical	Electrical

<b>Bid Package Name &amp; Number</b>	<b>DAS Prequalification Classification</b>
31A Sitework	Sitework
32A Landscaping – SBE Set Aside	N/A

2. There will be a non-mandatory Prebid meeting for this bid at 3:00 p.m. on October 11, 2011. The prebid meeting will be held in the project location. A jobsite walk will be conducted following the meeting. Proper attire and footwear is required.

3. Sets of the plans and specifications must be ordered and reserved prior to pick-up and may be obtained at Cop-Eze in Meriden, CT (203.630.2671). The non-refundable purchase price for one complete set of bidding documents is \$350.00 plus tax & shipping, made payable to Cop-Eze. With the purchase of a full set of plans and specifications, partial sets may be purchased from Cop-Eze at the cost of printing. Plans and specifications may be downloaded free of charge from <ftp://files.gilbanetech.com> or <http://files.gilbanetech.com>, enter username: wilcox5311 and password: gilbane.

Plans and specifications are also at the following locations:

Dodge Reports  
 Reed Construction Data  
[www.jobs2bid.com](http://www.jobs2bid.com)

4. This project is being performed under the Construction Management at Risk (CMR) form of construction. With respect to this project, the Construction Manager is the representative of the Owner. Each Trade Contractor's contract shall be with the Construction Manager. The Owner has contracted with Gilbane Building Company to serve as the CMR.

5. The requirements for prevailing wage rates as outlined in Connecticut General Statutes 31-53 are to apply to the resultant contract award.

6. No oral, telephone or telegraphic proposals will be considered. All bids shall stand available for acceptance for a period of one hundred eighty (180) days from the date proposals are received.

7. No bid shall be accepted from any person/company who is in arrears to the Owner and/or Construction Manager upon debt, or contract, or who is a defaulter as surety or otherwise upon obligations to the Owner and/or Construction Manager.

8. The Owner and/or Construction Manager reserves the right to reject any or all bids, without stating reasons therefore, including without limitation the right to reject any or all nonconforming, non-responsive, unbalanced, or conditional bids and to reject the bid of any bidder if the Owner and/or Construction Manager believes that it would not be in the best interest of the Owner or the project to make an award to that bidder, whether because the bid is not responsive or the bidder is unqualified or of doubtful financial ability or fails to meet any other pertinent standard or criteria established by the Owner and/or Construction Manager. The Owner and/or Construction Manager reserves the right to waive informalities and to negotiate contract terms with one or more bidders without reopening the bidding process insofar as such negotiations are not violative of applicable competitive bidding statutes or law. In evaluating bids, the Owner and/or Construction Manager will consider the qualifications of the bidder, whether or not the bids comply with the prescribed requirements, and such alternates, unit prices, and other data, as may be requested in the Form of Bid or prior to Notice of Award. The Owner and/or Construction Manager may consider the qualification and experience of subcontractors and other persons and organizations proposed for those portions of the work as to which the identity of subcontractors and other persons and organizations must be submitted as provided by the bid documents. The Owner and/or Construction Manager reserves the right to require, prior to Notice of Award, a statement of facts in detail

of the business and technical organization and plant of the bidder available for the contemplated work, including financial resources, present commitments, and experience of the bidder in performance of comparable work.

9. Bid Security, Payment and Performance Bonds will be required in the amount of 100% of the contract award, provided by a surety licensed to do business in the State of Connecticut, on form and format as contained within these specifications. Sufficient insurance as described within the sample Trade Contract Agreement will be required.

10. Out-of-state bidders without a permanent office in the State of Connecticut are required by the Connecticut Department of Revenue Services to obtain an Out-of-State Contractors "Guarantee Bond" if awarded the contract.

11. Gilbane Building Company is an Affirmative Action Equal Opportunity Employer M/F/H/V.

Patrick J. Delany, District Chief Purchasing Agent

**GENERAL INSTRUCTIONS TO BIDDERS  
FOR THE  
CONSTRUCTION OF**

**HC WILCOX REGIONAL VOCATIONAL TECHNICAL SCHOOL  
STATE PROJECT NO. BI-RT-834-CMR**

**GILBANE JOB NO. 11.5311.000**

**1. SUBMISSION OF BIDS:**

Proposals must be made in accordance with the following instructions and format provided in the Proposal Form, and must be fully completed.

**2. RECEIPT OF CONTRACT DOCUMENTS:**

Upon receipt of the Bid Package the bidder shall immediately check that all documents listed in item 4 of these instructions and all Drawings and Specifications listed in the Proposal Form have been received. If an item(s) is missing contact the Purchasing Agent immediately.

**3. PRE-BID CONFERENCE:**

Refer to Page One of the Proposal Form for time and place. To the extent possible questions should be submitted to the Purchasing Agent prior to this conference. Agenda items include review of bidding procedure, proposal format, site utilization, schedule, scope, questions and answers. Minutes will be forwarded to all plan holders.

**4. EXAMINATION OF SITE AND CONTRACT DOCUMENTS:**

- A. Before submitting a proposal, the bidder is required to carefully examine the Contract Documents, visit the site, note existing facilities, conditions and limitations affecting the work to be performed under this Contract. Include all costs for same.
- B. By submitting a proposal, the bidder agrees he has examined the Contract Documents, has visited the site, noted all conditions and limitations affecting the work and fully understands the nature of the work, general and local conditions, and accepts the standard Gilbane contract form, a sample of which is included in the bid documents.
- C. By submitting a proposal, the bidder agrees that he will not make any claim for damages or additional compensation because of lack of information, or because of any misunderstanding, or because of any misinterpretation of the requirements of the Contract.
- D. The Contract Documents (bid package) include the following:
  - 1. Proposal Form
  - 2. General Instruction to Bidders dated September 26, 2011.
  - 3. Sample Contract Between Construction Manager and Trade Contractor dated September 26, 2011.
  - 4. General Conditions for Trade Contractor Agreements dated September 26, 2011.
  - 5. Gilbane Building Company Safety Plan, dated September 26, 2011.
  - 6. Gilbane Building Company Quality Plan dated September 26, 2011.

7. Construction Indoor Air Quality Plan dated September 26, 2011.
8. Construction Waste Management Plan dated September 26, 2011.
9. Tax Exempt Certificate (to be issued to the successful bidder).
10. State of Connecticut Department of Labor Wage and Workplace Standards Division Minimum Rates and Classifications (As issued. See individual bid packages).
11. Non Resident Contractors Tax Bond Requirements
12. Technical Specifications as Listed
13. Drawings as Listed
14. Supplements (when issued)
15. Pre-Bid Conference Meeting Minutes (when issued)
16. Scope Review Meeting Minutes (when issued)

**5. SUBMISSION OF PROPOSALS:**

- A. Submit original proposal, sealed in an envelope plainly marked on the outside as a bid with the name of the bidder, the project and bid package. If forwarded by mail, the sealed envelope containing the bid must be enclosed in another envelope addressed to:

Gilbane Building Company  
208 New London Turnpike  
Glastonbury, CT 06033  
Attn: Patrick J. Delany, District Chief Purchasing Agent

- B. The proposals must be received at the above office by the time and date stipulated on the Proposal Form. Faxed bids are not acceptable. Late bids will be rejected and returned unopened. All bids will be opened and publicly read aloud immediately following the closure of the bid period.

**6. BID BOND & INSURANCE CERTIFICATES:**

Each proposal must be accompanied by a bid security, preferably a bond issued by a surety acceptable to the Construction Manager in the amount equal to TEN percent (10%) of the proposal amount. The bid security must drawn in favor of Gilbane Building Company. Only bid bonds will not be returned.

**7. PREPARATION OF BIDS:**

- A. Proposal Forms shall be complete without alterations, erasures, corrections or qualifications.
- B. Bids containing conditions, omissions, alterations, items not called for, or irregularities of any kind, may be rejected for failure to comply with the requirements stated herein.
- C. Include the full business address of the bidder. Signature shall be both in longhand and typed. Partnerships must sign the proposal. In case of a proposal submitted by a Corporation, the proposal shall be signed by an officer duly authorized to sign on behalf of the Corporation.
- D. Scope of Work items which have inadvertently been duplicated in more than one bid package must be included in the bid amount for each package containing the duplication. Do not assume Scope of Work items will be provided by the other bid package(s). Notify the Construction Manager immediately upon discovery of a duplicated item. Should the



Construction Manager request a credit for the duplicated item after the bid, claims of omission of pricing in the bid due to the duplicate item in another bid package will not be accepted.

**8. EXPLANATION TO BIDDERS:**

- A. The bidder shall, in the event of any discrepancies, omissions or errors in the Contract Documents, or in the event of doubt on the part of a bidder as to their intent or meaning, direct inquiries in writing to Patrick Delany, Gilbane Building Company, 208 New London Turnpike, Glastonbury, CT 06033 or email the questions to pdelany@gilbaneco.com.
- B. Where appropriate, interpretations will be confirmed by Supplement to all plan holders. Direction received from other parties and/or not confirmed via supplement shall not be considered.
- C. Such Supplements, issued during the bidding period, shall be acknowledged on the Proposal Form and shall be included in the Contract at the time of award.
- D. Such Supplements may or may not contain architectural addenda.

**9. ACCEPTANCE OR REJECTION OF BIDS:**

- A. Bids will be opened publicly and read aloud shortly after the bid closing time.
- B. The Construction Manager reserves the right to waive the informality in any bid, to accept any bid, or to reject any and all bids.
- C. The Construction Manager reserves reserve the right to award a contract to the bidder considered best qualified for the work. The Construction Manager may make such investigations as they deem necessary to determine the ability of the bidder to perform the work, and the bidder shall furnish to the Construction Manager all such information and data for this purpose. The Construction Manager reserves the right to reject any bid if the evidence submitted by, or investigation of, such bidder fails to satisfy the Construction Manager that such bidder is properly qualified to carry out the obligations of the Contract.
- D. Bidders must be prequalified with the State of Connecticut Department of Administrative Services (DAS) in accordance with C.G.S §4b-91. Bidders must include the Update Statement. The Invitation to Bid identifies which DAS prequalification is required for the bid package, if any. Bid packages for which there is no DAS prequalification category must include a fully completed AIA A305 Contractor's Qualification Statement with the bid. Bidders are reminded that any bid/contract in excess of \$500,000 must be DAS prequalified, regardless of tier. The Construction Manager will require verification of all subcontract values and prequalification status. Lower tier subcontractors without the appropriate DAS prequalification will not be permitted to work on the project.

**10. FORM OF CONTRACT:**

The successful bidder is required to execute an Agreement between the Construction Manager and Trade Contractor in accordance with the sample form included as part of the Contract Documents.

After the Construction Manager has received approval from the Owner, the Trade Contractor will be notified that he has been successful. The Trade Contractor shall submit within ten (10) days after receipt, the bonds referenced herein, the appropriate insurance certificates, the executed contracts and the CHRO Equal Opportunity Plan documentation. Failure to do so within ten (10) days after receipt of contract may be considered default under the obligation of the bid bond.

**11. TAXES:**

The public project is sales tax exempt in accordance with the State of Connecticut General Statutes. Proposals must include all applicable taxes (sales & use, payroll, etc.) in the proposal amount.

**12. TAX BONDS:**

All Non-resident Trade Contractors are required to post with the State of Connecticut Department of Revenue Services a Guaranty Bond (form AU-766) or Cash Bond (form AU-72) in the amount required by the State. This bond will secure payment for applicable taxes payable to the State with regards to this Project. The successful bidder must provide the Notice of Acceptance letter prior to the release of the first progress payment under the Contract or the Construction Manager must remit five percent (5%) of the total contract value directly to the State. This five percent withholding is in addition to the Project retainage. After the completion of the Project the Trade Contractor must file a tax return with the State to receive the funds withheld for taxes.

**13. SECURITY FOR FAITHFUL PERFORMANCE:**

Simultaneously with the execution of the contract the successful Trade Contractor shall furnish on forms provided by the Construction Manager a Performance Bond in the amount of One Hundred Percent (100%) of the Contract Price and a Labor and Material Payment Bond in the amount of One Hundred Percent (100%) of the Contract Price, as security for faithful performance of this Contract and for the payment of all persons performing labor on the project under this Contract and furnishing materials in connection with this Contract. The surety on such bonds shall be a duly authorized surety company satisfactory to the Construction Manager and licensed to do business in the State of Connecticut. Said surety must have an A.M. Best's Rating per the attached schedule.

Attorneys-in-fact who sign bid bonds or contract bonds must file with each bond a certified and effectively dated copy of their Power of Attorney.

**14. PERMITS:**

Each bidder shall include in his proposal all costs for the State's portion of the building permits as may be required for his portion of the work. The General Building Permit will be obtained and paid for by others.

**15. INSURANCE:**

Each bidder must include in his proposal all cost associated with providing insurance coverage as specified in the Trade Contract Agreement. Any variation must be shown on a certificate submitted with the proposal for review.

Certificates of Insurance shall be delivered to the Construction Manager within ten (10) calendar days, following receipt of the Notice of Award letter and Contracts.

A Certificate of Insurance must be supplied to the Construction Manager prior to any work commencing in the field.

**16. TEMPORARY ON-SITE FACILITIES:**

Each bidder must include in his proposal all costs for installation, maintenance and removal of temporary sheds, field offices, telephone services, and drinking water required for his exclusive use. Temporary toilet facilities and a dumpster will be provided by the Construction Manager. Temporary water and power may be available at the site for the Trade Contractor's use (See General Conditions). Trade Contractors are responsible to separate their rubbish as required by all agencies having jurisdiction.

**17. ENGINEERING/LAYOUT:**

Each bidder must include in his proposal all costs for engineering, surveying and field measurements which will be required to complete his work. Base lines and bench marks will be provided and maintained by the Construction Manager.

**18. LABOR STANDARDS - EEO:**

All Suppliers and Trade Contractors employed on this project are required to implement an Equal Opportunity Program within their organization. Proper steps should be taken to establish non-discrimination because of race, color, creed, sex, or national origin. The President's Executive Order No. 11246 and modifications thereto, as well as all other existing Federal and State Legislation on Equal Employment Opportunities will be adhered to in the carrying out of the Contract.

Each Trade Contractor must document that a minimum of 15% minority and 5% female labor hours have been employed on the site compared to the total labor hours for the work.

Failure of the Trade Contractor to achieve the minimum goals set forth above, absent documented good faith, shall subject the Trade Contractor to suspension of payments from the Construction Manager until the minimum levels of minority and female hours are obtained or adequate good faith documentation is submitted.

**19. SMALL/MINORITY/WOMEN OWNED BUSINESS ENTERPRISES:**

The Project is subject to the requirements of the Connecticut Commission on Human Rights and Opportunity (CHRO). Please reference each bid packages for specific percentage requirements for SBE and MBE participation goals.

It is mandatory that Section G, of the Proposal Form, be completed and submitted with the bid. The amount of participation included will be considered when evaluating the proposals.

The successful bidder is required to file, and shall cause each of his subcontractors to file, with the commission such compliance reports at such times as the commission may direct. Compliance reports shall contain such information as to the practices, policies, programs, and employment policies, employment programs, and employment statistics of the contractor and each subcontractor and be in such form as the commission may prescribe (C.G.S. Sec. 46a-68e). In addition to the reports required by CHRO, the Trade Contractor shall substantiate the participation and shall submit copies of subcontracts or purchase orders signed by both parties. As the work proceeds and payments are processed, the Trade Contractor shall submit satisfactory evidence such as cancelled checks. The total of all satisfactory evidence shall equal the participation commitment.

Failure to substantiate participation required by contract, will result in a default under the obligation of the Bid Bond. No monies shall be paid to the Trade Contractor until copies of contracts and/or purchase orders for the full amount of participation have been submitted. Release of retainage will be conditional upon submission of verified documentation totaling the participation commitment. The value of unsubstantiated participation may be deducted from monies due on the Trade Contractor's account.

S/MBE participation shall be counted toward the goals and/or requirements for this project as follows:

- a) The dollar value of the contract or subcontract awarded to a certified small or minority or women business enterprise will be counted toward such a goal or requirement in full provided item (c) below is satisfied.
- b) In the case of a joint venture with a certified S/MBE, the portion of the dollar value of the contract equal to the percentage of the ownership and control of the joint venture by the S/MBE will be counted toward the applicable goal or requirement provide item (c) below is satisfied.
- c) Only expenditures to certified S/MBEs that perform a commercially useful function in the work of a contract or subcontract may be counted toward the applicable goal or requirement. An S/MBE is considered to perform a commercially useful function when it is responsible for execution of a distinct element of the work of a contract or subcontract and carries out its responsibilities by actually performing, managing, and supervising the work involved. If an S/MBE subcontracts a greater portion of the work of the contract than allowable by State Statute or regulation, the S/MBE will be deemed not to be performing a commercially useful function and the full amount of the contracted work shall not be counted toward the goal or requirement, rather only that portion which the S/MBE is performing a commercially useful function will be counted. The S/MBE may present evidence to rebut this presumption.
- d) Dollar value of materials and supplies obtained from certified S/MBE suppliers may be counted toward S/MBE goals or requirements only as allowable by State Statute or regulation.

**20. PROMOTIONAL INFORMATION:**

There shall be no information divulged concerning this Project to anyone including, for example, information in application for permits, variances, and other approval except such as is necessary to secure the same provided that all such applications shall be first submitted to the Construction Manager for approval by the Owner. The Trade Contractor shall not further refer to the Project in any of his promotional materials without the Owner's prior written consent obtained through the Construction Manager.

**21. PAYROLLS:**

The prevailing wage rates for the Project are subject to annual adjustment in accordance with §31-55a of the Connecticut General Statutes. Bidders shall anticipate and include all annual adjustments to the prevailing wages rates within the lump sum bid price. Subsequent to Contract award each Trade Contractor will be required to submit certified payrolls monthly, in accordance with Connecticut law, on the forms provided by the Construction Manager and the Connecticut Department of Labor as a condition for payment.

**22. DEBARMENT:**

Bidders are to identify if they or any proposed subcontractors have been debarred in the past or are currently debarred from participating in any public works project, for the local, state or federal governments. Is so, provide details of such debarment. Contractors who are currently debarred are unacceptable.

**23. LIQUIDATED DAMAGES**

1. Liquidated Damages shall be assessed in the amount of Four Thousand Seven Hundred Forty Dollars (\$4,740.00) per day for each calendar day beyond the established Substantial Completion Date that the Trade Contractor fails to achieve Substantial Completion.
2. Liquidated Damages shall be assessed in the amount of Three Thousand Four Hundred Thirty Dollars (\$3,430.00) per day for each calendar day beyond the Ninety (90) calendar days of the established Substantial Completion Date that the Trade Contractor fails to achieve Acceptance.

**24. RETAINAGE**

In accordance with Department of Public Works current regulations, retainage shall be seven and one half percent (7.5%).

**PROPOSAL FORM  
FOR  
ADDITIONS AND RENOVATIONS  
HC WILCOX REGIONAL VOCATIONAL TECHNICAL SCHOOL  
STATE PROJECT NO. BI-RT-843-CMR**



**GILBANE JOB NO. 11.5311.000  
BID PACKAGE No. 02A – Demolition & Abatement Removal – SBE SET-ASIDE**

**NOTE THAT THIS BID PACKAGE HAS BEEN SET ASIDE FOR SMALL BUSINESS ENTERPRISE (SBE)  
BIDS ONLY. BIDS BY NON-SBE CONTRACTORS WILL BE REJECTED.**

**PRE-BID CONFERENCE:** October 11, 2011  
**TIME:** 3:00 PM

**PROPOSAL DUE DATE:** October 25, 2011  
**TIME:** 2:00 PM

**LOCATION:** HC Wilcox Technical School  
298 Oregon Road  
Meriden, CT 06451

**LOCATION:** Gilbane Building Company  
208 New London Turnpike  
Glastonbury, CT 06033

**DEADLINE FOR SUBMISSION OF QUESTIONS:** October 18, 2011

**To:** Gilbane Building Company  
208 New London Turnpike  
Glastonbury, CT 06033  
Attention: Patrick J. Delany, District Chief Purchasing Agent

FIRM NAME:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ the undersigned

**A.** Proposes to furnish all labor, materials, equipment and services as required to satisfactorily complete all **Demolition and Abatement Removal Work** herein described as Bid Package No. 02A as required for the additions and alternations at HC Wilcox Regional Vocational Technical School Project, all in accordance with the Drawings and Specifications as prepared by Tai Soo Kim Partners, LLC, the Gilbane Project Manual, and this Proposal Form.

**B.** All work required by the foregoing documents will be accomplished for the Lump Sum Bid Price of

\_\_\_\_\_ Dollars (\$) ).  
(Show amount in both words and figures. In case of discrepancy, amount shown in words will govern.)

The Lump Sum Bid Price above INCLUDES all applicable sales and/or use taxes; INCLUDES all insurance premiums required to meet contractual insurance requirements; and INCLUDES all premiums for a Performance Bond and a Labor and Material Payment Bond in the sum of one hundred percent of the Contract price.

C. Bidder agrees that if written notice of the acceptance of this bid is mailed or delivered to the undersigned within one hundred eighty (180) days after the Proposal Due Date, or any time thereafter before it is withdrawn, the undersigned shall meet a representative of the Gilbane Glastonbury office or a mutually agreed upon location to execute the Contract. Performance and Payment Bonds and the appropriate insurance certificates will be delivered to the Construction Manager at the time of execution of the Contract. Failure to execute said contract within ten (10) days after receipt of Notice to Award may be considered a default under the obligation of the bid bond.

D. The above price includes all stipulations and requirements of the following Supplements:

- Supplement \_\_ dated \_\_\_\_\_
- Supplement \_\_ dated \_\_\_\_\_
- Supplement \_\_ dated \_\_\_\_\_
- Supplement \_\_ dated \_\_\_\_\_

which have been received and accepted by the undersigned. Note that it is incumbent of the bidder to include all Supplements issued in the bid. Failure to acknowledge a supplement does not relieve the bidder from the requirements of the supplement.

**E. MILESTONE SCHEDULE DATES**

See Gilbane Project Manual section 00 31 13 – Schedule for activity milestones, durations, and reference. This schedule represents the general milestones that need to be met to achieve the overall project completion dates, and provides guidance to the bidders to understand the time constraints the work must be performed under. The project detailed schedule, in accordance with the terms of the Contract and General Conditions, will be derived from a “Card Trick” scheduling session with mandatory attendance by all prime Trade Contractors.

- 1. Anticipated Date of Contract Award: ..... January 19, 2012
- 2. Commence Shop Drawings and Submittals..... January 19, 2012
- 3. Commence Work for the Proposal:..... June 25, 2012
- 4. Bid Package Substantial Completion:..... May 8, 2014
- 5. Project Substantial Completion..... November 5, 2014

**F. TRADE SUBCONTRACTORS AND MAJOR SUPPLIERS**

The following trade subcontractors are proposed for the item of work listed. Trade subcontractors are subject to review per the General Conditions.

ITEM OF WORK	TRADE SUBCONTRACTORS
_____	_____ EMR:_____
_____	_____ EMR:_____
_____	_____ EMR:_____
_____	_____ EMR:_____

**G. UTILIZATION OF MINORITY CONTRACTORS AND SUPPLIERS**

1. The Bidder will endeavor to obtain a minimum goal of twenty-five percent (25%) of the awarded amount to minority business trade subcontractors and/or suppliers certified by the **State of Connecticut**.
2. The successful Trade Contractor shall substantiate this participation within ten (10) days after receipt of Notice of Award. Refer to the General Instruction to Bidders for further information.
3. Indicate here the utilization of certified S/MBEs included in the base bid. Failure to comply with M/WBE participation goals may constitute a non-responsive proposal. **IF NO INDICATION IS GIVEN, IT SHALL BE INTERPRETED THAT ZERO M/WBE PARTICIPATION IS INCLUDED.**

This proposal includes \_\_\_\_\_% certified SBE participation.

This proposal includes \_\_\_\_\_% certified MBE participation.

4. S/MBE participation shall count toward stipulated contractual goals or requirements only as described in the General Instructions to Bidders.

**H. UNIT PRICES**

Unit Prices shall be used, where applicable, to make adjustments to the cost of the Work due to changes. All Unit Prices submitted shall be complete in-place prices (unless noted otherwise) and include all costs for overhead, profit, labor, materials, equipment, and any other incidentals related to the completion of the Work, and shall remain firm for the period of the contract. Unit prices listed shall be utilized in accordance with the Plans and Specifications.

**UNIT PRICES:**

1. Polychlorinated Biphenyls (PCB) Contaminated Soils
  - 1.1. PCB contaminated soil, inclusive of loading truck, trucking, and disposal..... \$ \_\_\_\_\_/CY
2. Lead Based Paint (LBP)
  - 2.1. Set up containment area (up to 400SF) including barriers and decontamination unit for removal of LBP..... \$ \_\_\_\_\_/EA
  - 2.2. Strip LBP from flat surfaces ..... \$ \_\_\_\_\_/SF
  - 2.3. Disposal of hazardous waste containing lead ..... \$ \_\_\_\_\_/CY
3. Asbestos Contaminated Material (ACM)
  - 3.1. Set up containment area (up to 400SF) including decontamination unit for abatement of ACM..... \$1,300.00/EA
  - 3.2. Removal of pipe insulation ..... \$20.00/LF
  - 3.3. Glove bag removal of pipe fitting insulation ..... \$50.00/EA
  - 3.4. Removal of resilient flooring and associate mastic ..... \$5.00/SF
  - 3.5. Removal of vinyl wall cove base associated mastic ..... \$2.50/LF
  - 3.6. Removal of poured composition(Asbestolith) flooring (1/4" thick)..... \$2.50/SF
  - 3.7. Removal of floor levelstic..... \$1.50/SF
  - 3.8. Removal of wood flooring and underlying felt paper or mastic vapor barrier ..... \$7.00/SF
  - 3.9. Removal of paneling, chalkboards, tack boards, mirrors including cleaning wall surfaces of associated mastic ..... \$5.00/SF
  - 3.10. Removal of suspended acoustic ceiling ..... \$1.00/SF
  - 3.11. Removal of plaster or gypsum wallboard partition or ceiling ..... \$1.75/SF
  - 3.12. Removal of CMU wall..... \$4.00/SF



- 3.13. Removal of HVAC ductwork ..... \$1.00/SF
- 3.14. Removal of pipe flange gasket..... \$25.00/EA
- 3.15. Removal of transite sheet..... \$12.50/SF
- 3.16. Removal of fire door and/or door glazing..... \$125.00/EA
- 3.17. Removal of transite lab top, table or fume hood..... \$5.00/SF
- 3.18. Removal of exterior transite pipe or conduit ..... \$25.00/LF
- 3.19. Hard Barrier – Work area separation consisting of metal studs 16” o.c., 5/8” fire rated gypsum wall board both sides, joints taped and edges sealed with caulk..... \$12.50/SF
- 4. PCB Abatement
  - 4.1. Set up containment area (up to 400SF) including decontamination unit for abatement of PCB ..... \$1,300.00/EA
  - 4.2. Set up containment area (up to 400SF) including decontamination unit except for installation of equipment used to create and maintain negative pressure for abatement of PCB ..... \$1,100.00/EA
  - 4.3. PCB contaminated caulk abatement with removal of 6” of building materials on either side of caulked joint..... \$4.73/LF
  - 4.4. PCB contaminated caulk abatement with removal of 12” of building materials on either side of caulked joint..... \$8.78/LF
  - 4.5. PCB contaminated caulk abatement with no removal of building materials ..... \$3.15/LF
  - 4.6. Removal of door and contaminated caulk ..... \$125.00/EA
- 5. Spruce fir 2” X 6” X 8’ ..... \$ \_\_\_\_\_/EA
- 6. 4X8 Sheet of 3/4” exterior grade plywood ..... \$ \_\_\_\_\_/EA
- 7. One (1) 20’ x 100’ roll 6 mil flame retardant reinforced polyethylene type sheeting ..... \$ \_\_\_\_\_/EA
- 8. Concrete floor saw-cutting (up to 6” thick) ..... \$ \_\_\_\_\_/LF

**Changes in the Work.** All bidders are herein advised that they are to provide, in the space provided below, a written description of how they would price lump sum changes. It is understood that the Unit Prices which you would insert in this Proposal Form response would be one element of the Change pricing, however, it is necessary to determine up front and reach agreement on, your intended method of determining units of labor productivity and material pricing as well. Bidders are to be explicit as to what Manual(s), if any, are intended to be utilized. Once accepted by the Construction Manager, provide copies of all applicable pricing manuals for use by the Construction Manual in evaluating Change Order pricing.

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Provide labor rates which may be used, subject to review and approval, in pricing any extra work that may be required. Rates are to be complete billing rates and are to include actual wages, taxes, fringes, insurance, small tools and incidentals and **15%** overhead and profit (combined). Base price on current rates in effect at time of bid. As prevailing wages and fringes rate change, these increases will be added to the labor rates at actual cost. Increases in wage rates are subject to audit. Complete the attached Wage Rate Breakdown Form for each classification of worker anticipated to work on the Project.

**I. ALTERNATE PRICES**

An Alternate Price shall include all costs associated with the changes, omissions, additions or other adjustments to the Work of this Bid Package (Contract) which are described in the Alternate, or are reasonably inferable therefrom. Claims for extras resulting from changes caused by the acceptance or rejection of any Alternate will not be allowed. Alternate Prices shall also include all costs of overhead, profit and bonds associated with the work of the Alternate, whether additive or deductive.

The Drawings, Specifications and other Contract Documents shall be considered appropriately modified by either the acceptance or rejection of the various Alternates. The Owner and the Construction Manager expressly reserve the right to accept or reject any, or all, Alternate Prices, and in any sequence prior to or after award. Acceptance or rejection of any Alternate does not relieve the Bidder of timely completion of the Work within the time periods indicated.

ALTERNATES:

None.

**J. ALLOWANCES**

The Bidder includes the following Allowances and rates in the total Lump Sum Amount of the Base Bid for this Bid Package. Further to Article 10 in the General Conditions and unless noted otherwise below, the following allowance amounts include the Trade Contractor’s cost of materials less applicable discounts, delivery to the site, applicable taxes, unloading, handling, installation, allowable overhead and profit. All other costs associated with completing the work described in the allowance is included in the base bid but outside of the allowance amount.

ALLOWANCES: if these allowances are listed in spec, please make sure to reference the spec section

- 1. Removal and legal disposal of 500CY of PCB contaminated soils.

500 CY of PCB contaminated soils X \$ \_\_\_\_\_/CY = \$ \_\_\_\_\_

- 2. Lead Based Paint (LBP)

- a. Set up containment area (up to 400SF) including barriers and decontamination unit for removal of LBP. ....\$ \_\_\_\_\_/EA X 12 = \$ \_\_\_\_\_
- b. Strip LBP from flat surfaces .....\$ \_\_\_\_\_/SF X 100 = \$ \_\_\_\_\_
- c. Disposal of hazardous waste containing lead .....\$ \_\_\_\_\_/CY X 1 = \$ \_\_\_\_\_
- Total LBP Allowance ..... \$ \_\_\_\_\_

- 3. Asbestos Contaminated Material (ACM)

- a. Set up containment area (up to 400SF) including decontamination unit for abatement of ACM ..... \$1,300 /EA X 4 = \$5,200
- b. Removal of pipe insulation ..... \$20/LF X 200 = \$4,000
- c. Glove bag removal of pipe fitting insulation ..... \$50/EA X 400 = \$20,000
- d. Removal of resilient flooring and associate mastic ..... \$5/SF X 1000 = \$5,000
- e. Removal of vinyl wall cove base associated mastic ..... \$2.50/LF X 250 = \$625
- f. Removal of poured composition(Asbestolith) flooring (1/4” thick) ..... \$2.50/SF X 400 = \$1,000
- g. Removal of floor levalstic ..... \$1.50 /SF X 1000 = \$1,500
- h. Removal of wood flooring and underlying felt paper or mastic vapor barrier ..... \$7/SF X 275 = \$1,925

- i. Removal of paneling, chalkboards, tack boards, mirrors including cleaning wall surfaces of associated mastic.....\$5/SF X 300 = \$1,500
  - j. Removal of suspended acoustic ceiling .....\$1 /SF X 1000 = \$1,000
  - k. Removal of plaster or gypsum wallboard partition or ceiling .....\$1.75/SF X 1000 = \$1,750
  - l. Removal of CMU wall.....\$4/SF X 1000 = \$4,000
  - m. Removal of HVAC ductwork .....\$1 /SF X 1000 = \$1,000
  - n. Removal of pipe flange gasket.....\$25/EA X 10 = \$250
  - o. Removal of transite sheet.....\$12.50/SF X 1000 = \$12,500
  - p. Removal of fire door and/or door glazing.....\$125/EA X 10 = \$1,250
  - q. Removal of transite lab top, table or fume hood.....\$5 /SF X 100 = \$500
  - r. Removal of exterior transite pipe or conduit ..... \$25/LF X 100 = \$2,500
  - s. Hard Barrier – Work area separation consisting of metal studs 16” o.c., 5/8” fire rated gypsum wall board both sides, joints taped and edges sealed with caulk .....\$12.50/SF X 1000 = \$12,500
  - Total ACM Allowance..... \$ 78,000
4. PCB Abatement
- a. Set up containment area (up to 400SF) including decontamination unit for abatement of PCB.....\$1,300 /EA X 2 = \$2,600
  - b. Set up containment area (up to 400SF) including decontamination unit except for installation of equipment used to create and maintain negative pressure for abatement of PCB. ....\$1,100 /EA X 2 = \$2,200
  - c. PCB contaminated caulk abatement with removal of 6” of building materials on either side of caulked joint..... \$4.73/LF X 400 = \$1,892
  - d. PCB contaminated caulk abatement with removal of 12” of building materials on either side of caulked joint ..... \$8.78/LF X 400 = \$3,512
  - e. PCB contaminated caulk abatement with no removal of building materials..... \$3.15/LF X 400 = \$1,260
  - f. Removal of door and contaminated caulk .....\$125/EA X 10 = \$1,250
  - Total PCB Allowance ..... \$12,714
5. 450 man-hours of laborer journeyman premium time labor and 50 man-hours of laborer foreman premium time labor (Premium portion only) to accelerate work in addition to the base scope requirements at the direction of the Construction Manager. Note that the Trade Contractor remains responsible to maintain the schedule and that this allowance will NOT be used for that purpose.
- Premium Rate Portion – Journeyman Laborer.....\$ \_\_\_\_\_/Hr X 450 = \$ \_\_\_\_\_
- Premium Rate Portion – Foreman Laborer.....\$ \_\_\_\_\_/Hr X 50 = \$ \_\_\_\_\_
6. 100 laborer journeyman man hours to provide interim clean-up in addition to the base scope requirements at the direction of the Construction Manager.
- Journeyman Laborer .....\$ \_\_\_\_\_/Hr X 450 = \$ \_\_\_\_\_

7. 90 man-hours of carpenter journeyman time and 10 man-hours of carpenter foreman time to provide temporary protection measures in addition to the base scope requirements Include all necessary fastenerd, 100- Spruce fir 2" X 6" X 8', 25- 4X8 sheets of 3/4" exterior grade plywood, 4 rolls 20' x 100' roll 6 mil flame retardant reinforced polyethylene type sheeting at the direction of the Construction Manager.

Journeyman Carpenter .....	\$ _____/Hr X 90 =	\$ _____
Foreman Carpenter .....	\$ _____/Hr X 10 =	\$ _____
Spruce fir 2" X 6.....	\$ _____/EA X 100 =	\$ _____
4X8 sheets of 3/4" exterior grade plywood .....	\$ _____/EA X 25 =	\$ _____
20' x 100' roll 6 mil flame retardant reinforced polyethylene type sheeting.....	\$ _____/EA X 4 =	\$ _____
Total .....		\$ _____

**K. COST AND QUANTITY BREAKDOWN**

In order to properly evaluate the Proposal, provide the following information. The Scope of Work to be awarded will not be influenced by the cost and quantity information requested here.

1. **COST BREAKDOWN**

Total Material .....	\$ _____
Total Labor Cost .....	\$ _____
Total Subcontractor/Equipment Cost.....	\$ _____
Total Applicable Sales and Use Taxes.....	\$ _____
Allowances.....	\$ _____
Total Bond Cost .....	\$ _____
Total Bid .....	\$ _____
Total Estimated On-Site Manhours .....	_____

2. **QUANTITY BREAKDOWN** (Note: The items listed below are not intended to be an all inclusive listing, but merely to highlight some items of work.)

**THE INFORMATION LISTED BELOW IN THE QUANTITY BREAKDOWN SECTION IS REQUIRED AT THE TIME OF BID SUBMISSION.**

Item	Quantity	Total Cost
Mobilization	_____ EA	\$ _____
Safety	L.S	\$ _____
Concrete Cutting	_____ LF.	\$ _____
Selective Demolition	L.S	\$ _____
PCB Abatement	_____ LBS.	\$ _____
ACM Abatement	_____ LBS.	\$ _____
Lead Abatement	_____ SF.	\$ _____
Building Demolition	L.S.	\$ _____
Daily Clean Up	L.S.	\$ _____
Allowances	L.S.	\$ _____
Other	L.S.	\$ _____
Total Bid	L.S.	\$ _____

## **L. SCOPE OF WORK**

### **1. Description of Work Included**

Except for those items (if any) specifically noted in the section below entitled "Description of Work Excluded", the Work of this Bid Package shall **INCLUDE** all of the following:

- a. All items of work required by, and/or specified in, those Sections of the Specifications which are listed herein, under Section M **SPECIFICATIONS**.
- b. All items of work related to the "Scope of Work", which are shown on the Drawings listed herein under Section N **Contract Drawings**.
- c. The following "Significant Items of Work" are related to those required by the above referenced documents and are to be provided under, and hereby form a part of, the Scope of Work of this Bid Package (Contract). Should any conflict exist between this written scope of work and the scope of work inferred by the above referenced documents, this scope of work shall govern. All items are furnished and installed by this Trade Contractor unless noted otherwise.

### **GENERAL**

1. Include all costs for Trade Contractor personnel and all sub-trade contractor personnel for safety orientation and other safety related meetings, etc. for all labor forces working on this jobsite. This orientation is mandatory for all personnel working on-site and is expected to last approximately 1/2 hour. Safety orientations will be scheduled by the Construction Manager. **ALL PERSONNEL (including truck drivers) MUST ATTEND THE SAFETY ORIENTATION PRIOR TO PERFORMING ANY WORK ON SITE.** Also, each week, in addition to safety training, safety meetings, and tool box talks that the Trade Contractor provides to their employees, include attendance by all on-site personnel to attend a weekly safety talk that will be conducted by the Construction Manager. This talk will take place on a regular basis one day a week immediately following the lunch break and will last no longer than 10 minutes.
2. Retainage of 7.5% is intended to be withheld until Substantial Completion however "partial payments may be made if agreed to by the DCS and Gilbane."
3. This Trade Contractor will not be allowed to begin work on the project until the following items have been submitted: Certificate of Insurance, written Safety Program with Job Hazard Analysis, material status report and a list of all materials required under this Contract with indication of which materials require submittal for approval as outlined in the specifications and a schedule of anticipated date(s) of submittal for each.
4. The items listed herein are not intended to be an all-inclusive listing of the specified Contract Scope of Work, but merely highlight the major items of work. Review the scope of work closely and include all cost to provide all work as required by this bid package. Provide all work required by your scope of work which may be contained in other specifications, or on drawings whether or not specifically listed within this Proposal Form. Should a scope of work item be duplicated in another bid package, do not delete the item from your bid. Notify the Construction Manager immediately. Failure to include costs for a duplicated item will not alleviate the Trade Contractor's responsibility to provide full credit for the item should it be deleted from the bid package after a contract is awarded.

5. Gilbane shall have the right to assemble the craftsmen for orientation, quality, daily stretching, and safety related matters at no additional cost
6. Parking will be available on site in areas to be designated by the Construction Manager. Please refer to the Site Utilization Plan detailing parking in Lot A. A portion of the lot will be provided for parking, general lay-down, and storage containers.
7. Construction is to be sequenced and phased per the Gilbane project schedule included in the Project manual and the Phasing Drawings. Review these documents carefully. The school will remain active during construction, and cannot be disrupted. Work within the existing building is to occur as the schedule depicts. Every effort will be made to work around the school schedule, vacations and days off will be utilized.
8. Provide all labor necessary to unload, distribute, and re-handle his material as required until such time that material is in place.
9. All costs required for transporting, erecting, dismantling, and removal of temporary facilities and equipment required by this Trade Contractor are to be included in the base bid amount.
10. Trade contractors shall participate with the inspection walkthroughs as requested by the Construction Manager. Provide suitable access for inspectors to perform all tests or inspections. Trade Contractor supplied temporary ladders and lifts to perform their work are to be available for the use of all parties.
11. The site is very restricted and the building will be occupied during the work. Deliveries and storage must be coordinated with the Construction Manager in advance. On site storage will not be available without prior approval by the Construction Manager.
12. All equipment used on the Jobsite shall be in good working order and maintained and operated as designed and have state of the art noise, vibration and exhaust control
13. Layout from a bench mark provided by others is the responsibility of the Trade Contractor requiring the layout.
14. Immediately notify the Construction Manager of any delays to the schedule of this bid package scope which is being caused by the work of any other Trade Contractor on site. This requirement supersedes other notice provisions in the Contract Documents for this type of delay.
15. This Trade Contractor shall keep all access roadways free and clean from equipment, material, soil or objects which may inhibit the flow of traffic.
16. Daily cleanup is to be provided on a daily basis to a central location and the adequate cost for same is to be carried in the proposal response. Daily clean up is defined as properly removing all debris, neatly organizing remaining material, and broom sweeping work areas, etc. after completion of the day's work at a minimum of EVERY SINGLE DAY.
17. The schedule of values will contain line items for clean up, submittals, safety and as-builts and close out in addition to line items apportioning "the Work". Payments made against these items will be directly related to Trade contractor's Performance. A schedule of values must be submitted and approved prior to the first application for payment being submitted.

18. Electrical power for 110 v. power tools and its consumption cost is by others. Include all cost for electrical connection or hook up required is by this bid package.
19. Sets of documents are available at the Trade Contractor's expense. Contact Service Point at 203.624.0079.
20. Whenever the contract documents require a certified engineer's stamp, review or report, it shall be understood to mean an engineer licensed in the applicable discipline, fully insured and registered in the State of Connecticut.
21. Demobilize/remobilize as the construction schedule and/or weather conditions require at no extra cost.
22. Each Trade Contractor will perform a First Delivery Inspection of materials with the Construction Manager to confirm that materials meet the Project Specifications and approved submittals. These reports shall be turned in with the daily report no more than 24 hours after material arrival. Submission of the First Delivery Inspection Report is a condition of monthly payment. All delays that result from failure to confirm materials delivered with the Construction Manager are at the Trade Contractor's cost, including those of other Trade Contractors on this Project. The Construction Manager will provide a form for this use, which is to be jointly filled out by the Construction Manager and the Trade Contractor. It is the Trade Contractor's responsibility to perform subsequent delivery inspections to ensure compliance with Specifications. Include Benchmarking of initial installations in accordance with the Quality Plan in the Project Manual.
23. There will be no deviations from the submittal format established by the Project Specifications. It is the Trade Contractor's responsibility to complete Submittals in a timely fashion, and to monitor the status of the A/E review. The Trade Contractors shall provide a Submittal Schedule no later than ten (10) days following the receipt of the Notice of Award. All submittals must be received by Construction Manager within 60 days of award, or earlier as required to meet delivery schedules. Include in the schedule a listing for any equipment or materials where shop drawings will take more than 4 weeks to prepare, and for equipment or materials that will take more than 6 weeks to arrive following shop drawing approval.
24. Any payment for overtime work, if authorized as an extra, is for labor, and not for equipment provided on job during regular shift.
25. The successful Bidder shall be responsible for all winter conditions and temporary protection associated with the work of this bid package. If applicable, Include snow removal as necessary to perform your work, except access to the site and slabs, which is by others
26. Each Trade Contractor, where applicable, will receive, unload, and distribute, secure and install all materials furnished by others for installation under this scope. All fittings and hardware required for final connection and installation shall be by the installer.
27. The Construction Manager will arrange to provide temporary electrical power panels for hand tools (by –Electrical Trade Contractor) and water (by HVAC & Plumbing Trade Contractor) at the site for the Trade Contractor's use.

28. Trade Contractor must not use building or site sewage or drainage systems for equipment cleaning purposes.
29. There will be no watchman or security guard on site. All trade Contractors are responsible for security of materials, equipment, and work in place until acceptance as it relates to your work. This includes safety barriers and precautions during off-hours.
30. It is the trade contractor's responsibility to request a preconstruction meeting 30 days prior to commencement of work or 30 days prior to the start of shop drawings where coordination with other trades are required.
31. Specification Section 01 45 00 Paragraph 1.4, B indicates that the re-testing or re-inspection of deficient items are the cost responsibility of the CMR. This will be the cost responsibility of the Trade Contractor. The Trade Contractor shall ensure to submit requests for ALL inspections to the Construction Manager and shall ensure that the assembly to be inspected has been reviewed in advanced of the inspector. Any costs associated with re-inspection will be the trade contractor's responsibility
32. The trade contractor shall request approval from the Construction Manager to work overtime 72 (Construction Manager has 48 hour notice request to the owner) hours in advanced
33. Deduct changes utilizing the Unit Prices per Specification Section 01 20 00 Part 1.5 D – Unit Prices will be issued at a 10% reduction of the Contract Unit Price
34. Specification Section 01 25 00 – Paragraph 1.4 A specifically indicates that the owner will consider requests for equal or substitutions if made prior to the Construction Manager's Subcontractor Competitive Bid. The trade contractor must submit (in the format indicated) requests for substitution or equals a minimum of two (2) week prior to the bid date as a means of allowing for adequate time for review and consideration by the owner and A/E.
35. RFIs process under the Contract Modification Procedures – Specification Section 01 26 00 – The trade contractor shall be timely in reviewing documents. The Construction Manager has a 5 day notice period to inform the owner of potential changes following the Architect's response per Specification Section 01 26 00 – Paragraph 1.3, Part 6. The trade contract will have two (2) calendar days to provide such notice to the Construction Manager or the trade contractor waives the right to seek additional time or cost.
36. RFPs issued by the architect and submitted to the trade contractor by the Construction Manager shall be responded to within 7 calendar days.
37. Specification Section 01 29 76 – Paragraph 1.3 – Part 4 specifically notes SOV requirements of the Construction Manager to the owner. Item Nos. b, d, e, f, and h are specifically tied to the deliverables required by the trade contractors. These items shall be specifically itemized in the trade contractor's SOV to the Construction Manager. The trade contractors inability to submit or perform the referenced work will result in forfeiting the monthly value and a deduct change order will be processed.
38. A minimum of one safety meeting per month is required per Specification Section 01 31 19, 1.6.



39. Fire Stop Systems – A single source fire stop manufacturer will be selected by the Construction Manager from the list of providers noted in the Contract Documents. The trade contractor will be required to provide fire stop systems as it applies to the individual scope. The trade contractors shall also include fire stop / safe labeling and tagging each penetration or application with data including but not limited to Installer, Contractor, Location, System used, and date. Also, the trade contractor shall provide data log entries for use in generating an as-built plan including location.
40. Refer to perimeter fencing and gates as indicated on the Site Utilization Plan. The site contractor will provide all fencing and it is each trade contractor's responsibility to keep the gates closed when entering or exiting the site. The gates shall be closed at all times. This will be included as part of the initial orientation process but must be reinforced by the trade contractor's project manager and field supervisor.
41. The State will utilize PM Web for electronic documentation submission for all daily reports, safety reports, submittals, as-builts, RFIs, change related correspondence and general correspondence. The license costs is \$500 per trade contractor plus 20% each year (or any portion of a year) for maintenance. For example, if the license is purchased in February, 2012 and is needed through September of 2014, the cost would be \$800, \$500 for the license fee plus 20% (\$100) per year for maintenance for 3 years (\$300 total), even if the duration is only 31 months of usage.
42. Trade contractors will be required to enter daily reports in PM Web on a community computer provided and located by the Construction Manager. It is recommended that your field foreman is equipped with their own computer for efficiency in the event the community computer is not available due to use by other trade contractors during the work day.
43. All reference in the contract documents to the Construction Manager/CMR/General Contractor/Contractor as performing any field work or providing services in connection with any aspect of the Work shall be understood to mean the Trade Contractor. The Construction Manager will not layout, log, record, or otherwise provide actual work or service related to the Trade Contractor's scope of work, inclusive of Division 0 and Division 1 specifications.
44. Note specification section 01 78 30, 1.3, F; minimum warranty period is eighteen (18) months unless specified otherwise for a longer duration. The warranty period does not commence until final acceptance by the Owner. Do not assume a shorter warranty period regardless of a shorter period stipulated elsewhere in the documents and include all costs accordingly.
45. Gilbane has automated its monthly payment application process and solely utilizes an online web-based application provided by Textura LLC. Trade contractors will be required to participate and must implement Textura on the project. Textura will automatically generate the AIA G702/703 and Lien Release Documents. Any additional documentation required as part of the Gilbane application process must be uploaded in the form of a PDF prior to your submission. There is a nominal fee to use this service. These costs are summarized in the Textura brochure included as an attachment to this bid package. Include the costs of using this service in your bid. If you have any questions regarding Textura's Terms and Conditions, costs of service, or training implementation please contact Textura at 866-TEXTURA (839-8872).

46. Conduct an in-house kick-off meeting which must include the personnel that estimated the project and attended the scope review meeting with Gilbane and the personnel that will administer the project (project manager, lead field foreman, accounting, purchasing, etc.). The kick-off meeting must transfer the knowledge of the estimating team to the project administration team. Produce and submit for record the minutes of the meeting, complete with attendance sign-in sheet to the Construction Manager. In the event the Construction Manager is required to devote excessive amounts of time to educating trade contractor administrative personnel on the requirements of the project, the Trade Contractor may be billed for that time at the rates in the Construction Manager's contract with the Owner.

**SPECIFIC ITEMS:**

1. Provide all labor, materials, equipment and services required to complete all asbestos abatement, lead abatement, PCB abatement, and demolition work.
2. Provide all work indicated on the drawing and as specified in the following Specification Sections. The work specified in the following specification sections is the sole responsibility of this Trade Contractor unless modified below:
  - 020226 Excavation of PCB Remediation Waste Soil
  - 020900 Lead Paint Activity
  - 024116 Structure Demolition
  - 024119 Selective Structure Demolitions
  - 028100 Transportation and Disposal of Hazardous Materials
  - 028213 Asbestos Abatement
  - Unit Price Schedule
  - 028215 Abatement of PCB Contaminated Building MaterialsIn addition, the Trade Contractor shall provide work specified elsewhere in the Specifications and specifically listed within this scope of work.
3. Provide all demolition work as shown and or required, inclusive of removal of all lockers, doors, interior frames, lighting and all other equipment in areas designated for new construction whether or not specifically indicated on the demolition documents. Coordinate activities with Construction Manager. Turn over all salvageable equipment to the Owner for their use as requested. Otherwise, this Trade Contractor is responsible for properly disposing all debris, material and equipment off site.
4. The containment of dust and debris on this project is critical. Provide daily cleanup of the Work. Daily sweeping of all dirt and sanding debris, with wax based sweeping compound is required, as well as additional sweepings as requested by the Construction Manager. Include clean up of all un-assignable trash in addition to your own daily clean up. Construct temporary barriers as necessary to insure the containment of dust and debris if no other barrier is present.
5. Provide all dumpsters required to complete this work. Coordinate the location of your dumpsters with the Construction Manager. The Construction Manager's dumpster shall not be used by this Trade Contractor. Remove and legally dispose of all demolished materials. To the greatest extent possible the Trade Contractor shall recycle demolition material. Provide Construction Manager with documentation of the quantities of materials (tonnage) removed from the site. Also provide documentation of the quantities of materials (tonnage) recycled. In the event that the materials are not directly recycled by the Trade Contractor, provide copies of the monthly recycling report generated by the

facility(ies) which receives the demolition debris. The Project has a goal of recycling at least seventy-five percent (75%) of the waste materials generated by the Project.

6. Carefully remove existing furniture and other room built in casework in room A113 and A115 where exterior wall demolition work is required. Store and turn over equipment to the proper BP 09A for reinstallation.
7. Items to be salvaged are to be placed in the General Trades contractors on-site storage areas. Care shall be taken to prevent damage when removing items from the building.
8. Provide temporary weather protection in areas where demolition and/or abatement occurs and exposes the interior of the building to the exterior. Maintain protection until permanent construction is in place. Protection shall at a minimum consist of fire retardant reinforced poly nailed or screwed in place using wood lath. On the ground level or where access to vandals is likely, use plywood and firmly secured to the structure under poly.
9. Provide all demolition in existing building necessary to complete new work whether or not shown on demolition drawings. Review all drawings to determine extent of demolition made necessary by installation of the new work. Some items of demolition include base cabinets, flooring, ceiling tile and grid, window and sill, lockers, doors, frames and thresholds. MEP demolition is by the MEP trade contractors. The MEP trade contractors will cut, cap, make-safe, and drop to the floor all MEP items. Remove and dispose of all MEP demolition material inclusive of all equipment and the existing generator. Roof top equipment to be demolished shall be lowered to the ground by others. Include removal and disposal from that point for the roof top equipment. Include a final pass thru of all demolition areas to remove any extraneous hangers and MEP clips left over from the initial demolition work.
10. Include proper removal of the asbestos wrapped stage lighting per note 1 on E2.05
11. Roofing will be removed by others. Any other demolition above the roof is by this trade contractor. Include making all roof openings created by the removal of equipment whether tight and safe. Provide safety railing as required until the holes are properly patched by the appropriate trade.
12. Remove decking and structure necessary for skylights and any other equipment or material that is to be installed in the existing roof. Coordinate removal with other trades that are installing equipment. Do not cut until equipment is ready to set in place. Provide and maintain perimeter protection of openings from when cut until permanent equipment is in place.
13. Coordinate removal of existing building roof edges with roofer and carpenter to allow for new roof edge construction. Ensure that no work will be performed that cannot be sealed the same day. The building is to remain weather tight at all times.
14. Remove construction to the extent and in areas necessary to allow the mechanical trades to perform their work. Include removal of the base of the existing boiler to be removed as required for the installation of the new boiler and associated concrete pad.
15. Remove the building to be demolished in its entirety. Include the removal of any underground or overhead structures and foundations associated with the buildings. Note

that asbestos and PCB containing materials have been identified in this building. Remove according to their respective specification sections.

16. This Trade Contractor is responsible for temporary protection of finished surfaces from any damage including water damage. Repair, restore and/or clean or bear the expense for same for damage to or soiling the work or property of others which results from the work of this bid package.
17. Include the saw cutting for the slab on grade removal noted on S1.01. See detail 5/S3.02 for width of slab on grade removal. Slab on grade removal and excavation is by others.
18. Provide all slab on deck removal, inclusive of the metal deck, as required. See slab on deck removal note on D1.06 and other similar notes. The structural steel removal and shoring at slab on deck removal locations is by others.
19. Make all required notifications and obtain all permits and provide copies to the Construction Manager; pay all fees; give notice; file plans and licenses; and arrange for testing, inspection and approvals as it relates to your work, such that the work of other trades can progress in a continuous manner.
20. Each Trade Contractor with sub trade contractor shall have on site, a competent person to coordinate all those sub trade contractors and be the contact person to the Construction Manager for all issues relating to your contract.
21. All supplemental lighting and power that may be required to perform any of the work of this bid package is the responsibility of this Trade Contractor. Ensure compliance with the Gilbane Safety Plan, OSHA, and applicable building codes. Receptacle power and lighting will be provided by the BP26A Trade Contractor as described in the general conditions.
22. A water source will be provided by others. Properly and safely route water from the source as needed to the use location(s) and protect water routing systems.
23. Provide your own means and methods of conducting work. Furnish all labor, materials, accessories, rigging, hoisting, lighting, power and services required to complete the demolition and abatement work.
24. Asbestos and PCB removal operations may only be conducted by trained accredited personnel and licensed Trade Contractor in accordance with all applicable local, CT, EPA and OSHA regulations. Provide copies of all applicable licenses, first aid certificates, CPR certificates, work plan, notification form and personnel airs for asbestos and PCB.
25. All ACM & PCB waste dumpsters shall be covered, locked and labeled at all times. In addition, inspect dumpsters at least three (3) times per day to ensure that there is no leakage from the dumpster. Should leakage be noted, immediate steps must be taken to control, stop and correct the leakage. Any impacted soils must be immediately collected and bagged and asbestos contaminated waste.
26. The removal, handling and transport of all regulated materials must be conducted by trained accredited personnel and licensed Trade Contractor, Transporter in accordance with all applicable local, CT, EPA and OSHA regulations. Provide copies of all applicable licenses, certificates, notifications, personnel monitoring, etc. The Trade

- Contractor must transport and dispose of waste at approved, licensed landfills, recycling centers and/or disposal facilities.
27. Provide to the Construction Manager proper waste disposal documentation (asbestos & pcb waste disposal receipt) within five (5) days of removal of the waste from the site. In addition, all completed and signed waste disposal receipts must be received from the final waste disposal facility before final payment and retainage can be processed.
  28. Provide all personnel protective equipment and all protective measures required to complete the scope of work in a safe and efficient manner for their employees, other Trade Contractor employees on this site, other personnel utilizing this property, adjoining property occupants and passersby.
  29. Inspect the integrity of the abatement containment areas/control devices on a continual basis. Any breaks in containment/control barriers must be immediately corrected and reported to the Construction Manager along with the preventative measures to be taken to ensure that no further such breaks occur.
  30. Provide to the Construction Manager an abatement work plan detailing all means and methods, sequence/flow of work, worker and site supervisor manpower utilization.
  31. Provide to the Construction Manager evidence (manometer print-outs, etc.) of adequate negative pressure differential in containments.
  32. Ensure that the required signage remains in place at all times as well as all other protective measures necessary for multi-contractor site communication/protection.
  33. Comply with all applicable local, state and federal regulations.
  34. Provide a Project specific Pollution Liability policy with Asbestos/PCB specific coverage. The minimum limit is \$5 Million per Occurrence. The policy shall name Gilbane Building Company and the State of CT as additional insured.
  35. Determine all existing conditions which conflict or prevent the complete abatement or removal work and notify the Construction Manager with the details in sufficient time to allow the appropriate mechanical, electrical or general trade's contractors to complete these removals. Remobilization or additional charges shall not be paid to this Trade Contractor for work resulting from their failure to request the removal of conflicting items.
  36. Provide all access pre-work (ex., pulling up carpets, demoing walls/ceilings, demoing/moving cabinets, impacting equipment plumbing, etc.) as necessary to get to all asbestos containing and/or other regulated materials.
  37. Provide a hygienist to conduct inspections and clearance air sampling as required. The Trade Contractor must coordinate with the Construction Manager so as not to impede work progress and in order to meet the provided phasing and milestone schedule.
  38. Trade Contractor shall collect all samples on this project. Should there be questions about any materials; the Trade Contractor shall notify the Construction Manager so that arrangements can be made for a proper assessment by licensed personnel.

39. Provide results of all required OSHA personnel air samples for asbestos to the Construction Manager. At least one set of OSHA personal air samples must be collected each day for each established containment.
40. Provide recording manometers with audible alarms for all major containments to document that the required pressure differential is achieved and maintained for the duration of the abatement in that area. Provide the Construction Manager with copies of the manometer recording tapes for each containment regularly on a weekly basis and immediately at the Construction Manager's request. Should the containment pressure differential dip below the required levels the Trade Contractor must immediately seal all sources of intake air/accesses to ensure no fiber release to unprotected areas. Do not allow any workers within the containment at the time of negative pressure loss to leave prior to sealing as this will increase the likelihood of fiber release. This access shall remain sealed until adequate negative pressure has been restored.
41. Have on site at all times at least one additional operational negative pressure air filtration machine to be used in the event there is a malfunction of a machine being used in a containment area. In addition to this primary required "back-up", the Trade Contractor shall have one additional "back-up" machine for every four (4) separate containment areas in which abatement is occurring concurrently.
42. Include removal of existing decking, as detailed on A1.11.
43. Provide all lead abatement required. Coordinate with the structural steel trade contractor for lead abatement at all connections to existing structure.
44. Provide all shoring of existing structure as may be required by demolition activities. All shoring must be designed and stamped by a licensed professional engineer. Maintain shoring until no longer needed. Remove and dispose of when requested by the Construction Manager.
45. Cut all roof opening in concrete roof decks as required. See 1/S1.11 and assume all posts require deck cuts.
46. Provide cutting of openings more than 144 square inches for the installation of new and/or temporary MEP systems. The applicable MEP trade will provide layout, inclusive of marking the actual location on the material to be cut, for holes in excess of 144 square inches. Review all drawings, inclusive of the MEP drawings, for the extent of the new and/or temporary MEP systems. Include bracing and shoring as needed.

2. Description of Work Excluded

1. Building and Site Excavation
2. Saw cutting and removal of slab inside build for excavation activities

**M. SPECIFICATIONS**

The following Specifications Sections, together with the Drawings and other related items of work as described herein, further define the Scope of Work of the Bid Package (Contract):

1. Specific work of this trade as defined in the following Specification Sections:

Gilbane Project Manual  
All Division 01 – General Requirements  
020226 Excavation of PCB Remediation Waste Soil  
020900 Lead Paint Activity  
024116 Structure Demolition  
024119 Selective Structure Demolition  
028100 Transportation and Disposal of Hazardous Materials  
028213 Asbestos Abatement  
028215 Abatement of PCB Contaminated Building Materials

2. Work related to this trade as defined in the following Specification Sections:

All other specification sections as listed in the Project Manual for the Additions and Renovation HC Wilcox Regional Vocational Technical School project, Table of Contents, dated Rev. 102010 as prepared by Tai Soo Kim Partners, LLC. Note this table of contents may be modified by Bid Supplements and Addenda.

#### **N. CONTRACT DRAWINGS**

1. The following drawings are included in the Scope of Work of this Bid Package.

All drawings as listed in Section 00 01 15 – List of Drawing Sheets with schedule titled Additions & Alterations HC Wilcox Technical High School, Meriden, CT, State Project No. BI-RT-843 Contract Drawing List, dated September 26, 2011. Note this list may be modified by Bid Supplements and Addenda.

**O.** The undersigned represents that this Proposal is made in good faith, without fraud, collusion, or connection of any kind with any other bidder of the same work, that he is competing in his own interest and in his own behalf, without connection of obligation to any undisclosed person, that no other person has any interest in regard to all conditions pertaining to the Work and in regard to the place where it is to be done, has made his own examination and estimates and from them makes this Proposal.

The undersigned represents that he has reviewed the Trade Contract Agreement issued as part of the bidding documents, agrees that if selected for award he will execute the Trade Contract Agreement without exceptions, exclusions, qualifications, clarifications and/or alterations, and is authorized to make such representation on behalf of the Bidder.

The undersigned represents that he has reviewed the insurance requirements in Article 6 of the Trade Contract Agreement, has included all costs to fully comply with same, and is authorized to make this representation on behalf of the Bidder.

Bidder: \_\_\_\_\_  
(Legal Signature) (Type/Print Name)  
\_\_\_\_\_  
(Title)

Firm: \_\_\_\_\_ Address: \_\_\_\_\_  
Business Phone No.: (\_\_\_\_) \_\_\_\_\_  
Business Fax No.: (\_\_\_\_) \_\_\_\_\_

This bidder is a (an): \_\_\_\_\_ Individual, Partnership, Corporation  
**Current Experience Modification Rating** \_\_\_\_\_ **Federal ID#** \_\_\_\_\_  
**OSHA Incident Rates: Recordable** \_\_\_\_\_

List here by title and number all licenses held by the bidder associated with the performance of this work.

License Title	License Number
_____	_____
_____	_____
_____	_____

Indicate the name of the health plan(s) to which benefits will be paid for all employees working on this project. \_\_\_\_\_

The full names, addresses and telephone numbers of all persons interested in this Proposal, as principals are as follows:

\_\_\_\_\_  
\_\_\_\_\_

**NOTE:** This Proposal must bear the written signature of the Bidder.

- a. If the Bidder is an Individual doing business under a name other than his own name, the Proposal must so state, giving the address of the Individual.
- b. If the Bidder is a Partnership, the Proposal must so state, setting forth the names and addresses of all Partners, and must be signed by a Partner so designated as such.
- c. If the Bidder is a Corporation, the Proposal must be signed by a duly authorized officer or agent of such Corporation.



**BREAKDOWN OF HOURLY RATES**

**WORKERS TITLE:** \_\_\_\_\_

	<b>STRAIGHT TIME</b>	<b>ADD for 1 ½ TIME PREMIUM</b>	<b>ADD for DOUBLE TIME PREMIUM</b>
<b>BASE WAGE RATE</b>			
<b>F.I.C.A.</b>			
<b>F.U.T.A.</b>			
<b>S.U.T.A.</b>			
<b>GEN. LIABILITY INS.</b>			
<b>WORKER'S COMP. INS.</b>			
<b>WELFARE FUND</b>			
<b>PENSION FUND</b>			
<b>APPRENTICE FUND</b>			
<b>VACATION FUND</b>			
<b>ED. &amp; CULT. FUND</b>			
<b>DEFERRED INCOME FUND</b>			
<b>PAID HOLIDAYS</b>			
<b>INCIDENTALS</b>			
<b>OTHER:</b> _____			
<b>SUBTOTAL</b>			
<b>OVERHEAD &amp; PROFIT (15%)</b>			
<b>TOTAL</b>			

**SUBMITTED BY:** \_\_\_\_\_

**Not to be included in the wages above:**

<b>BOND PREMIUM</b> .....			
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**PROPOSAL FORM  
FOR  
ADDITIONS AND RENOVATIONS  
HC WILCOX REGIONAL VOCATIONAL TECHNICAL SCHOOL  
STATE PROJECT NO. BI-RT-843-CMR**



**GILBANE JOB NO. 11.5311.000  
BID PACKAGE No. 03A CAST IN PLACE CONCRETE – SBE SET-ASIDE**

**NOTE THAT THIS BID PACKAGE HAS BEEN SET ASIDE FOR SMALL BUSINESS ENTERPRISE (SBE)  
BIDS ONLY. BIDS BY NON-SBE CONTRACTORS WILL BE REJECTED.**

**PRE-BID CONFERENCE:**    October 11, 2011  
**TIME:**                            3:00 PM

**PROPOSAL DUE DATE:**    October 25, 2011  
**TIME:**                            2:00 PM

**LOCATION:**    HC Wilcox Technical School  
                    298 Oregon Road  
                    Meriden, CT 06451

**LOCATION:**    Gilbane Building Company  
                    208 New London Turnpike  
                    Glastonbury, CT 06033

**DEADLINE FOR SUBMISSION OF QUESTIONS:**    October 18, 2011

**To:**    Gilbane Building Company  
          208 New London Turnpike  
          Glastonbury, CT 06033  
          Attention: Patrick J. Delany, District Chief Purchasing Agent

FIRM NAME:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ the undersigned

**A.**    Proposes to furnish all labor, materials, equipment and services as required to satisfactorily complete all **Cast in Place Concrete Work** herein described as Bid Package **No. 03A** as required for the additions and alternations at HC Wilcox Regional Vocational Technical School Project, all in accordance with the Drawings and Specifications as prepared by Tai Soo Kim Partners, LLC, the Gilbane Project Manual, and this Proposal Form.

**B.**    All work required by the foregoing documents will be accomplished for the Lump Sum Bid Price of

\_\_\_\_\_ Dollars (\$) \_\_\_\_\_).  
(Show amount in both words and figures. In case of discrepancy, amount shown in words will govern.)

The Lump Sum Bid Price above INCLUDES all applicable sales and/or use taxes; INCLUDES all insurance premiums required to meet contractual insurance requirements; and INCLUDES all premiums for a Performance Bond and a Labor and Material Payment Bond in the sum of one hundred percent of the Contract price.

C. Bidder agrees that if written notice of the acceptance of this bid is mailed or delivered to the undersigned within one hundred eighty (180) days after the Proposal Due Date, or any time thereafter before it is withdrawn, the undersigned shall meet a representative of the Gilbane Glastonbury office or a mutually agreed upon location to execute the Contract. Performance and Payment Bonds and the appropriate insurance certificates will be delivered to the Construction Manager at the time of execution of the Contract. Failure to execute said contract within ten (10) days after receipt of Notice to Award may be considered a default under the obligation of the bid bond.

D. The above price includes all stipulations and requirements of the following Supplements:

- Supplement \_\_ dated \_\_\_\_\_
- Supplement \_\_ dated \_\_\_\_\_
- Supplement \_\_ dated \_\_\_\_\_
- Supplement \_\_ dated \_\_\_\_\_

which have been received and accepted by the undersigned. Note that it is incumbent of the bidder to include all Supplements issued in the bid. Failure to acknowledge a supplement does not relieve the bidder from the requirements of the supplement.

**E. MILESTONE SCHEDULE DATES**

See Gilbane Project Manual section 00 31 13 – Schedule for activity milestones, durations, and reference. This schedule represents the general milestones that need to be met to achieve the overall project completion dates, and provides guidance to the bidders to understand the time constraints the work must be performed under. The project detailed schedule, in accordance with the terms of the Contract and General Conditions, will be derived from a “Card Trick” scheduling session with mandatory attendance by all prime Trade Contractors.

- 1. Anticipated Date of Contract Award: ..... January 19, 2012
- 2. Commence Shop Drawings and Submittals..... January 19, 2012
- 3. Commence Work for the Proposal:..... August 20, 2012
- 4. Bid Package Substantial Completion:..... June 4, 2014
- 5. Project Substantial Completion..... November 5, 2014

**F. TRADE SUBCONTRACTORS AND MAJOR SUPPLIERS**

The following trade subcontractors are proposed for the item of work listed. Trade subcontractors are subject to review per the General Conditions.

ITEM OF WORK	TRADE SUBCONTRACTORS
_____	_____ EMR: _____
_____	_____ EMR: _____
_____	_____ EMR: _____
_____	_____ EMR: _____

**G. UTILIZATION OF MINORITY CONTRACTORS AND SUPPLIERS Match this section up to final matrix**

1. The Bidder will endeavor to obtain a minimum goal of twenty-five percent (25%) of the awarded amount to minority business trade subcontractors and/or suppliers certified by the **State of Connecticut**.
2. The successful Trade Contractor shall substantiate this participation within ten (10) days after receipt of Notice of Award. Refer to the General Instruction to Bidders for further information.
3. Indicate here the utilization of certified S/MBEs included in the base bid. Failure to comply with M/WBE participation goals may constitute a non-responsive proposal. **IF NO INDICATION IS GIVEN, IT SHALL BE INTERPRETED THAT ZERO M/WBE PARTICIPATION IS INCLUDED.**

This proposal includes \_\_\_\_\_% certified SBE participation.

This proposal includes \_\_\_\_\_% certified MBE participation.

4. S/MBE participation shall count toward stipulated contractual goals or requirements only as described in the General Instructions to Bidders.

**H. UNIT PRICES**

Unit Prices shall be used, where applicable, to make adjustments to the cost of the Work due to changes. All Unit Prices submitted shall be complete in-place prices (unless noted otherwise) and include all costs for overhead, profit, labor, materials, equipment, and any other incidentals related to the completion of the Work, and shall remain firm for the period of the contract. Unit prices listed are for additive work. Deductive unit prices will be calculated at no less than 85% of the additive unit price (100% if used in conjunction with an allowance).

**UNIT PRICES:**

1.	4000 psi Concrete Class A (material only) .....	\$ _____	/CY
2.	3000 psi Concrete Class B (material only) .....	\$ _____	/CY
3.	4000 psi Concrete Class C (material only) .....	\$ _____	/CY
4.	Rebar (in place).....	\$ _____	/TN
5.	2" Rigid Insulation (in place).....	\$ _____	/SF
6.	Concrete Pump Truck /operator .....	\$ _____	/Day
7.	Equipment Pad (base pricing on 6" thick pad detail on S0.03) .....	\$ _____	/SF
8.	Spruce fir 2" X 6" X 8' .....	\$ _____	/EA
9.	4X8 Sheet of 3/4" exterior grade plywood .....	\$ _____	/EA
10.	20' x 100' roll 6 mil flame retardant reinforced polyethylene type sheeting .....	\$ _____	/EA
11.	1" X 6" X 12' #2 pine or similar.....	\$ _____	/EA
12.	Slab boot for vertical post.....	\$ _____	/EA

**Changes in the Work.** All bidders are herein advised that they are to provide, in the space provided below, a written description of how they would price lump sum changes. It is understood that the Unit Prices which you would insert in this Proposal Form response would be one element of the Change pricing, however, it is necessary to determine up front and reach agreement on, your intended method of determining units of labor productivity and material pricing as well. Bidders are to be explicit as to what Manual(s), if any, are intended to be utilized.

Once accepted by the Construction Manager, provide copies of all applicable pricing manuals for use by the Construction Manual in evaluating Change Order pricing.

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Provide labor rates which may be used, subject to review and approval, in pricing any extra work that may be required. Rates are to be complete billing rates and are to include actual wages, taxes, fringes, insurance, small tools and incidentals and **15%** overhead and profit (combined). Base price on current rates in effect at time of bid. As prevailing wages and fringes rate change, these increases will be added to the labor rates at actual cost. Increases in wage rates are subject to audit. Complete the attached Wage Rate Breakdown Form for each classification of worker anticipated to work on the Project.

**I. ALTERNATE PRICES**

An Alternate Price shall include all costs associated with the changes, omissions, additions or other adjustments to the Work of this Bid Package (Contract) which are described in the Alternate, or are reasonably inferable therefrom. Claims for extras resulting from changes caused by the acceptance or rejection of any Alternate will not be allowed. Alternate Prices shall also include all costs of overhead, profit and bonds associated with the work of the Alternate, whether additive or deductive.

The Drawings, Specifications and other Contract Documents shall be considered appropriately modified by either the acceptance or rejection of the various Alternates. The Owner and the Construction Manager expressly reserve the right to accept or reject any, or all, Alternate Prices, and in any sequence prior to or after award. Acceptance or rejection of any Alternate does not relieve the Bidder of timely completion of the Work within the time periods indicated.

ALTERNATES:

None.

**J. ALLOWANCES**

The Bidder includes the following Allowances and rates in the total Lump Sum Amount of the Base Bid for this Bid Package. Further to Article 10 in the General Conditions and unless noted otherwise below, the following allowance amounts include the Trade Contractor's cost of materials less applicable discounts, delivery to the site, applicable taxes, unloading, handling, installation, allowable overhead and profit. All other costs associated with completing the work described in the allowance is included in the base bid but outside of the allowance amount.

ALLOWANCES:

1. 300 man-hours of premium time portion of the labor rate to accelerate work in addition to the base scope requirements at the direction of the Construction Manager. Note that the Trade Contractor remains responsible to maintain the schedule and that this allowance will not be used for that purpose.

Laborer Journeyman ..... \$ \_\_\_\_\_/Hr X 100 = \$ \_\_\_\_\_

Carpener Journeyman ..... \$ \_\_\_\_\_/Hr X 100 = \$ \_\_\_\_\_  
 Cement Finisher Journeyman ..... \$ \_\_\_\_\_/Hr X 100 = \$ \_\_\_\_\_  
 Total..... \$ \_\_\_\_\_

2. 100 Laborer Man Hours to provide interim clean-up in addition to the base scope requirements at the direction of the Construction Manager.

Laborer Journeyman ..... \$ \_\_\_\_\_/Hr X 100 = \$ \_\_\_\_\_

3. 100 man-hours of journeyman time and 30 man-hours of foreman time to provide temporary protection measures in addition to the base scope requirements Include all necessary fasteners, 100- Spruce fir 2” X 6” X 8’, 25- 4X8 sheets of ¾” exterior grade plywood, 4 rolls 20’ x 100’ roll 6 mil flame retardant reinforced polyethylene type sheeting at the direction of the Construction Manager. This is in addition to requirements of the base bid

Journeyman..... \$ \_\_\_\_\_/Hr X 90 = \$ \_\_\_\_\_  
 Foreman ..... \$ \_\_\_\_\_/Hr X 10 = \$ \_\_\_\_\_  
 Spruce fir 2” X 6..... \$ \_\_\_\_\_/EA X 100 = \$ \_\_\_\_\_  
 4X8 sheets of ¾” exterior grade plywood ..... \$ \_\_\_\_\_/EA X 25 = \$ \_\_\_\_\_  
 20’ x 100’ roll 6 mil flame retardant reinforced polyethylene type sheeting..... \$ \_\_\_\_\_/EA X 4 = \$ \_\_\_\_\_  
 Total..... \$ \_\_\_\_\_

4. 100 Man hours to provide safety railings (100 – 2X6X8, 25 slab boots for vertical posts, 25- 1X6X12 Toe Board material, 20 sheets of ¾ “ plywood) in addition the base scope requirements at the direction of the Construction Manager.

Journeyman..... \$ \_\_\_\_\_/Hr X 90 = \$ \_\_\_\_\_  
 Foreman ..... \$ \_\_\_\_\_/Hr X 10 = \$ \_\_\_\_\_  
 Spruce fir 2” X 6” ..... \$ \_\_\_\_\_/EA X 100 = \$ \_\_\_\_\_  
 Slab boot for vertical post..... \$ \_\_\_\_\_/EA X 25 = \$ \_\_\_\_\_  
 1” X 6” X 12’ # 2 pine or equivalent..... \$ \_\_\_\_\_/EA X 25 = \$ \_\_\_\_\_  
 4X8 sheets of ¾” exterior grade plywood ..... \$ \_\_\_\_\_/EA X 20 = \$ \_\_\_\_\_  
 Total..... \$ \_\_\_\_\_

5. 500 square feet of 6” thick equipment pad, inclusive of all needed reinforcement and anchorage. Identify the allowance value included in the bid. This is for any equipment pads not already specifically shown or required by the contract documents:

6” thick pad per detail on S0.03..... \$ \_\_\_\_\_/SF X 500 = \$ \_\_\_\_\_

**K. COST AND QUANTITY BREAKDOWN**

In order to properly evaluate the Proposal, provide the following information. The Scope of Work to be awarded will not be influenced by the cost and quantity information requested here.

1. COST BREAKDOWN

Total Material ..... \$ \_\_\_\_\_  
 Total Labor Cost ..... \$ \_\_\_\_\_  
 Total Subcontractor/Equipment Cost..... \$ \_\_\_\_\_  
 Total Applicable Sales and Use Taxes..... \$ \_\_\_\_\_  
 Allowances..... \$ \_\_\_\_\_  
 Total Bond Cost ..... \$ \_\_\_\_\_

Total Bid .....\$ \_\_\_\_\_  
 Total Estimated On-Site Manhours ..... \_\_\_\_\_

2. **QUANTITY BREAKDOWN** (Note: The items listed below are not intended to be an all inclusive listing, but merely to highlight some items of work.)

**THE INFORMATION LISTED BELOW IN THE QUANTITY BREAKDOWN SECTION IS REQUIRED AT THE TIME OF BID SUBMISSION.**

Item	Quantity	Total Cost
Mobilization	_____ EA	\$ _____
Footings & Piers	_____ CY	\$ _____
Foundation Walls	_____ CY	\$ _____
Slab on Grade	_____ CY	\$ _____
Slab on Deck	_____ CY	\$ _____
Trench Infill	_____ CY	\$ _____
All other Concrete	_____ CY	\$ _____
Rebar	_____ Ton	\$ _____
2" Rigid Insulation	_____ SF	\$ _____
Damp proofing	_____ SF	\$ _____
Daily Clean-up	_____ LS	\$ _____
Scaffold Stair Access	_____ MO	\$ _____
Other	_____ LS	\$ _____
Bond Cost	_____ LS	\$ _____
Total Bid	_____ LS	\$ _____

**L. SCOPE OF WORK**

1. Description of Work Included

Except for those items (if any) specifically noted in the section below entitled "Description of Work Excluded", the Work of this Bid Package shall INCLUDE all of the following:

- a. All items of work required by, and/or specified in, those Sections of the Specifications which are listed herein, under Section M SPECIFICATIONS.
- b. All items of work related to the "Scope of Work", which are shown on the Drawings listed herein under Section N Contract Drawings.
- c. The following "Significant Items of Work" are related to those required by the above referenced documents and are to be provided under, and hereby form a part of, the Scope of Work of this Bid Package (Contract). Should any conflict exist between this written scope of work and the scope of work inferred by the above referenced documents, this scope of work shall govern. All items are furnished and installed by this Trade Contractor unless noted otherwise.

**GENERAL**

- 1. Include all costs for Trade Contractor personnel and all sub-trade contractor personnel for safety orientation and other safety related meetings, etc. for all labor forces working on

this jobsite. This orientation is mandatory for all personnel working on-site and is expected to last approximately 1/2 hour. Safety orientations will be scheduled by the Construction Manager. ALL PERSONNEL (including truck drivers) MUST ATTEND THE SAFETY ORIENTATION PRIOR TO PERFORMING ANY WORK ON SITE. Also, each week, in addition to safety training, safety meetings, and tool box talks that the Trade Contractor provides to their employees, include attendance by all on-site personnel to attend a weekly safety talk that will be conducted by the Construction Manager. This talk will take place on a regular basis one day a week immediately following the lunch break and will last no longer than 10 minutes.

2. Retainage of 7.5% is intended to be withheld until Substantial Completion however “partial payments may be made if agreed to by the DCS and Gilbane.”
3. This Trade Contractor will not be allowed to begin work on the project until the following items have been submitted: Certificate of Insurance, written Safety Program with Job Hazard Analysis, material status report and a list of all materials required under this Contract with indication of which materials require submittal for approval as outlined in the specifications and a schedule of anticipated date(s) of submittal for each.
4. The items listed herein are not intended to be an all-inclusive listing of the specified Contract Scope of Work, but merely highlight the major items of work. Review the scope of work closely and include all cost to provide all work as required by this bid package. Provide all work required by your scope of work which may be contained in other specifications, or on drawings whether or not specifically listed within this Proposal Form. Should a scope of work item be duplicated in another bid package, do not delete the item from your bid. Notify the Construction Manager immediately. Failure to include costs for a duplicated item will not alleviate the Trade Contractor’s responsibility to provide full credit for the item should it be deleted from the bid package after a contract is awarded.
5. Gilbane shall have the right to assemble the craftsmen for orientation, quality, daily stretching, and safety related matters at no additional cost
6. Parking will be available on site in areas to be designated by the Construction Manager. Please refer to the Site Utilization Plan detailing parking in Lot A. A portion of the lot will be provided for parking, general lay-down, and storage containers.
7. Construction is to be sequenced and phased per the Gilbane project schedule included in the Project manual and the Phasing Drawings. Review these documents carefully. The school will remain active during construction, and cannot be disrupted. Work within the existing building is to occur as the schedule depicts. Every effort will be made to work around the school schedule, vacations and days off will be utilized.
8. Provide all labor necessary to unload, distribute, and re-handle his material as required until such time that material is in place.
9. All costs required for transporting, erecting, dismantling, and removal of temporary facilities and equipment required by this Trade Contractor are to be included in the base bid amount.
10. Trade contractors shall participate with the inspection walkthroughs as requested by the Construction Manager. Provide suitable access for inspectors to perform all tests or inspections. Trade Contractor supplied temporary ladders and lifts to perform their work are to be available for the use of all parties.



11. The site is very restricted and the building will be occupied during the work. Deliveries and storage must be coordinated with the Construction Manager in advance. On site storage will not be available without prior approval by the Construction Manager.
12. All equipment used on the Jobsite shall be in good working order and maintained and operated as designed and have state of the art noise, vibration and exhaust control
13. Layout from a bench mark provided by others is the responsibility of the Trade Contractor requiring the layout.
14. Immediately notify the Construction Manager of any delays to the schedule of this bid package scope which is being caused by the work of any other Trade Contractor on site. This requirement supersedes other notice provisions in the Contract Documents for this type of delay.
15. This Trade Contractor shall keep all access roadways free and clean from equipment, material, soil or objects which may inhibit the flow of traffic.
16. Daily cleanup is to be provided on a daily basis to a central location and the adequate cost for same is to be carried in the proposal response. Daily clean up is defined as properly removing all debris, neatly organizing remaining material, and broom sweeping work areas, etc. after completion of the day's work at a minimum of EVERY SINGLE DAY.
17. The schedule of values will contain line items for clean up, submittals, safety and as-builts and close out in addition to line items apportioning "the Work". Payments made against these items will be directly related to Trade contractor's Performance. A schedule of values must be submitted and approved prior to the first application for payment being submitted.
18. Electrical power for 110 v. power tools and its consumption cost is by others. Include all cost for electrical connection or hook up required is by this bid package.
19. Sets of documents are available at the Trade Contractor's expense. Contact Service Point at 203.624.0079.
20. Whenever the contract documents require a certified engineer's stamp, review or report, it shall be understood to mean an engineer licensed in the applicable discipline, fully insured and registered in the State of Connecticut.
21. Demobilize/remobilize as the construction schedule and/or weather conditions require at no extra cost.
22. Each Trade Contractor will perform a First Delivery Inspection of materials with the Construction Manager to confirm that materials meet the Project Specifications and approved submittals. These reports shall be turned in with the daily report no more than 24 hours after material arrival. Submission of the First Delivery Inspection Report is a condition of monthly payment. All delays that result from failure to confirm materials delivered with the Construction Manager are at the Trade Contractor's cost, including those of other Trade Contractors on this Project. The Construction Manager will provide a form for this use, which is to be jointly filled out by the Construction Manager and the Trade Contractor. It is the Trade Contractor's responsibility to perform subsequent

delivery inspections to ensure compliance with Specifications. Include Benchmarking of initial installations in accordance with the Quality Plan in the Project Manual.

23. There will be no deviations from the submittal format established by the Project Specifications. It is the Trade Contractor's responsibility to complete Submittals in a timely fashion, and to monitor the status of the A/E review. The Trade Contractors shall provide a Submittal Schedule no later than ten (10) days following the receipt of the Notice of Award. All submittals must be received by Construction Manager within 60 days of award, or earlier as required to meet delivery schedules. Include in the schedule a listing for any equipment or materials where shop drawings will take more than 4 weeks to prepare, and for equipment or materials that will take more than 6 weeks to arrive following shop drawing approval.
24. Any payment for overtime work, if authorized as an extra, is for labor, and not for equipment provided on job during regular shift.
25. The successful Bidder shall be responsible for all winter conditions and temporary protection associated with the work of this bid package. If applicable, Include snow removal as necessary to perform your work, except access to the site and slabs, which is by others
26. Each Trade Contractor, where applicable, will receive, unload, and distribute, secure and install all materials furnished by others for installation under this scope. All fittings and hardware required for final connection and installation shall be by the installer.
27. The Construction Manager will arrange to provide temporary electrical power panels for hand tools (by –Electrical Trade Contractor) and water (by HVAC & Plumbing Trade Contractor) at the site for the Trade Contractor's use.
28. Trade Contractor must not use building or site sewage or drainage systems for equipment cleaning purposes.
29. There will be no watchman or security guard on site. All trade Contractors are responsible for security of materials, equipment, and work in place until acceptance as it relates to your work. This includes safety barriers and precautions during off-hours.
30. It is the trade contractor's responsibility to request a preconstruction meeting 30 days prior to commencement of work or 30 days prior to the start of shop drawings where coordination with other trades are required.
31. Specification Section 01 45 00 Paragraph 1.4, B indicates that the re-testing or re-inspection of deficient items are the cost responsibility of the CMR. This will be the cost responsibility of the Trade Contractor. The Trade Contractor shall ensure to submit requests for ALL inspections to the Construction Manager and shall ensure that the assembly to be inspected has been reviewed in advanced of the inspector. Any costs associated with re-inspection will be the trade contractor's responsibility
32. The trade contractor shall request approval from the Construction Manager to work overtime 72 (Construction Manager has 48 hour notice request to the owner) hours in advanced

33. Deduct changes utilizing the Unit Prices per Specification Section 01 20 00 Part 1.5 D – Unit Prices will be issued at a 10% reduction of the Contract Unit Price
34. Specification Section 01 25 00 – Paragraph 1.4 A specifically indicates that the owner will consider requests for equal or substitutions if made prior to the Construction Manager’s Subcontractor Competitive Bid. The trade contractor must submit (in the format indicated) requests for substitution or equals a minimum of two (2) week prior to the bid date as a means of allowing for adequate time for review and consideration by the owner and A/E.
35. RFIs process under the Contract Modification Procedures – Specification Section 01 26 00 – The trade contractor shall be timely in reviewing documents. The Construction Manager has a 5 day notice period to inform the owner of potential changes following the Architect’s response per Specification Section 01 26 00 – Paragraph 1.3, Part 6. The trade contract will have two (2) calendar days to provide such notice to the Construction Manager or the trade contractor waives the right to seek additional time or cost.
36. RFPs issued by the architect and submitted to the trade contractor by the Construction Manager shall be responded to within 7 calendar days.
37. Specification Section 01 29 76 – Paragraph 1.3 – Part 4 specifically notes SOV requirements of the Construction Manager to the owner. Item Nos. b, d, e, f, and h are specifically tied to the deliverables required by the trade contractors. These items shall be specifically itemized in the trade contractor’s SOV to the Construction Manager. The trade contractors inability to submit or perform the referenced work will result in forfeiting the monthly value and a deduct change order will be processed.
38. A minimum of one safety meeting per month is required per Specification Section 01 31 19, 1.6.
39. Fire Stop Systems – A single source fire stop manufacturer will be selected by the Construction Manager from the list of providers noted in the Contract Documents. The trade contractor will be required to provide fire stop systems as it applies to the individual scope. The trade contractors shall also include fire stop / safe labeling and tagging each penetration or application with data including but not limited to Installer, Contractor, Location, System used, and date. Also, the trade contractor shall provide data log entries for use in generating an as-built plan including location.
40. Refer to perimeter fencing and gates as indicated on the Site Utilization Plan. The site contractor will provide all fencing and it is each trade contractor’s responsibility to keep the gates closed when entering or exiting the site. The gates shall be closed at all times. This will be included as part of the initial orientation process but must be reinforced by the trade contractor’s project manager and field supervisor.
41. The State will utilize PM Web for electronic documentation submission for all daily reports, safety reports, submittals, as-builts, RFIs, change related correspondence and general correspondence. The license costs is \$500 per trade contractor plus 20% each year (or any portion of a year) for maintenance. For example, if the license is purchased in February, 2012 and is needed through September of 2014, the cost would be \$800, \$500 for the license fee plus 20% (\$100) per year for maintenance for 3 years (\$300 total), even if the duration is only 31 months of usage.

42. Trade contractors will be required to enter daily reports in PM Web on a community computer provided and located by the Construction Manager. It is recommended that your field foreman is equipped with their own computer for efficiency in the event the community computer is not available due to use by other trade contractors during the work day.
43. All reference in the contract documents to the Construction Manager/CMR/General Contractor/Contractor as performing any field work or providing services in connection with any aspect of the Work shall be understood to mean the Trade Contractor. The Construction Manager will not layout, log, record, or otherwise provide actual work or service related to the Trade Contractor's scope of work, inclusive of Division 0 and Division 1 specifications.
44. Note specification section 01 78 30, 1.3, F; minimum warranty period is eighteen (18) months unless specified otherwise for a longer duration. The warranty period does not commence until final acceptance by the Owner. Do not assume a shorter warranty period regardless of a shorter period stipulated elsewhere in the documents and include all costs accordingly.
45. Gilbane has automated its monthly payment application process and solely utilizes an online web-based application provided by Textura LLC. Trade contractors will be required to participate and must implement Textura on the project. Textura will automatically generate the AIA G702/703 and Lien Release Documents. Any additional documentation required as part of the Gilbane application process must be uploaded in the form of a PDF prior to your submission. There is a nominal fee to use this service. These costs are summarized in the Textura brochure included as an attachment to this bid package. Include the costs of using this service in your bid. If you have any questions regarding Textura's Terms and Conditions, costs of service, or training implementation please contact Textura at 866-TEXTURA (839-8872).
46. Conduct an in-house kick-off meeting which must include the personnel that estimated the project and attended the scope review meeting with Gilbane and the personnel that will administer the project (project manager, lead field foreman, accounting, purchasing, etc.). The kick-off meeting must transfer the knowledge of the estimating team to the project administration team. Produce and submit for record the minutes of the meeting, complete with attendance sign-in sheet to the Construction Manager. In the event the Construction Manager is required to devote excessive amounts of time to educating trade contractor administrative personnel on the requirements of the project, the Trade Contractor may be billed for that time at the rates in the Construction Manager's contract with the Owner.

**SPECIFIC ITEMS:**

1. Provide all materials, labor, equipment and services required to complete all building related cast-in-place concrete in accordance with the contract documents. This includes, but is not limited to: footings, foundation walls, vapor barrier, slab on grade, slabs on deck, topping slabs, piers, pilasters, knee walls, equipment pads, stairs, ramps and self-adhering sheet waterproofing.
2. Provide all work as specified in the following Specification Sections and as shown on the drawings (all drawings). The work specified in the following specification sections is the sole responsibility of this Trade Contractor unless modified below:

033000 CAST-IN-PLACE CONCRETE  
071113 BITUMINOUS DAMPPROOFING

In addition, the Trade Contractor shall provide work specified elsewhere in the Specifications and specifically listed within this scope of work.

3. Provide all accessories as required for a complete installation including, but not limited to all formwork, reinforcing steel, reinforcement supports, vapor barrier, dowels, welded wire mesh, concrete additives, accelerators, curing compounds, sealers, bonding agents, water stops, dovetail, pre-molded filler, joint filler, etc.
4. Provide all concrete pumping required to complete this work.
5. Provide all saw cutting for joints. Provide all water stop as required. Provide all preformed joint filler, bond breaker, backer rod and sealant within this scope and between this scope and adjoining or adjacent construction. Provide all slab control joints, vertical control joints and construction joints with the scope of work of this bid package.
6. Receive, unload, inventory, secure and install all embedded items furnished by others, including anchor bolts, nuts, leveling nuts, leveling plates, angles, bearing plates, dovetail slots and sleeves.
7. Include all housekeeping pads with dowels drilled and epoxied into the slab as shown. Refer to plumbing, fire protection, mechanical and electrical drawings and all other drawings and specifications and include all pads accordingly. If a height is not specified, assume 6" per "Detail of Interior Concrete Pad For Mechanical Equipment" on S0.03.
8. Provide grouting for base plates, leveling plates, leveling nuts and elevator sill pocket assemblies, Provide box outs for these items as required.
9. Monitor Materials Testing reports and submit in writing to the Construction Manager verification that the reinforcing bars, concrete, and anchor bolts have been installed per the contract documents. Additionally, this Trade Contractor shall verify that the concrete has reached 75% of its design strength and any modification to the anchor bolts has been submitted to and approved by the structural engineer of record for the project. This letter of verification shall be given to the Construction Manager prior to the commencement of steel erection. This Trade Contractor shall be responsible for any repairs due to misalignment.
10. Clean, in its' entirety, all metal decking prior to placement of concrete. Include the removal of debris left by other trades and blow out or sweep as required prior to the placement of concrete.
11. Provide additional concrete as required to meet the slab flatness tolerance due to deflection.
12. Provide all non-drilled dowels and rebar required from concrete to masonry. Coordinate spacing and locations with the mason accordingly.
13. Provide column isolated diamonds. Assume slab on grade (S.O.G.) will be placed prior to erection of steel.

14. Provide all shoring, bracing, staging, pumping, and hoisting as needed to complete the Work. Include cost to provide shoring identified by the deck supplier during the shop drawing process.
15. Floor expansion joint frames/covers are being provided by others. Provide block-out for all floor and wall expansion joints. Ensure final openings, after concrete has cured, are within specified tolerances for the floor expansion joints. Any deviations from specified tolerance shall be rectified by this Trade Contractor at its own cost. Fill openings with concrete after expansion joint is installed.
16. Provide box-outs for all items to be installed in concrete walls and slabs including but not limited to MEP items, miscellaneous metals/steel, rough-in boxes, piping, ductwork, door hardware, walk-in freezers/coolers, etc. Coordinate with other trades as required. Fill openings with concrete after item is installed.
17. Provide reinforcing of concrete floors at all masonry partitions.
18. Provide shoring of slabs as necessary to maintain/achieve acceptable floor deflection.
19. Provide all costs for standby trades should your work be performed during other than normal working hours.
20. Provide all curing, dustproofing, shake on waterproofing, and sealer materials. Insure compatibility of curing agents with final floor finish. Proposed products must be reviewed with Construction Manager prior to installation to insure compatibility. If this is not done this trade contractor Assumes responsibility and all costs for corrective measures necessary to install the prescribed floor finish. Provide sealer on floors indicated to receive sealer only in the finish schedule. Confirm compatibility of sealers with final floor finish prior to installing sealer. Notify Construction manager of any inconsistencies prior to installation.
21. Provide underslab vapor barrier and include repairing any tears caused by reinforcing activities. Include the bitumastic coating at steel column bases as detailed on S0.04, where required.
22. Provide all 2" horizontal insulation below the S.O.G. and from the underside of S.O.G. to the top of footing on the interior vertical face of the foundation wall in accordance with specification section 072100 Bulding Insulation and as shown on drawings.
23. If a conflict exists between the architectural and structural drawing provide footings in locations and sizes as shown on the structural drawings.
24. Immediately following the placement of an elevated slab install a 4" high toe board along the perimeter of the slab and at all interior openings, per the safety plan and in a manner durable enough to withstand standard adjacent construction practices. Removal will be by others. Provide temporary hand railings and toe boards as required by OSHA at all Cast-in-Place concrete walls where the top of the walls is more than four feet above grade. Provide hand railings and toe boards and/or plywood floor opening covers at the perimeter of all elevated floors, roof and deck openings. The structural steel trade contractor will provide a cable rail system at all elevated decks, supplement this protection as needed. Provide plywood covers at floor openings not protected by two cable system. This Trade Contractor shall maintain hand railings and toe boards for the

- duration of his work. Remove and replace same as required to complete the concrete work. Remove and dispose of all temporary hand railings, toe boards and floor opening covers as directed by the Construction Manager.
25. The base for the S.O.G. will be graded to +/- 1" with a net of 0" by others. Perform all grading required beyond that provided by others.
  26. Provide a scaffold stair tower with a minimum 3' wide stair for general construction access at each addition with access to each level, including the roof, upon obtaining access to upper levels from the Structural Steel Contractor. BP03A shall provide rental, maintenance, and inspection by an onsite competent person until the permanent stair assemblies are complete. Also include two additional stair towers as described above for access to the roof at existing portions of the building. The locations will be determined by the Construction Manager and the duration of the duration of the two roof access scaffold stair tower shall be six (6) months.
  27. Properly control and contain the wash-out of equipment, including delivery trucks, so as not to allow run-off and contamination of adjoining areas. The Construction Manager will designate wash out areas. The removal off-site of concrete materials resulting from the cleaning out of ready-mix trucks and pumps is by others.
  28. Review all flooring specifications. Where the finish floor specifications and concrete specifications conflict with regards to flatness and levelness, provide the more stringent requirement.
  29. Provide foundation dampproofing as indicated on drawings and as described in Specifications Section 071113 Bituminous Dampproofing.
  30. Provide all lines, grades, layout, field engineering and survey work as required to complete this scope of work.
  31. Provide all required heat, heat containment, and weather protection required to maintain the schedule. There will be NO additional compensation for winter protection associated with this Trade Contractor. All cold weather work requirements shall be include in base bid. This Trade Contractor is responsible for frost protection upon placement of the foundation and/or slab on grade within the foundation.
  32. This Trade Contractor is solely responsible for the legal disposal of debris, demolition and surplus excavated materials generated by his scope of work. No clean-up or dumpster will be provided by others.
  33. Procure any and all permits, as required, to complete the work of this bid package and furnish copies of all permits to the Construction Manager as required. General Building Permit fees will be paid by the Owner.
  34. On-site space for material storage is limited. Coordinate all deliveries with Construction Manager at least 48 hours in advance.
  35. Include cost to provide mock-ups of architecturally finished concrete walls for the architect's approval. Recast as necessary until an acceptable sample is approved by the architect.

36. Provide all slab depressions and trenches.
37. Provide all concrete patching and infill necessary to restore renovation areas to finish condition. This includes patching concrete that was removed for underground utilities or structural reinforcement. All areas may not be shown on Architectural or structural drawings; refer to MEP drawings for additional scope areas. Provide all surface preparation as needed, including scarification as needed.
38. Provide exterior concrete pads shown on S1.03, S1.04 and S1.05; further detailed on S3.05 and S3.07. Provide foundation for Exterior Message Board.
39. Provide all new concrete slabs in existing areas as shown on the drawings.
40. Provide all drilled anchors as required for your work. See 11/S3.01, 5/S3.05, 10/S3.03, and other similar details for typical locations of the drilled anchors.

2. Description of Work Excluded

1. Site Concrete
2. Drilled dowels for masonry
3. Demolition of existing concrete for new concrete work

**M. SPECIFICATIONS**

The following Specifications Sections, together with the Drawings and other related items of work as described herein, further define the Scope of Work of the Bid Package (Contract):

1. Specific work of this trade as defined in the following Specification Sections:

Gilbane Project Manual  
All Division 01 – General Requirements  
033000 CAST-IN-PLACE CONCRETE  
071113 BITUMINOUS DAMPPROOFING

2. Work related to this trade as defined in the following Specification Sections:

All other specification sections as listed in the Project Manual for the Additions and Renovation HC Wilcox Regional Vocational Technical School project, Table of Contents, dated Rev. 102010 as prepared by Tai Soo Kim Partners, LLC. Note this table of contents may be modified by Bid Supplements and Addenda.

**N. CONTRACT DRAWINGS**

1. The following drawings are included in the Scope of Work of this Bid Package.

All drawings as listed in Section 00 01 15 – List of Drawing Sheets with schedule titled Additions & Alterations HC Wilcox Technical High School, Meriden, CT, State Project No. BI-RT-843 Contract Drawing List, dated September 26, 2011. Note this list may be modified by Bid Supplements and Addenda.



**O.** The undersigned represents that this Proposal is made in good faith, without fraud, collusion, or connection of any kind with any other bidder of the same work, that he is competing in his own interest and in his own behalf, without connection of obligation to any undisclosed person, that no other person has any interest in regard to all conditions pertaining to the Work and in regard to the place where it is to be done, has made his own examination and estimates and from them makes this Proposal.

The undersigned represents that he has reviewed the Trade Contract Agreement issued as part of the bidding documents, agrees that if selected for award he will execute the Trade Contract Agreement without exceptions, exclusions, qualifications, clarifications and/or alterations, and is authorized to make such representation on behalf of the Bidder.

The undersigned represents that he has reviewed the insurance requirements in Article 6 of the Trade Contract Agreement, has included all costs to fully comply with same, and is authorized to make this representation on behalf of the Bidder.

Bidder: \_\_\_\_\_  
(Legal Signature) (Type/Print Name)  
\_\_\_\_\_  
(Title)

Firm: \_\_\_\_\_ Address: \_\_\_\_\_  
Business Phone No.: (\_\_\_\_) \_\_\_\_\_  
Business Fax No.: (\_\_\_\_) \_\_\_\_\_

This bidder is a (an): \_\_\_\_\_ Individual, Partnership, Corporation  
**Current Experience Modification Rating** \_\_\_\_\_ **Federal ID#** \_\_\_\_\_  
**OSHA Incident Rates: Recordable** \_\_\_\_\_

List here by title and number all licenses held by the bidder associated with the performance of this work.

License Title	License Number
_____	_____
_____	_____
_____	_____

Indicate the name of the health plan(s) to which benefits will be paid for all employees working on this project. \_\_\_\_\_

The full names, addresses and telephone numbers of all persons interested in this Proposal, as principals are as follows:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**NOTE:** This Proposal must bear the written signature of the Bidder.

- a. If the Bidder is an Individual doing business under a name other than his own name, the Proposal must so state, giving the address of the Individual.
- b. If the Bidder is a Partnership, the Proposal must so state, setting forth the names and addresses of all Partners, and must be signed by a Partner so designated as such.
- c. If the Bidder is a Corporation, the Proposal must be signed by a duly authorized officer or agent of such Corporation.

**BREAKDOWN OF HOURLY RATES**

**WORKERS TITLE:** \_\_\_\_\_

	<b>STRAIGHT TIME</b>	<b>ADD for 1 ½ TIME PREMIUM</b>	<b>ADD for DOUBLE TIME PREMIUM</b>
<b>BASE WAGE RATE</b>			
<b>F.I.C.A.</b>			
<b>F.U.T.A.</b>			
<b>S.U.T.A.</b>			
<b>GEN. LIABILITY INS.</b>			
<b>WORKER'S COMP. INS.</b>			
<b>WELFARE FUND</b>			
<b>PENSION FUND</b>			
<b>APPRENTICE FUND</b>			
<b>VACATION FUND</b>			
<b>ED. &amp; CULT. FUND</b>			
<b>DEFERRED INCOME FUND</b>			
<b>PAID HOLIDAYS</b>			
<b>INCIDENTALS</b>			
<b>OTHER:</b> _____			
<b>SUBTOTAL</b>			
<b>OVERHEAD &amp; PROFIT (15%)</b>			
<b>TOTAL</b>			

**SUBMITTED BY:** \_\_\_\_\_

**Not to be included in the wages above:**

<b>BOND PREMIUM</b> .....			
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**PROPOSAL FORM  
FOR  
ADDITIONS AND RENOVATIONS  
HC WILCOX REGIONAL VOCATIONAL TECHNICAL SCHOOL  
STATE PROJECT NO. BI-RT-843-CMR**



**GILBANE JOB NO. 11.5311.000  
BID PACKAGE No. 04A – Masonry – SBE SET ASIDE**

**NOTE THAT THIS BID PACKAGE HAS BEEN SET ASIDE FOR SMALL BUSINESS ENTERPRISE (SBE)  
BIDS ONLY. BIDS BY NON-SBE CONTRACTORS WILL BE REJECTED.**

**PRE-BID CONFERENCE:**    October 11, 2011  
**TIME:**                            3:00 PM

**PROPOSAL DUE DATE:**    October 25, 2011  
**TIME:**                            2:00 PM

**LOCATION:**    HC Wilcox Technical School  
                    298 Oregon Road  
                    Meriden, CT 06451

**LOCATION:**    Gilbane Building Company  
                    208 New London Turnpike  
                    Glastonbury, CT 06033

**DEADLINE FOR SUBMISSION OF QUESTIONS:**    October 18, 2011

**To:**    Gilbane Building Company  
          208 New London Turnpike  
          Glastonbury, CT 06033  
          Attention: Patrick J. Delany, District Chief Purchasing Agent

FIRM NAME:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ the undersigned

**A.**    Proposes to furnish all labor, materials, equipment and services as required to satisfactorily complete all **Masonry Work** herein described as Bid Package **No. 04A** as required for the additions and alternations at HC Wilcox Regional Vocational Technical School Project, all in accordance with the Drawings and Specifications as prepared by Tai Soo Kim Partners, LLC, the Gilbane Project Manual, and this Proposal Form.

**B.**    All work required by the foregoing documents will be accomplished for the Lump Sum Bid Price of

\_\_\_\_\_ Dollars (\$) \_\_\_\_\_).  
(Show amount in both words and figures. In case of discrepancy, amount shown in words will govern.)

The Lump Sum Bid Price above INCLUDES all applicable sales and/or use taxes; INCLUDES all insurance premiums required to meet contractual insurance requirements; and INCLUDES all premiums for a Performance Bond and a Labor and Material Payment Bond in the sum of one hundred percent of the Contract price.

C. Bidder agrees that if written notice of the acceptance of this bid is mailed or delivered to the undersigned within one hundred eighty (180) days after the Proposal Due Date, or any time thereafter before it is withdrawn, the undersigned shall meet a representative of the Gilbane Glastonbury office or a mutually agreed upon location to execute the Contract. Performance and Payment Bonds and the appropriate insurance certificates will be delivered to the Construction Manager at the time of execution of the Contract. Failure to execute said contract within ten (10) days after receipt of Notice to Award may be considered a default under the obligation of the bid bond.

D. The above price includes all stipulations and requirements of the following Supplements:

- Supplement \_\_ dated \_\_\_\_\_
- Supplement \_\_ dated \_\_\_\_\_
- Supplement \_\_ dated \_\_\_\_\_
- Supplement \_\_ dated \_\_\_\_\_

which have been received and accepted by the undersigned. Note that it is incumbent of the bidder to include all Supplements issued in the bid. Failure to acknowledge a supplement does not relieve the bidder from the requirements of the supplement.

**E. MILESTONE SCHEDULE DATES**

See Gilbane Project Manual section 00 31 13 – Schedule for activity milestones, durations, and reference. This schedule represents the general milestones that need to be met to achieve the overall project completion dates, and provides guidance to the bidders to understand the time constraints the work must be performed under. The project detailed schedule, in accordance with the terms of the Contract and General Conditions, will be derived from a “Card Trick” scheduling session with mandatory attendance by all prime Trade Contractors.

- 1. Anticipated Date of Contract Award: ..... January 19, 2012
- 2. Commence Shop Drawings and Submittals..... January 19, 2012
- 3. Commence Work for the Proposal:..... August 14, 2012
- 4. Bid Package Substantial Completion:..... June 26, 2014
- 5. Project Substantial Completion..... November 5, 2014

**F. TRADE SUBCONTRACTORS AND MAJOR SUPPLIERS**

The following trade subcontractors are proposed for the item of work listed. Trade subcontractors are subject to review per the General Conditions.

ITEM OF WORK	TRADE SUBCONTRACTORS
_____	_____ EMR:___
_____	_____ EMR:___
_____	_____ EMR:___
_____	_____ EMR:___

**G. UTILIZATION OF MINORITY CONTRACTORS AND SUPPLIERS**

1. The Bidder will endeavor to obtain a minimum goal of twenty-five percent (25%) of the awarded amount to minority business trade subcontractors and/or suppliers certified by the **State of Connecticut**.
2. The successful Trade Contractor shall substantiate this participation within ten (10) days after receipt of Notice of Award. Refer to the General Instruction to Bidders for further information.
3. Indicate here the utilization of certified S/MBEs included in the base bid. Failure to comply with M/WBE participation goals may constitute a non-responsive proposal. **IF NO INDICATION IS GIVEN, IT SHALL BE INTERPRETED THAT ZERO M/WBE PARTICIPATION IS INCLUDED.**

This proposal includes **100%** certified SBE participation.

This proposal includes \_\_\_\_\_% certified MBE participation.

4. S/MBE participation shall count toward stipulated contractual goals or requirements only as described in the General Instructions to Bidders.

**H. UNIT PRICES**

Unit Prices shall be used, where applicable, to make adjustments to the cost of the Work due to changes. All Unit Prices submitted shall be complete in-place prices (unless noted otherwise) and include all costs for overhead, profit, labor, materials, equipment, and any other incidentals related to the completion of the Work, and shall remain firm for the period of the contract. Unit prices listed are for additive work. Deductive unit prices will be calculated at no less than 85% of the additive unit price (100% if used in conjunction with an allowance).

**UNIT PRICES:**

1.	Wall Type A.....	\$ _____	/SF
2.	Wall Type A1.....	\$ _____	/SF
3.	Wall Type A2.....	\$ _____	/SF
4.	Wall Type A3.....	\$ _____	/SF
5.	Wall Type A4.....	\$ _____	/SF
6.	Wall Type A5.....	\$ _____	/SF
7.	Wall Type A6.....	\$ _____	/SF
8.	Wall Type A7.....	\$ _____	/SF
9.	Wall Type B.....	\$ _____	/SF
10.	Wall Type B1.....	\$ _____	/SF
11.	Wall Type E.....	\$ _____	/SF
12.	Wall Type E1.....	\$ _____	/SF
13.	Wall Type E2.....	\$ _____	/SF
14.	Wall Type E3.....	\$ _____	/SF
15.	Wall Type E4.....	\$ _____	/SF
16.	Head of wall fire resistant joint system (078446, 3.6, C).....	\$ _____	/LF

**Changes in the Work.** All bidders are herein advised that they are to provide, in the space provided below, a written description of how they would price lump sum changes. It is understood that the Unit Prices which you would insert in this Proposal Form response would be one element of the Change pricing, however, it is necessary to determine up front and reach agreement on, your intended method of determining units of labor productivity and material pricing as well. Bidders are to be explicit as to what Manual(s), if any, are intended to be utilized.

Once accepted by the Construction Manager, provide copies of all applicable pricing manuals for use by the Construction Manual in evaluating Change Order pricing.

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Provide labor rates which may be used, subject to review and approval, in pricing any extra work that may be required. Rates are to be complete billing rates and are to include actual wages, taxes, fringes, insurance, small tools and incidentals and **15%** overhead and profit (combined). Base price on current rates in effect at time of bid. As prevailing wages and fringes rate change, these increases will be added to the labor rates at actual cost. Increases in wage rates are subject to audit. Complete the attached Wage Rate Breakdown Form for each classification of worker anticipated to work on the Project.

**I. ALTERNATE PRICES**

An Alternate Price shall include all costs associated with the changes, omissions, additions or other adjustments to the Work of this Bid Package (Contract) which are described in the Alternate, or are reasonably inferable therefrom. Claims for extras resulting from changes caused by the acceptance or rejection of any Alternate will not be allowed. Alternate Prices shall also include all costs of overhead, profit and bonds associated with the work of the Alternate, whether additive or deductive.

The Drawings, Specifications and other Contract Documents shall be considered appropriately modified by either the acceptance or rejection of the various Alternates. The Owner and the Construction Manager expressly reserve the right to accept or reject any, or all, Alternate Prices, and in any sequence prior to or after award. Acceptance or rejection of any Alternate does not relieve the Bidder of timely completion of the Work within the time periods indicated.

ALTERNATES:

None.

**J. ALLOWANCES**

The Bidder includes the following Allowances and rates in the total Lump Sum Amount of the Base Bid for this Bid Package. Further to Article 10 in the General Conditions and unless noted otherwise below, the following allowance amounts include the Trade Contractor's cost of materials less applicable discounts, delivery to the site, applicable taxes, unloading, handling, installation, allowable overhead and profit. All other costs associated with completing the work described in the allowance is included in the base bid but outside of the allowance amount.

**ALLOWANCES:**

1. 300 man-hours of premium time portion of labor to accelerate work in addition to the base scope requirements at the direction of the Construction Manager. Note that the Trade Contractor remains responsible to maintain the schedule and that this allowance will not be used for that purpose.
 

Mason Journeyman .....	\$ _____/Hr X 200 =	\$ _____
Mason Foreman .....	\$ _____/Hr X 30 =	\$ _____
Laborer Journeyman .....	\$ _____/Hr X 70 =	\$ _____
Total .....		\$ _____
  
2. 200 Man Hours to provide interim clean-up in addition to the base scope requirements at the direction of the Construction Manager.
 

Laborer Journeyman .....	\$ _____/Hr X 200 =	\$ _____
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3. 100 man-hours of miscellaneous CMU wall patching (not indicated on the drawings) and 1,000 SF of A2 type wall materials as directed by the Construction Manager. Include all patching material, equipment, and labor.
 

Mason Journeyman .....	\$ _____/Hr X 72 =	\$ _____
Mason Foreman .....	\$ _____/Hr X 8 =	\$ _____
Laborer Journeyman .....	\$ _____/Hr X 20 =	\$ _____
Wall Type A2.....	\$ _____/SF X 1,000 =	\$ _____
Total .....		\$ _____
  
4. 1,000 LF head of wall fire resistant joint system (078446, 3.6, C) on 8" CMU in addition to the base scope requirements at the direction of the Construction Manager.
 

Head of wall fire resistant joint system.....	\$ _____/LF X 1,000 =	\$ _____
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**K. COST AND QUANTITY BREAKDOWN**

In order to properly evaluate the Proposal, provide the following information. The Scope of Work to be awarded will not be influenced by the cost and quantity information requested here.

1. **COST BREAKDOWN**

Total Material .....	\$ _____
Total Labor Cost .....	\$ _____
Total Subcontractor/Equipment Cost.....	\$ _____
Total Applicable Sales and Use Taxes.....	\$ _____
Allowances.....	\$ _____
Total Bond Cost .....	\$ _____
Total Bid .....	\$ _____
Total Estimated On-Site Man-hours .....	_____

2. **QUANTITY BREAKDOWN** *(Note: The items listed below are not intended to be an all inclusive listing, but merely to highlight some items of work.)*

**THE INFORMATION LISTED BELOW IN THE QUANTITY BREAKDOWN SECTION IS REQUIRED AT THE TIME OF BID SUBMISSION.**

Item	Quantity	Total Cost
Mobilization	_____ EA	\$ _____
Scaffolding	L.S	\$ _____
Rebar	_____ Tons	\$ _____
Brick	_____ Brick	\$ _____
4" CMU Assemblies	_____ Block	\$ _____
6" CMU Assemblies	_____ Block	\$ _____
8" CMU Assemblies	_____ Block	\$ _____
Vapor Barrier Systems	_____ SF	\$ _____
Rigid Insulation	_____ SF	\$ _____
Safety	L.S	\$ _____
Daily Clean-up	L.S.	\$ _____
Allowances	L.S.	\$ _____
Other	L.S.	\$ _____
Total Bid	L.S.	\$ _____

**L. SCOPE OF WORK**

1. Description of Work Included

Except for those items (if any) specifically noted in the section below entitled "Description of Work Excluded", the Work of this Bid Package shall INCLUDE all of the following:

- a. All items of work required by, and/or specified in, those Sections of the Specifications which are listed herein, under Section M SPECIFICATIONS.
- b. All items of work related to the "Scope of Work", which are shown on the Drawings listed herein under Section N Contract Drawings.
- c. The following "Significant Items of Work" are related to those required by the above referenced documents and are to be provided under, and hereby form a part of, the Scope of Work of this Bid Package (Contract). Should any conflict exist between this written scope of work and the scope of work inferred by the above referenced documents, this scope of work shall govern. All items are furnished and installed by this Trade Contractor unless noted otherwise.

**GENERAL**

- 1. Include all costs for Trade Contractor personnel and all sub-trade contractor personnel for safety orientation and other safety related meetings, etc. for all labor forces working on this jobsite. This orientation is mandatory for all personnel working on-site and is expected to last approximately 1/2 hour. Safety orientations will be scheduled by the Construction Manager. ALL PERSONNEL (including truck drivers) MUST ATTEND THE SAFETY ORIENTATION PRIOR TO PERFORMING ANY WORK ON SITE. Also, each week, in addition to safety training, safety meetings, and tool box talks that the Trade Contractor provides to their employees, include attendance by all on-site personnel to attend a weekly safety talk that will be conducted by the Construction



- Manager. This talk will take place on a regular basis one day a week immediately following the lunch break and will last no longer than 10 minutes.
2. Retainage of 7.5% is intended to be withheld until Substantial Completion however “partial payments may be made if agreed to by the DCS and Gilbane.”
  3. This Trade Contractor will not be allowed to begin work on the project until the following items have been submitted: Certificate of Insurance, written Safety Program with Job Hazard Analysis, material status report and a list of all materials required under this Contract with indication of which materials require submittal for approval as outlined in the specifications and a schedule of anticipated date(s) of submittal for each.
  4. The items listed herein are not intended to be an all-inclusive listing of the specified Contract Scope of Work, but merely highlight the major items of work. Review the scope of work closely and include all cost to provide all work as required by this bid package. Provide all work required by your scope of work which may be contained in other specifications, or on drawings whether or not specifically listed within this Proposal Form. Should a scope of work item be duplicated in another bid package, do not delete the item from your bid. Notify the Construction Manager immediately. Failure to include costs for a duplicated item will not alleviate the Trade Contractor’s responsibility to provide full credit for the item should it be deleted from the bid package after a contract is awarded.
  5. Gilbane shall have the right to assemble the craftsmen for orientation, quality, daily stretching, and safety related matters at no additional cost
  6. Parking will be available on site in areas to be designated by the Construction Manager. Please refer to the Site Utilization Plan detailing parking in Lot A. A portion of the lot will be provided for parking, general lay-down, and storage containers.
  7. Construction is to be sequenced and phased per the Gilbane project schedule included in the Project manual and the Phasing Drawings. Review these documents carefully. The school will remain active during construction, and cannot be disrupted. Work within the existing building is to occur as the schedule depicts. Every effort will be made to work around the school schedule, vacations and days off will be utilized.
  8. Provide all labor necessary to unload, distribute, and re-handle his material as required until such time that material is in place.
  9. All costs required for transporting, erecting, dismantling, and removal of temporary facilities and equipment required by this Trade Contractor are to be included in the base bid amount.
  10. Trade contractors shall participate with the inspection walkthroughs as requested by the Construction Manager. Provide suitable access for inspectors to perform all tests or inspections. Trade Contractor supplied temporary ladders and lifts to perform their work are to be available for the use of all parties.
  11. The site is very restricted and the building will be occupied during the work. Deliveries and storage must be coordinated with the Construction Manager in advance. On site storage will not be available without prior approval by the Construction Manager.
  12. All equipment used on the Jobsite shall be in good working order and maintained and operated as designed and have state of the art noise, vibration and exhaust control

13. Layout from a bench mark provided by others is the responsibility of the Trade Contractor requiring the layout.
14. Immediately notify the Construction Manager of any delays to the schedule of this bid package scope which is being caused by the work of any other Trade Contractor on site. This requirement supersedes other notice provisions in the Contract Documents for this type of delay.
15. This Trade Contractor shall keep all access roadways free and clean from equipment, material, soil or objects which may inhibit the flow of traffic.
16. Daily cleanup is to be provided on a daily basis to a central location and the adequate cost for same is to be carried in the proposal response. Daily clean up is defined as properly removing all debris, neatly organizing remaining material, and broom sweeping work areas, etc. after completion of the day's work at a minimum of EVERY SINGLE DAY.
17. The schedule of values will contain line items for clean up, submittals, safety and as-builts and close out in addition to line items apportioning "the Work". Payments made against these items will be directly related to Trade contractor's Performance. A schedule of values must be submitted and approved prior to the first application for payment being submitted.
18. Electrical power for 110 v. power tools and its consumption cost is by others. Include all cost for electrical connection or hook up required is by this bid package.
19. Sets of documents are available at the Trade Contractor's expense. Contact Service Point at 203.624.0079.
20. Whenever the contract documents require a certified engineer's stamp, review or report, it shall be understood to mean an engineer licensed in the applicable discipline, fully insured and registered in the State of Connecticut.
21. Demobilize/remobilize as the construction schedule and/or weather conditions require at no extra cost.
22. Each Trade Contractor will perform a First Delivery Inspection of materials with the Construction Manager to confirm that materials meet the Project Specifications and approved submittals. These reports shall be turned in with the daily report no more than 24 hours after material arrival. Submission of the First Delivery Inspection Report is a condition of monthly payment. All delays that result from failure to confirm materials delivered with the Construction Manager are at the Trade Contractor's cost, including those of other Trade Contractors on this Project. The Construction Manager will provide a form for this use, which is to be jointly filled out by the Construction Manager and the Trade Contractor. It is the Trade Contractor's responsibility to perform subsequent delivery inspections to ensure compliance with Specifications. Include Benchmarking of initial installations in accordance with the Quality Plan in the Project Manual.
23. There will be no deviations from the submittal format established by the Project Specifications. It is the Trade Contractor's responsibility to complete Submittals in a timely fashion, and to monitor the status of the A/E review. The Trade Contractors shall provide a Submittal Schedule no later than ten (10) days following the receipt of the Notice of Award. All submittals must be received by Construction Manager within 60

days of award, or earlier as required to meet delivery schedules. Include in the schedule a listing for any equipment or materials where shop drawings will take more than 4 weeks to prepare, and for equipment or materials that will take more than 6 weeks to arrive following shop drawing approval.

24. Any payment for overtime work, if authorized as an extra, is for labor, and not for equipment provided on job during regular shift.
25. The successful Bidder shall be responsible for all winter conditions and temporary protection associated with the work of this bid package. If applicable, Include snow removal as necessary to perform your work, except access to the site and slabs, which is by others
26. Each Trade Contractor, where applicable, will receive, unload, and distribute, secure and install all materials furnished by others for installation under this scope. All fittings and hardware required for final connection and installation shall be by the installer.
27. The Construction Manager will arrange to provide temporary electrical power panels for hand tools (by –Electrical Trade Contractor) and water (by HVAC & Plumbing Trade Contractor) at the site for the Trade Contractor's use.
28. Trade Contractor must not use building or site sewage or drainage systems for equipment cleaning purposes.
29. There will be no watchman or security guard on site. All trade Contractors are responsible for security of materials, equipment, and work in place until acceptance as it relates to your work. This includes safety barriers and precautions during off-hours.
30. It is the trade contractor's responsibility to request a preconstruction meeting 30 days prior to commencement of work or 30 days prior to the start of shop drawings where coordination with other trades are required.
31. Specification Section 01 45 00 Paragraph 1.4, B indicates that the re-testing or re-inspection of deficient items are the cost responsibility of the CMR. This will be the cost responsibility of the Trade Contractor. The Trade Contractor shall ensure to submit requests for ALL inspections to the Construction Manager and shall ensure that the assembly to be inspected has been reviewed in advanced of the inspector. Any costs associated with re-inspection will be the trade contractor's responsibility
32. The trade contractor shall request approval from the Construction Manager to work overtime 72 (Construction Manager has 48 hour notice request to the owner) hours in advanced
33. Deduct changes utilizing the Unit Prices per Specification Section 01 20 00 Part 1.5 D – Unit Prices will be issued at a 10% reduction of the Contract Unit Price
34. Specification Section 01 25 00 – Paragraph 1.4 A specifically indicates that the owner will consider requests for equal or substitutions if made prior to the Construction Manager's Subcontractor Competitive Bid. The trade contractor must submit (in the format indicated) requests for substitution or equals a minimum of two (2) week prior to the bid date as a means of allowing for adequate time for review and consideration by the owner and A/E.

35. RFIs process under the Contract Modification Procedures – Specification Section 01 26 00 – The trade contractor shall be timely in reviewing documents. The Construction Manager has a 5 day notice period to inform the owner of potential changes following the Architect’s response per Specification Section 01 26 00 – Paragraph 1.3, Part 6. The trade contract will have two (2) calendar days to provide such notice to the Construction Manager or the trade contractor waives the right to seek additional time or cost.
36. RFPs issued by the architect and submitted to the trade contractor by the Construction Manager shall be responded to within 7 calendar days.
37. Specification Section 01 29 76 – Paragraph 1.3 – Part 4 specifically notes SOV requirements of the Construction Manager to the owner. Item Nos. b, d, e, f, and h are specifically tied to the deliverables required by the trade contractors. These items shall be specifically itemized in the trade contractor’s SOV to the Construction Manager. The trade contractors inability to submit or perform the referenced work will result in forfeiting the monthly value and a deduct change order will be processed.
38. A minimum of one safety meeting per month is required per Specification Section 01 31 19, 1.6.
39. Fire Stop Systems – A single source fire stop manufacturer will be selected by the Construction Manager from the list of providers noted in the Contract Documents. The trade contractor will be required to provide fire stop systems as it applies to the individual scope. The trade contractors shall also include fire stop / safe labeling and tagging each penetration or application with data including but not limited to Installer, Contractor, Location, System used, and date. Also, the trade contractor shall provide data log entries for use in generating an as-built plan including location.
40. Refer to perimeter fencing and gates as indicated on the Site Utilization Plan. The site contractor will provide all fencing and it is each trade contractor’s responsibility to keep the gates closed when entering or exiting the site. The gates shall be closed at all times. This will be included as part of the initial orientation process but must be reinforced by the trade contractor’s project manager and field supervisor.
41. The State will utilize PM Web for electronic documentation submission for all daily reports, safety reports, submittals, as-builts, RFIs, change related correspondence and general correspondence. The license costs is \$500 per trade contractor plus 20% each year (or any portion of a year) for maintenance. For example, if the license is purchased in February, 2012 and is needed through September of 2014, the cost would be \$800, \$500 for the license fee plus 20% (\$100) per year for maintenance for 3 years (\$300 total), even if the duration is only 31 months of usage.
42. Trade contractors will be required to enter daily reports in PM Web on a community computer provided and located by the Construction Manager. It is recommended that your field foreman is equipped with their own computer for efficiency in the event the community computer is not available due to use by other trade contractors during the work day.
43. All reference in the contract documents to the Construction Manager/CMR/General Contractor/Contractor as performing any field work or providing services in connection with any aspect of the Work shall be understood to mean the Trade Contractor. The

Construction Manager will not layout, log, record, or otherwise provide actual work or service related to the Trade Contractor's scope of work, inclusive of Division 0 and Division 1 specifications.

44. Note specification section 01 78 30, 1.3, F; minimum warranty period is eighteen (18) months unless specified otherwise for a longer duration. The warranty period does not commence until final acceptance by the Owner. Do not assume a shorter warranty period regardless of a shorter period stipulated elsewhere in the documents and include all costs accordingly.
45. Gilbane has automated its monthly payment application process and solely utilizes an online web-based application provided by Textura LLC. Trade contractors will be required to participate and must implement Textura on the project. Textura will automatically generate the AIA G702/703 and Lien Release Documents. Any additional documentation required as part of the Gilbane application process must be uploaded in the form of a PDF prior to your submission. There is a nominal fee to use this service. These costs are summarized in the Textura brochure included as an attachment to this bid package. Include the costs of using this service in your bid. If you have any questions regarding Textura's Terms and Conditions, costs of service, or training implementation please contact Textura at 866-TEXTURA (839-8872).
46. Conduct an in-house kick-off meeting which must include the personnel that estimated the project and attended the scope review meeting with Gilbane and the personnel that will administer the project (project manager, lead field foreman, accounting, purchasing, etc.). The kick-off meeting must transfer the knowledge of the estimating team to the project administration team. Produce and submit for record the minutes of the meeting, complete with attendance sign-in sheet to the Construction Manager. In the event the Construction Manager is required to devote excessive amounts of time to educating trade contractor administrative personnel on the requirements of the project, the Trade Contractor may be billed for that time at the rates in the Construction Manager's contract with the Owner.

**SPECIFIC ITEMS:**

1. Provide all labor, materials, equipment and services required to complete all masonry and related work. The work includes, but is not limited to, all brick, CMU, air and vapor membrane, rigid insulation, ties, anchors, accessories, embedded through wall flashing, cell insulation, weeps, anchor bolts embedded in grout, mortar net, and temporary heat for masonry activities as required by the schedule, in accordance with the Contract Documents.
2. Provide all work indicated on the drawing and as specified in the following Specification Sections. The work specified in the following specification sections is the sole responsibility of this Trade Contractor unless modified below:  
042000 Unit Masonry  
071113 Bituminous Damproofing  
072713 Modified Bituminous Sheet Air Barriers  
In addition, the Trade Contractor shall provide work specified elsewhere in the Specifications and specifically listed within this scope of work.
3. Provide and maintain three (3) scaffold stair towers to allow access to all levels of the building, including the roof. Erect stair towers as soon as possible as the steel erection

- progresses and before the concrete work commences. Stairs shall be a minimum of 3'-0" wide. Maintain stair towers until permanent stair construction is complete enough to allow safe passage. Remove temporary stair towers when requested.
4. Properly protect adjacent work and all concrete slabs. Spread masonry sand (and/or take any other means necessary) on any concrete or other finished surfaces to assist you in the clean-up and removal of mortar and other masonry debris and to ensure that adjacent finished surfaces are not left damaged by the work of this Bid Package.
  5. Take care to maintain a clear air space cavity and to keep weeps clear of mortar. Clean out excess mortar as masonry is being erected, and do not allow mortar to accumulate at the bottom of the cavity.
  6. Provide all layout and surveys required to complete the Masonry work and be responsible for the accuracy of all lines, elevations and measurements executed under this contract. Establish column lines and elevations from the lines and benchmark provided by others. Verify all figures and dimensions for this work shown on the drawings or indicated in the approved shop drawings before laying out the work. Permanently mark all floors immediately after slab placement with wall locations, both sides, and all door openings within the walls prior to erection of walls to allow layout and rough-in by other trades. Markings shall be confined to areas that will be covered by the wall construction. Markings are not to extend into areas where the floor finish is sealed or exposed concrete. Verify all field conditions and dimensions. Report any perceived inconsistency or error in drawings, layout or previously installed work to the Construction Manager for verification.
  7. Coordinate with other Trade Contractors for the installation (and/or testing) of their work.
  8. Three (3) sections (maximum 12' wide) of your work may be left out on each floor as directed by the Construction Manager to provide access for other Trade Contractors. This Trade Contractor is responsible for completion of this work (upon direction of Construction Manager) in such a way that it matches the original work surrounding the area and is done at no additional cost.
  9. Provide all shoring, bracing, staging, scaffolding and hoisting required to complete your work.
  10. All work in place must be covered with heavy waterproof sheeting at the end of each day's work.
  11. Make all efforts to minimize dust and airborne debris on this project. This includes placing tarps on sand piles, etc.
  12. Coordinate deliveries, onsite storage, silo, mixer locations and lay down area with the Construction Manager.
  13. Provide and maintain staging and scaffolding including safety rails, toe boards, planking and outriggers required to complete your work. This includes daily inspection and tagging. Allow others to use the scaffolding free of charge to complete their work. This includes, but is not limited to, the Drywall Trade Contractor and all follow-on trade contractors. The Trade Contractors will be required to fully execute the 04A Trade Contractor's Hold-Harmless Agreement before the use of the scaffolding. Do not remove

the exterior perimeter scaffolding until all work is complete, including the work of others using the scaffolding. Interior scaffolding may be removed at the completion of the masonry work should the follow-on trades not be prepared to immediately utilize the scaffolding. All modifications to the scaffolding must be performed by this Trade Contractor. Trades using the scaffolding will compensate this Trade Contractor for any modifications they may require.

14. The Masonry Trade Contractor shall provide and maintain all heating and enclosure requirements pertinent to the schedule, environmental conditions, specifications, and scope of work so as not to adversely affect the progress of the Work. Masonry work shall progress into the winter months in accordance with the schedule. The Masonry Trade Contractor is required to provide all means, methods and labor required to continuously execute the work including, but not limited to, heating equipment and fuel, tarps, scaffold enclosures, heated water, standby watchmen, ice and snow removal, insulating blankets and all other measures associated with winter conditions, etc.
15. All temporary enclosures provided by this Trade Contractor shall be made weather tight with fire retardant reinforced poly tarps or other fire retardant materials as appropriate.
16. Only remove spray fireproofing as required for the installation of this work. The Trade Contractor shall broom clean floors of removed fireproofing daily. If the spray fireproofing is damaged, or if excess amounts are removed, the offending trade contractor shall be responsible for all costs of repair. "Excess amounts" is defined as exposed steel.
17. Install any access doors furnished by other Trade Contractors which are within this work. (Provide support as per specifications at top of masonry opening in accordance with requirements outlined in the structural drawings.) Access doors will be furnished by others.
18. Install all sleeves provided by others for penetrations in masonry assemblies. Patch all holes as necessary for a complete fireproof assembly at all masonry walls.
19. Provide, maintain and guarantee all masonry opening dimensions shown on the documents and/or given to this Trade Contractor prior to the start of masonry in a given area.
20. Provide all fire stopping and fire safing assemblies for this bid package as specified in sections 078413 and 078446 and as shown and / or indicated on the drawings. Firestopping within sleeves is by the trade whose work passes through the sleeve. Penetrations made after the work of this bid package is in place will be firestopped by the trade contractor making the penetration.
21. Where masonry intersects with structural steel or joists, provide all costs to infill and complete wall to the underside of deck. Provide all firesafing systems between the tops of masonry partitions and underside of slabs. Provide all fire rated joints including backer rod and sealants.
22. Where the CMU will be exposed with just a paint finish, the mason shall patch defects in the surface of the CMU prior to the application of the paint.
23. Provide all brick anchors. Dovetail slots may be furnished to the 03A Concrete Trade Contractor, complete with detailed location drawings, for casting into place. Furnish

receivers to the 05A Structural Steel Trade Contractor in a timely manner to allow for shop welding. Cost for any field applied receivers, either due to the desire of this Trade Contractor, or due to lack of timely supply of product and location information from this Trade Contractor, shall be borne by this Trade Contractor.

24. Provide all ties, anchors, etc at sheathing locations.
25. Hollow metal frames set in masonry walls will be furnished and installed by others. Do not remove the spreaders installed by others at the bottom and mid-point of the frames.
26. Coordinate with the Electrician for conduits installed within block walls including those being installed for security and/or electric hardware (which may not be shown on contract drawings).
27. Provide grout at elevator entrance frames set by others.
28. Provide drilled holes in CMU walls as requested by the Construction Manager to verify grout installation, and patch these holes.
29. Provide caulking and backer at masonry to masonry openings and at other items provided and or set or installed by this Trade Contractor. This includes, but is not limited to, all expansion joints and relieving angles and lintels as indicated on the Contract Documents. Provide caulking between masonry and hollow metal door frames, borrowed light frames, louvers, overhead doors or other items adjacent to or set in masonry. Also provide caulking at hollow metal door frames and louvers installed by others in concrete walls. Perimeter caulking around exterior windows and curtainwall is by others. All work shall be in accordance with Specification Section 079000 Joint Sealers. Include all acoustical sealant and acoustical insulation within and above CMU partitions to achieve the required UL and STC ratings. Seal all gaps in masonry walls to penetration sleeves with either acoustical sealant or fire caulk as specified and/or required to achieve required UL and STC ratings.
30. Install all loose lintels, furnished by the 05B Contractor, required for support of masonry in accordance with the contract documents. Loose lintels are defined as steel members not permanently attached to structural steel.
31. Provide all masonry and precast lintels. Provide and remove all false work required to complete this work.
32. Provide all reinforcing for masonry walls as required and/or shown and/or specified. This work includes, but is not limited to, bond beams, vertical reinforcing in CMU cells, horizontal reinforcing between, courses, seismic reinforcement, grouting, etc.
33. The Structural Steel Trade Contractor shall provide all clip angles, continuous angles (including those spanning from beam (or joist) to beam (or joist), bent plate, and C channel required to attach and brace masonry walls. This includes all work shown typically for wall bracing at top of masonry walls on drawing S0.05 and similar details in other locations in the drawings. The Structural Steel Trade Contractor will work off the Masonry Trade Contractor's scaffold on a coordinated basis; however, the scaffold will not need to be left in place for an extended period of time. If the Structural Steel Trade Contractor does not proceed upon timely notification that the work is available the



- scaffolding may be removed. Include providing all expansion anchors between and steel supports and masonry assemblies.
34. The 05A Structural Steel Trade Contractor shall furnish and temporarily install the bolted bent plates/relief angles as typically shown in Detail 6/S5.03. The 04A Trade Contractor shall final adjust and set all steel. The 05A Trade Contractor shall provide the final torque of the relieving angle TC bolts and shall weld said angle in place. The 04A Trade Contractor shall coordinate with 05A Trade Contractor and shall schedule the work with the 05A Trade Contractor such that efficiency is maximized for the 05A Trade Contractor.
  35. Provide horizontal reinforcing in grout filled bond beam at walls. Coordinate reinforcing bar locations with the Concrete Trade Contractor. Provide all in-wall reinforcing. See drawing S0.05 and all other pertinent plans and specifications for further details,
  36. Provide your own dumpster service for this work. The general debris dumpster provided by the Construction Manager may not be utilized for disposal of masonry debris. Dumpsters shall be covered with tarp daily for storm water compliance and weather elements. Include required bridging under tarps. Note the disposal and reporting requirements in specification section 01 74 19 Construction Waste Management and Disposal and include all costs accordingly. Include a weekly clean up around the site including wind-blown materials to the perimeter of the site, zero accumulation of construction debris will be tolerated.
  37. Tooth out masonry walls at all elevator door openings, overhead door openings and where ever required to support the schedule. The Masonry Trade Contractor will return to the area to finish the wall(s) as coordinated with the Construction Manager and other Trade Contractors.
  38. Provide all through wall metal flashing and any miscellaneous rubber sheet flashing at lintels etc. and any areas that fall within the exterior wall construction. This includes all flashings, mastics, and sealants as required in the plans and specifications and as recommended by the manufacturer. Any flashings required as part of aluminum storefront, windows or curtainwall is by others. Coordinate with the 08A Glass & Glazing Trade Contractor accordingly and provide tie-in assistance as needed.
  39. All expansion joint assemblies as specified in Specification Section 079500 Expansion Control within the work of this bid package and between the work of this bid package and the work of others are by BP09A Drywall & Related Work. Coordinate as necessary for both interior and exterior expansion joint assemblies.
  40. Provide compressible filler, mineral wool batts, and/or firestopping assemblies located within masonry assemblies and at locations where masonry abuts other construction materials such as steel, sheetrock (gyp. board), sheathing, window systems, slab on deck, etc. All work firestopping work shall be in accordance with specification section 078446 Fire Resistive Joint Systems. The Construction Manager shall have the right to choose any one of the firestopping materials specified in Specification Section 078446. The Project shall utilize one (1) brand for all firestop work. The actual brand chosen shall be based upon a consensus of agreement between the successful bidders.
  41. Provide all rigid insulation located exterior of any block or sheathing or any other substrate in accordance with Specification Sections 042000 and 072100. Provide all

membrane and or liquid (Air and Vapor Barrier) waterproofing on all exterior assemblies, and the work of others. This includes all waterproofing required for the Metal Wall Panels and all other exterior cladding, regardless of substrate to which it is applied. The intent is for the 04A Trade Contractor to be responsible for all rigid insulation and vapor barrier membrane required for the building envelope.

42. Coordinate scupper opening locations with the Roofing Trade Contractor.
43. This Trade Contractor is responsible for his own field engineering. This Trade Contractor must verify all existing field conditions and dimensions as they relate to the new construction. The Construction Manager must be notified in writing of any discrepancies prior to commencing work.
44. Provide, drill and epoxy all dowels required. Dowels welded to structural steel are by others.
45. Provide all slate sills per detail 4/A4.04 and 6/A4.22 and all similar. Also provide slate cap at the seatwall shown in detail 7/A4.10A.
46. Provide all site brick masonry work. This includes items, but is not limited to, items such as the message sign detailed in 6/A3.06 and the seatwall as detailed in 7/A4.10A.
47. Provide all control joints within masonry assemblies or between masonry and adjacent construction. Replace all existing control joints per the note on drawing A3.05.
48. Replace existing sealants and backer rods within masonry assemblies or between masonry and adjacent construction as indicated in the documents.
49. Provide all restoration and re-pointing work as shown and/or specified. See the 10 Series drawings with Room Finish Schedule as well as other drawings for the full extent of the work.
50. Remove face, install reinforcing as specified and/or shown, and restore face as indicated in the drawings. See 3/S3.04 and other similar locations and include.
51. Furnish all welded couplers required for your work to the BP05A Trade Contractor to weld to the steel in the shop during steel fabrication. Include approved layout drawings. Failure to provide the couplers to the 05A Trade Contractor in time for shop attachment will result in the 04A Trade Contractors performing the welding work in the field at no additional cost to the Project. See details 1, 2, and 4/S4.02 for typical locations. Provide all dowels for couplers.

2. Description of Work Excluded

1. Wood wall caps
2. Cast in place concrete work
3. Setting of hollow metal door frames
4. Furnishing loose lintels

**M. SPECIFICATIONS**

The following Specifications Sections, together with the Drawings and other related items of work as described herein, further define the Scope of Work of the Bid Package (Contract):

1. Specific work of this trade as defined in the following Specification Sections:

Gilbane Project Manual  
All Division 01 – General Requirements  
042000 Unit Masonry  
071113 Bituminous Damproofing  
072713 Modified Bituminous Sheet Air Barriers

2. Work related to this trade as defined in the following Specification Sections:

All other specification sections as listed in the Project Manual for the Additions and Renovation HC Wilcox Regional Vocational Technical School project, Table of Contents, dated Rev. 102010 as prepared by Tai Soo Kim Partners, LLC. Note this table of contents may be modified by Bid Supplements and Addenda.

**N. CONTRACT DRAWINGS**

1. The following drawings are included in the Scope of Work of this Bid Package.

All drawings as listed in Section 00 01 15 – List of Drawing Sheets with schedule titled Additions & Alterations HC Wilcox Technical High School, Meriden, CT, State Project No. BI-RT-843 Contract Drawing List, dated September 26, 2011. Note this list may be modified by Bid Supplements and Addenda.

**O.** The undersigned represents that this Proposal is made in good faith, without fraud, collusion, or connection of any kind with any other bidder of the same work, that he is competing in his own interest and in his own behalf, without connection of obligation to any undisclosed person, that no other person has any interest in regard to all conditions pertaining to the Work and in regard to the place where it is to be done, has made his own examination and estimates and from them makes this Proposal.

The undersigned represents that he has reviewed the Trade Contract Agreement issued as part of the bidding documents, agrees that if selected for award he will execute the Trade Contract Agreement without exceptions, exclusions, qualifications, clarifications and/or alterations, and is authorized to make such representation on behalf of the Bidder.

The undersigned represents that he has reviewed the insurance requirements in Article 6 of the Trade Contract Agreement, has included all costs to fully comply with same, and is authorized to make this representation on behalf of the Bidder.

Bidder: \_\_\_\_\_  
(Legal Signature) (Type/Print Name)  
\_\_\_\_\_  
(Title)

Firm: \_\_\_\_\_ Address: \_\_\_\_\_  
Business Phone No.: (\_\_\_\_) \_\_\_\_\_  
Business Fax No.: (\_\_\_\_) \_\_\_\_\_

This bidder is a (an): \_\_\_\_\_ Individual, Partnership, Corporation  
**Current Experience Modification Rating** \_\_\_\_\_ **Federal ID#** \_\_\_\_\_  
**OSHA Incident Rates: Recordable** \_\_\_\_\_

List here by title and number all licenses held by the bidder associated with the performance of this work.

License Title	License Number
_____	_____
_____	_____
_____	_____

Indicate the name of the health plan(s) to which benefits will be paid for all employees working on this project. \_\_\_\_\_

The full names, addresses and telephone numbers of all persons interested in this Proposal, as principals are as follows:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**NOTE:** This Proposal must bear the written signature of the Bidder.

- a. If the Bidder is an Individual doing business under a name other than his own name, the Proposal must so state, giving the address of the Individual.
- b. If the Bidder is a Partnership, the Proposal must so state, setting forth the names and addresses of all Partners, and must be signed by a Partner so designated as such.
- c. If the Bidder is a Corporation, the Proposal must be signed by a duly authorized officer or agent of such Corporation.

**BREAKDOWN OF HOURLY RATES**

**WORKERS TITLE:** \_\_\_\_\_

	<b>STRAIGHT TIME</b>	<b>ADD for 1 ½ TIME PREMIUM</b>	<b>ADD for DOUBLE TIME PREMIUM</b>
<b>BASE WAGE RATE</b>			
<b>F.I.C.A.</b>			
<b>F.U.T.A.</b>			
<b>S.U.T.A.</b>			
<b>GEN. LIABILITY INS.</b>			
<b>WORKER'S COMP. INS.</b>			
<b>WELFARE FUND</b>			
<b>PENSION FUND</b>			
<b>APPRENTICE FUND</b>			
<b>VACATION FUND</b>			
<b>ED. &amp; CULT. FUND</b>			
<b>DEFERRED INCOME FUND</b>			
<b>PAID HOLIDAYS</b>			
<b>INCIDENTALS</b>			
<b>OTHER:</b> _____			
<b>SUBTOTAL</b>			
<b>OVERHEAD &amp; PROFIT (15%)</b>			
<b>TOTAL</b>			

**SUBMITTED BY:** \_\_\_\_\_

**Not to be included in the wages above:**

<b>BOND PREMIUM</b> .....			
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**PROPOSAL FORM  
FOR  
ADDITIONS AND RENOVATIONS  
HC WILCOX REGIONAL VOCATIONAL TECHNICAL SCHOOL  
STATE PROJECT NO. BI-RT-843-CMR**



**GILBANE JOB NO. 11.5311.000  
BID PACKAGE No. 05A – Structural Steel**

**PRE-BID CONFERENCE:**   **October 11, 2011**  
**TIME:**                           **3:00 PM**

**PROPOSAL DUE DATE:**   **October 25, 2011**  
**TIME:**                           **2:00 PM**

**LOCATION:**   **HC Wilcox Technical School**  
                  **298 Oregon Road**  
                  **Meriden, CT 06451**

**LOCATION:**   **Gilbane Building Company**  
                  **208 New London Turnpike**  
                  **Glastonbury, CT 06033**

**DEADLINE FOR SUBMISSION OF QUESTIONS:**   **October 18, 2011**

**To:**   Gilbane Building Company  
          208 New London Turnpike  
          Glastonbury, CT 06033  
          Attention: Patrick J. Delany, District Chief Purchasing Agent

FIRM NAME:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ the undersigned

**A.**   Proposes to furnish all labor, materials, equipment and services as required to satisfactorily complete all **Structural Steel Work** herein described as Bid Package **No. 05A** as required for the additions and alternations at HC Wilcox Regional Vocational Technical School Project, all in accordance with the Drawings and Specifications as prepared by Tai Soo Kim Partners, LLC, the Gilbane Project Manual, and this Proposal Form.

**B.**   All work required by the foregoing documents will be accomplished for the Lump Sum Bid Price of \_\_\_\_\_ Dollars (\$) \_\_\_\_\_).  
(Show amount in both words and figures. In case of discrepancy, amount shown in words will govern.)

The Lump Sum Bid Price above INCLUDES all applicable sales and/or use taxes; INCLUDES all insurance premiums required to meet contractual insurance requirements; and INCLUDES all premiums for a Performance Bond and a Labor and Material Payment Bond in the sum of one hundred percent of the Contract price.

**C.**   Bidder agrees that if written notice of the acceptance of this bid is mailed or delivered to the undersigned within one hundred eighty (180) days after the Proposal Due Date, or any time thereafter before it is withdrawn, the undersigned shall meet a representative of the Gilbane Glastonbury office or a mutually agreed upon location to

execute the Contract. Performance and Payment Bonds and the appropriate insurance certificates will be delivered to the Construction Manager at the time of execution of the Contract. Failure to execute said contract within ten (10) days after receipt of Notice to Award may be considered a default under the obligation of the bid bond.

**D. The above price includes all stipulations and requirements of the following Supplements:**

- Supplement \_\_ dated \_\_\_\_\_
- Supplement \_\_ dated \_\_\_\_\_
- Supplement \_\_ dated \_\_\_\_\_
- Supplement \_\_ dated \_\_\_\_\_

which have been received and accepted by the undersigned. Note that it is incumbent of the bidder to include all Supplements issued in the bid. Failure to acknowledge a supplement does not relieve the bidder from the requirements of the supplement.

**E. MILESTONE SCHEDULE DATES**

See Gilbane Project Manual section 00 31 13 – Schedule for activity milestones, durations, and reference. This schedule represents the general milestones that need to be met to achieve the overall project completion dates, and provides guidance to the bidders to understand the time constraints the work must be performed under. The project detailed schedule, in accordance with the terms of the Contract and General Conditions, will be derived from a “Card Trick” scheduling session with mandatory attendance by all prime Trade Contractors.

- 1. Anticipated Date of Contract Award: ..... January 19, 2012
- 2. Commence Shop Drawings and Submittals..... January 19, 2012
- 3. Commence Work for the Proposal:..... July 10, 2012
- 4. Bid Package Substantial Completion:..... May 29, 2014
- 5. Project Substantial Completion..... November 5, 2012

**F. TRADE SUBCONTRACTORS AND MAJOR SUPPLIERS**

The following trade subcontractors are proposed for the item of work listed. Trade subcontractors are subject to review per the General Conditions.

ITEM OF WORK	TRADE SUBCONTRACTORS
_____	_____ EMR:___
_____	_____ EMR:___
_____	_____ EMR:___
_____	_____ EMR:___

**G. UTILIZATION OF MINORITY CONTRACTORS AND SUPPLIERS**

- 1. The Bidder will endeavor to obtain a minimum goal of twenty percent (20%) of the awarded amount to small business enterprises, with five percent (5%) of the awarded amount to minority business trade subcontractors and/or suppliers certified by the **State of Connecticut**.

2. The successful Trade Contractor shall substantiate this participation within ten (10) days after receipt of Notice of Award. Refer to the General Instruction to Bidders for further information.
3. Indicate here the utilization of certified S/MBEs included in the base bid. Failure to comply with M/WBE participation goals may constitute a non-responsive proposal. IF NO INDICATION IS GIVEN, IT SHALL BE INTERPRETED THAT ZERO M/WBE PARTICIPATION IS INCLUDED.

This proposal includes \_\_\_\_\_% certified SBE participation.

This proposal includes \_\_\_\_\_% certified MBE participation.

4. S/MBE participation shall count toward stipulated contractual goals or requirements only as described in the General Instructions to Bidders.

**H. UNIT PRICES**

Unit Prices shall be used, where applicable, to make adjustments to the cost of the Work due to changes. All Unit Prices submitted shall be complete in-place prices (unless noted otherwise) and include all costs for overhead, profit, labor, materials, equipment, and any other incidentals related to the completion of the Work, and shall remain firm for the period of the contract. Unit prices listed are for additive work. Deductive unit prices will be calculated at no less than 85% of the additive unit price (100% if used in conjunction with an allowance).

**UNIT PRICES:**

1. Deck Opening Framing – 6” to 10” wide (see detail on S0.07)..... \$ \_\_\_\_\_ /EA
2. Deck Opening Framing – 10” to 2’-0” wide (see detail on S0.07)..... \$ \_\_\_\_\_ /EA
3. Deck Opening Framing – Less than 3’-0” wide (see detail on S0.07)..... \$ \_\_\_\_\_ /EA
4. Typical Steel Roof Deck Closure Plate (see detail on S0.07)..... \$ \_\_\_\_\_ /SF
5. 18 Ga. Galvanized Metal Roof Deck..... \$ \_\_\_\_\_ /SF
6. 20 Ga. Galvanized Metal Floor Deck..... \$ \_\_\_\_\_ /SF
7. Typical detail at web opening S0.06 (24” x 8”)..... \$ \_\_\_\_\_ /EA
8. Typical detail at web opening S0.06 (up to 8: dia)..... \$ \_\_\_\_\_ /EA
9. Primary Crane (Make & Model \_\_\_\_\_)..... \$ \_\_\_\_\_ /Day
10. Primary Crane..... \$ \_\_\_\_\_ /Week
11. Primary Crane..... \$ \_\_\_\_\_ /Month

**Changes in the Work.** All bidders are herein advised that they are to provide, in the space provided below, a written description of how they would price lump sum changes. It is understood that the Unit Prices which you would insert in this Proposal Form response would be one element of the Change pricing, however, it is necessary to determine up front and reach agreement on, your intended method of determining units of labor productivity and material pricing as well. Bidders are to be explicit as to what Manual(s), if any, are intended to be utilized. Once accepted by the Construction Manager, provide copies of all applicable pricing manuals for use by the Construction Manual in evaluating Change Order pricing.

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Provide labor rates which may be used, subject to review and approval, in pricing any extra work that may be required. Rates are to be complete billing rates and are to include actual wages, taxes, fringes, insurance, small tools and incidentals and **15%** overhead and profit (combined). Base price on current rates in effect at time of bid. As prevailing wages and fringes rate change, these increases will be added to the labor rates at actual cost. Increases in wage rates are subject to audit. Complete the attached Wage Rate Breakdown Form for each classification of worker anticipated to work on the Project.

**I. ALTERNATE PRICES**

An Alternate Price shall include all costs associated with the changes, omissions, additions or other adjustments to the Work of this Bid Package (Contract) which are described in the Alternate, or are reasonably inferable therefrom. Claims for extras resulting from changes caused by the acceptance or rejection of any Alternate will not be allowed. Alternate Prices shall also include all costs of overhead, profit and bonds associated with the work of the Alternate, whether additive or deductive.

The Drawings, Specifications and other Contract Documents shall be considered appropriately modified by either the acceptance or rejection of the various Alternates. The Owner and the Construction Manager expressly reserve the right to accept or reject any, or all, Alternate Prices, and in any sequence prior to or after award. Acceptance or rejection of any Alternate does not relieve the Bidder of timely completion of the Work within the time periods indicated.

ALTERNATES:

None

**J. ALLOWANCES**

The Bidder includes the following Allowances and rates in the total Lump Sum Amount of the Base Bid for this Bid Package. Further to Article 10 in the General Conditions and unless noted otherwise below, the following allowance amounts include the Trade Contractor's cost of materials less applicable discounts, delivery to the site, applicable taxes, unloading, handling, installation, allowable overhead and profit. All other costs associated with completing the work described in the allowance is included in the base bid but outside of the allowance amount.

ALLOWANCES:

1. 300 man-hours of premium time labor (premium portion only) to accelerate work in addition to the base scope requirements at the direction of the Construction Manager. Note that the Trade Contractor remains responsible to maintain the schedule and that this allowance will not be used for that purpose.

Journeyman.....\$ \_\_\_\_\_/Hr X 270 = \$ \_\_\_\_\_  
Foreman .....\$ \_\_\_\_\_/Hr X 30 = \$ \_\_\_\_\_  
Total.....\$ \_\_\_\_\_

2. Remove and replace 1,000 SF of 1 ½” deep, 18 ga. galvanized metal roof deck. Include disposal of removed materials.

1 ½” deep 18 Ga. Galvanized Metal Roof Deck..\$ \_\_\_\_\_/SF X 1,000 = \$ \_\_\_\_\_

3. Ten (10) additional 10" to 2'-0" frames following the initial installation of structural steel and metal decking.  
 10" to 2'-0" frames .....\$ \_\_\_\_\_/EA X 10 = \$ \_\_\_\_\_
4. Eighty (80) journeyman ironworker man-hours for structural steel modifications at the roof level at the direction of the Construction Manager.  
 Journeyman.....\$ \_\_\_\_\_/Hr X 80 = \$ \_\_\_\_\_

**K. COST AND QUANTITY BREAKDOWN**

In order to properly evaluate the Proposal, provide the following information. The Scope of Work to be awarded will not be influenced by the cost and quantity information requested here.

1. **COST BREAKDOWN**

- Total Material .....\$ \_\_\_\_\_
- Total Labor Cost .....\$ \_\_\_\_\_
- Total Subcontractor/Equipment Cost.....\$ \_\_\_\_\_
- Total Applicable Sales and Use Taxes.....\$ \_\_\_\_\_
- Allowances.....\$ \_\_\_\_\_
- Total Bond Cost .....\$ \_\_\_\_\_
- Total Bid .....\$ \_\_\_\_\_
- Total Estimated On-Site Manhours ..... \_\_\_\_\_

2. **QUANTITY BREAKDOWN** (Note: The items listed below are not intended to be an all inclusive listing, but merely to highlight some items of work.)

**THE INFORMATION LISTED BELOW IN THE QUANTITY BREAKDOWN SECTION IS REQUIRED AT THE TIME OF BID SUBMISSION.**

Item	Quantity	Total Cost
Mobilization	_____ EA	\$ _____
Safety	L.S.	\$ _____
Beams	_____ TN	\$ _____
Columns	_____ TN	\$ _____
Joists	_____ TN	\$ _____
All other steel	_____ TN	\$ _____
Floor Decking	_____ SF	\$ _____
Roof Decking	_____ SF	\$ _____
Allowances	L.S.	\$ _____
Other	L.S.	\$ _____
Total Bid	L.S.	\$ _____

## **L. SCOPE OF WORK**

### **1. Description of Work Included**

Except for those items (if any) specifically noted in the section below entitled "Description of Work Excluded", the Work of this Bid Package shall INCLUDE all of the following:

- a. All items of work required by, and/or specified in, those Sections of the Specifications which are listed herein, under Section M SPECIFICATIONS.
- b. All items of work related to the "Scope of Work", which are shown on the Drawings listed herein under Section N Contract Drawings.
- c. The following "Significant Items of Work" are related to those required by the above referenced documents and are to be provided under, and hereby form a part of, the Scope of Work of this Bid Package (Contract). Should any conflict exist between this written scope of work and the scope of work inferred by the above referenced documents, this scope of work shall govern. All items are furnished and installed by this Trade Contractor unless noted otherwise.

### **GENERAL**

1. Include all costs for Trade Contractor personnel and all sub-trade contractor personnel for safety orientation and other safety related meetings, etc. for all labor forces working on this jobsite. This orientation is mandatory for all personnel working on-site and is expected to last approximately 1/2 hour. Safety orientations will be scheduled by the Construction Manager. ALL PERSONNEL (including truck drivers) MUST ATTEND THE SAFETY ORIENTATION PRIOR TO PERFORMING ANY WORK ON SITE. Also, each week, in addition to safety training, safety meetings, and tool box talks that the Trade Contractor provides to their employees, include attendance by all on-site personnel to attend a weekly safety talk that will be conducted by the Construction Manager. This talk will take place on a regular basis one day a week immediately following the lunch break and will last no longer than 10 minutes.
2. Retainage of 7.5% is intended to be withheld until Substantial Completion however "partial payments may be made if agreed to by the DCS and Gilbane."
3. This Trade Contractor will not be allowed to begin work on the project until the following items have been submitted: Certificate of Insurance, written Safety Program with Job Hazard Analysis, material status report and a list of all materials required under this Contract with indication of which materials require submittal for approval as outlined in the specifications and a schedule of anticipated date(s) of submittal for each.
4. The items listed herein are not intended to be an all-inclusive listing of the specified Contract Scope of Work, but merely highlight the major items of work. Review the scope of work closely and include all cost to provide all work as required by this bid package. Provide all work required by your scope of work which may be contained in other specifications, or on drawings whether or not specifically listed within this Proposal Form. Should a scope of work item be duplicated in another bid package, do not delete the item from your bid. Notify the Construction Manager immediately. Failure to include costs for a duplicated item will not alleviate the Trade Contractor's responsibility to provide full credit for the item should it be deleted from the bid package after a contract is awarded.

5. Gilbane shall have the right to assemble the craftsmen for orientation, quality, daily stretching, and safety related matters at no additional cost
6. Parking will be available on site in areas to be designated by the Construction Manager. Please refer to the Site Utilization Plan detailing parking in Lot A. A portion of the lot will be provided for parking, general lay-down, and storage containers.
7. Construction is to be sequenced and phased per the Gilbane project schedule included in the Project manual and the Phasing Drawings. Review these documents carefully. The school will remain active during construction, and cannot be disrupted. Work within the existing building is to occur as the schedule depicts. Every effort will be made to work around the school schedule, vacations and days off will be utilized.
8. Provide all labor necessary to unload, distribute, and re-handle his material as required until such time that material is in place.
9. All costs required for transporting, erecting, dismantling, and removal of temporary facilities and equipment required by this Trade Contractor are to be included in the base bid amount.
10. Trade contractors shall participate with the inspection walkthroughs as requested by the Construction Manager. Provide suitable access for inspectors to perform all tests or inspections. Trade Contractor supplied temporary ladders and lifts to perform their work are to be available for the use of all parties.
11. The site is very restricted and the building will be occupied during the work. Deliveries and storage must be coordinated with the Construction Manager in advance. On site storage will not be available without prior approval by the Construction Manager.
12. All equipment used on the Jobsite shall be in good working order and maintained and operated as designed and have state of the art noise, vibration and exhaust control
13. Layout from a bench mark provided by others is the responsibility of the Trade Contractor requiring the layout.
14. Immediately notify the Construction Manager of any delays to the schedule of this bid package scope which is being caused by the work of any other Trade Contractor on site. This requirement supersedes other notice provisions in the Contract Documents for this type of delay.
15. This Trade Contractor shall keep all access roadways free and clean from equipment, material, soil or objects which may inhibit the flow of traffic.
16. Daily cleanup is to be provided on a daily basis to a central location and the adequate cost for same is to be carried in the proposal response. Daily clean up is defined as properly removing all debris, neatly organizing remaining material, and broom sweeping work areas, etc. after completion of the day's work at a minimum of EVERY SINGLE DAY.
17. The schedule of values will contain line items for clean up, submittals, safety and as-builts and close out in addition to line items apportioning "the Work". Payments made against these items will be directly related to Trade contractor's Performance. A schedule of values must be submitted and approved prior to the first application for payment being submitted.

18. Electrical power for 110 v. power tools and its consumption cost is by others. Include all cost for electrical connection or hook up required is by this bid package.
19. Sets of documents are available at the Trade Contractor's expense. Contact Service Point at 203.624.0079.
20. Whenever the contract documents require a certified engineer's stamp, review or report, it shall be understood to mean an engineer licensed in the applicable discipline, fully insured and registered in the State of Connecticut.
21. Demobilize/remobilize as the construction schedule and/or weather conditions require at no extra cost.
22. Each Trade Contractor will perform a First Delivery Inspection of materials with the Construction Manager to confirm that materials meet the Project Specifications and approved submittals. These reports shall be turned in with the daily report no more than 24 hours after material arrival. Submission of the First Delivery Inspection Report is a condition of monthly payment. All delays that result from failure to confirm materials delivered with the Construction Manager are at the Trade Contractor's cost, including those of other Trade Contractors on this Project. The Construction Manager will provide a form for this use, which is to be jointly filled out by the Construction Manager and the Trade Contractor. It is the Trade Contractor's responsibility to perform subsequent delivery inspections to ensure compliance with Specifications. Include Benchmarking of initial installations in accordance with the Quality Plan in the Project Manual.
23. There will be no deviations from the submittal format established by the Project Specifications. It is the Trade Contractor's responsibility to complete Submittals in a timely fashion, and to monitor the status of the A/E review. The Trade Contractors shall provide a Submittal Schedule no later than ten (10) days following the receipt of the Notice of Award. All submittals must be received by Construction Manager within 60 days of award, or earlier as required to meet delivery schedules. Include in the schedule a listing for any equipment or materials where shop drawings will take more than 4 weeks to prepare, and for equipment or materials that will take more than 6 weeks to arrive following shop drawing approval.
24. Any payment for overtime work, if authorized as an extra, is for labor, and not for equipment provided on job during regular shift.
25. The successful Bidder shall be responsible for all winter conditions and temporary protection associated with the work of this bid package. If applicable, Include snow removal as necessary to perform your work, except access to the site and slabs, which is by others
26. Each Trade Contractor, where applicable, will receive, unload, and distribute, secure and install all materials furnished by others for installation under this scope. All fittings and hardware required for final connection and installation shall be by the installer.
27. The Construction Manager will arrange to provide temporary electrical power panels for hand tools (by –Electrical Trade Contractor) and water (by HVAC & Plumbing Trade Contractor) at the site for the Trade Contractor's use.

28. Trade Contractor must not use building or site sewage or drainage systems for equipment cleaning purposes.
29. There will be no watchman or security guard on site. All trade Contractors are responsible for security of materials, equipment, and work in place until acceptance as it relates to your work. This includes safety barriers and precautions during off-hours.
30. It is the trade contractor's responsibility to request a preconstruction meeting 30 days prior to commencement of work or 30 days prior to the start of shop drawings where coordination with other trades are required.
31. Specification Section 01 45 00 Paragraph 1.4, B indicates that the re-testing or re-inspection of deficient items are the cost responsibility of the CMR. This will be the cost responsibility of the Trade Contractor. The Trade Contractor shall ensure to submit requests for ALL inspections to the Construction Manager and shall ensure that the assembly to be inspected has been reviewed in advanced of the inspector. Any costs associated with re-inspection will be the trade contractor's responsibility
32. The trade contractor shall request approval from the Construction Manager to work overtime 72 (Construction Manager has 48 hour notice request to the owner) hours in advanced
33. Deduct changes utilizing the Unit Prices per Specification Section 01 20 00 Part 1.5 D – Unit Prices will be issued at a 10% reduction of the Contract Unit Price
34. Specification Section 01 25 00 – Paragraph 1.4 A specifically indicates that the owner will consider requests for equal or substitutions if made prior to the Construction Manager's Subcontractor Competitive Bid. The trade contractor must submit (in the format indicated) requests for substitution or equals a minimum of two (2) week prior to the bid date as a means of allowing for adequate time for review and consideration by the owner and A/E.
35. RFIs process under the Contract Modification Procedures – Specification Section 01 26 00 – The trade contractor shall be timely in reviewing documents. The Construction Manager has a 5 day notice period to inform the owner of potential changes following the Architect's response per Specification Section 01 26 00 – Paragraph 1.3, Part 6. The trade contract will have two (2) calendar days to provide such notice to the Construction Manager or the trade contractor waives the right to seek additional time or cost.
36. RFPs issued by the architect and submitted to the trade contractor by the Construction Manager shall be responded to within 7 calendar days.
37. Specification Section 01 29 76 – Paragraph 1.3 – Part 4 specifically notes SOV requirements of the Construction Manager to the owner. Item Nos. b, d, e, f, and h are specifically tied to the deliverables required by the trade contractors. These items shall be specifically itemized in the trade contractor's SOV to the Construction Manager. The trade contractors inability to submit or perform the referenced work will result in forfeiting the monthly value and a deduct change order will be processed.
38. A minimum of one safety meeting per month is required per Specification Section 01 31 19, 1.6.

39. Fire Stop Systems – A single source fire stop manufacturer will be selected by the Construction Manager from the list of providers noted in the Contract Documents. The trade contractor will be required to provide fire stop systems as it applies to the individual scope. The trade contractors shall also include fire stop / safe labeling and tagging each penetration or application with data including but not limited to Installer, Contractor, Location, System used, and date. Also, the trade contractor shall provide data log entries for use in generating an as-built plan including location.
40. Refer to perimeter fencing and gates as indicated on the Site Utilization Plan. The site contractor will provide all fencing and it is each trade contractor's responsibility to keep the gates closed when entering or exiting the site. The gates shall be closed at all times. This will be included as part of the initial orientation process but must be reinforced by the trade contractor's project manager and field supervisor.
41. The State will utilize PM Web for electronic documentation submission for all daily reports, safety reports, submittals, as-builts, RFIs, change related correspondence and general correspondence. The license costs is \$500 per trade contractor plus 20% each year (or any portion of a year) for maintenance. For example, if the license is purchased in February, 2012 and is needed through September of 2014, the cost would be \$800, \$500 for the license fee plus 20% (\$100) per year for maintenance for 3 years (\$300 total), even if the duration is only 31 months of usage.
42. Trade contractors will be required to enter daily reports in PM Web on a community computer provided and located by the Construction Manager. It is recommended that your field foreman is equipped with their own computer for efficiency in the event the community computer is not available due to use by other trade contractors during the work day.
43. All reference in the contract documents to the Construction Manager/CMR/General Contractor/Contractor as performing any field work or providing services in connection with any aspect of the Work shall be understood to mean the Trade Contractor. The Construction Manager will not layout, log, record, or otherwise provide actual work or service related to the Trade Contractor's scope of work, inclusive of Division 0 and Division 1 specifications.
44. Note specification section 01 78 30, 1.3, F; minimum warranty period is eighteen (18) months unless specified otherwise for a longer duration. The warranty period does not commence until final acceptance by the Owner. Do not assume a shorter warranty period regardless of a shorter period stipulated elsewhere in the documents and include all costs accordingly.
45. Gilbane has automated its monthly payment application process and solely utilizes an online web-based application provided by Textura LLC. Trade contractors will be required to participate and must implement Textura on the project. Textura will automatically generate the AIA G702/703 and Lien Release Documents. Any additional documentation required as part of the Gilbane application process must be uploaded in the form of a PDF prior to your submission. There is a nominal fee to use this service. These costs are summarized in the Textura brochure included as an attachment to this bid package. Include the costs of using this service in your bid. If you have any questions regarding Textura's Terms and Conditions, costs of service, or training implementation please contact Textura at 866-TEXTURA (839-8872).

46. Conduct an in-house kick-off meeting which must include the personnel that estimated the project and attended the scope review meeting with Gilbane and the personnel that will administer the project (project manager, lead field foreman, accounting, purchasing, etc.). The kick-off meeting must transfer the knowledge of the estimating team to the project administration team. Produce and submit for record the minutes of the meeting, complete with attendance sign-in sheet to the Construction Manager. In the event the Construction Manager is required to devote excessive amounts of time to educating trade contractor administrative personnel on the requirements of the project, the Trade Contractor may be billed for that time at the rates in the Construction Manager's contract with the Owner.

**SPECIFIC ITEMS:**

1. Provide all materials, labor, equipment and services required to complete all Structural Steel work, including, but not limited to site and building steel, joist and decking work in accordance with the Contract Documents. This includes, but not limited to, structural steel, beams, columns, girders, bracing, joists, railings, metal decking, equipment dunnage, brick shelves and masonry clips.
2. Provide all work as specified in the following Specification Sections and as shown on the drawings (all drawings). The work specified in the following specification sections is the sole responsibility of this Trade Contractor unless modified below:  
051200 STRUCTURAL STEEL  
052100 STEEL JOISTS  
053000 METAL DECKING  
In addition, the Trade Contractor shall provide work specified elsewhere in the Specifications and specifically listed within this scope of work.
4. Provide and maintain an OSHA and Project Safety Plan approved safety cabling system for use by other trades at the elevated floors, roofs, stairs and interior openings. Provide turnbuckles to allow for maintaining cable tension per OSHA requirements. Also provide additional turnbuckles at three locations per floor between columns and to allow access for material loading on floors by other trades. In general cable should be inboard of column flanges and welded nuts are to be used as guys. At openings and roof provide stanchions and anchoring that will allow perimeter work by others to be installed with the cabling system remaining in place. Relocate any stanchions that interfere with the work of other trades at this trade contractor's expense. Coordinate work with Construction Manager and other Trade Contractors accordingly.
5. Provide all steel work shown on the "S" drawings unless excluded below. The BP05A steel work includes, but is not limited to, all structural steel and metal deck, masonry wall bracing, anchors, clips, plates, angles, whether attached to steel or metal deck or not. Also included is all steel shown embed in the work of others, such as concrete. See details 9 & 10S/3.02, 12/S3.03, B/S3.04, 4 & 5/S3.05 and other similar details and include all work accordingly.
6. Provide hoisting and scaffolding as required for the work of this bid package.
7. Adequately and safely secure work at the conclusion of each day.
8. Furnish all anchor bolts, nuts, leveling plates, washers and templates with layout drawings to Concrete Trade Contractor for installation.



9. Verify the anchor bolt locations and leveling plate elevations. Provide an “as-built” survey of all anchor bolts and leveling plates to the Construction Manager a minimum of two (2) weeks prior to the start of erection. The survey must be performed by a State of Connecticut licensed Land Surveyor. Include the cost to make separate trips to perform this survey work by area.
9. Furnish all items required for this scope of work which are embedded in the work of other trades. Coordinate these deliveries and installation with the appropriate trades and Construction Manager.
10. Provide field touch ups of shop coatings and galvanizing as required.
11. Provide all window support angles, relieving angles, shelf angles and top of partition wall support angles that are indicated to be attached to the structural steel. Review architectural drawings and include all items accordingly regardless of whether or not the items are indicated on the structural drawings.
12. Provide continuous metal pour stops at slab perimeters and all openings whether indicated on Contract Documents or not as required for a continuous stop. Provide all metal deck, edge angles and closure pieces, cant strips, bent plates, pour stops at all columns and discontinuous edges, at all changes in elevation and openings. Support all bent plate closure pieces and edge metal by means of miscellaneous support steel as required to support metal and wet concrete loads to be placed thereon, as needed whether shown or not. All closure pieces, bent plates and angles shall be tight cut to eliminate the dripping of wet concrete onto surfaces below and during placement. Deck flute fillers may be used to close off areas under deck, providing this option effectively closes off flow of wet concrete.
13. Level/adjust pour stops to allow slab-on-deck concrete to be placed within finish floor and floor level tolerances required.
14. Field weld any masonry ties to structural steel that are not installed during fabrication.
15. Coordinate deliveries, onsite storage and lay down area with the Construction Manager Refer to Site Utilization Plan.
16. Protect any S.O.G. placed before steel erection to prevent damage. Use dunnage as required.
17. Include cleaning of all decks when your work complete. This shall include the removal of all ceramic ferrules associated with Nelson Stud Welding.
18. Zinc prime weld touch-up to be provided, including spot welds at roof deck.
19. Come back and align the hung lintels/relieving angles and complete welding during the erection of the masonry veneer. Access will be allowed on the Mason’s perimeter staging provided that the mason’s hold harmless agreement is accepted and executed by this Trade Contractor and/or the erector. Relieving angles showing a bolted connection shall be slotted to allow adjustment by the Masonry Trade Contractor. Subsequent to the adjustment this Trade Contractor shall weld the item in place.

20. Survey and plumb the steel in accordance with specified tolerances. Provide an AISC plumbness and tolerances as-built survey for all steel erected.
21. Provide the design of all connections not already designed on the contract drawings. Design shall be performed by a Professional Engineer licensed by the State of Connecticut.
22. Provide shear wall clips and shear studs.
23. Provide mats and cribbing under cranes and equipment to stabilize the soil as necessary to set-up, operate, and/or move equipment for the erection of all structural steel work.
24. Provide a Site-specific Erection Plan prior to the start of erection in accordance with Subpart R of the 1926.750-761 OSHA Regulations.
25. Provide all required modifications to the structural steel to comply with Subpart R of the 1926.750-761 OSHA Regulations whether shown on the documents or not at no additional charge.
26. Provide openings in steel and metal deck to accommodate mechanical, electrical, plumbing and fire protection penetrations. Provide reinforcement of steel where necessary. Provide closure plate at metal deck where necessary. Openings in metal deck by this Trade Contractor shall be limited to framed openings. Protect all openings made by this Trade Contractor. Openings for ductwork, curbs, hatches, etc. are to be decked over until such time that the curbs, hatches, etc. are ready to be set. Include comeback operations to cut deck accordingly.
27. Include metal deck removal and replacement where needed on the existing buildings to allow installation of new structural steel member.
28. Include the removal and disposal of existing metal deck and structural steel where noted and/or shown on the drawings. Provide shoring as needed and remove when new work is complete. Also provide cable rail fall protection barriers at all created openings. See S1.09, the new skylight opening shown on the north end of the drawing, S1.12, new opening along the drawing match line, and all other similar instances. Coordinate with other applicable trades.
29. Remove excessive mill scale before, during, and/or after erection is complete. Reference specification section 078446 Sprayed Fire resistive Materials and the manufacturer requirements contained or referenced therein for definitions of excessive mill scale. Excessive scale is defined as more than the amount that is compatible with sprayed-on fire resistive materials. Any scraping of mill scale by the Spray-fireproofing Trade Contractor will be back-charged to this Trade Contractor.
30. Provide beam penetrations for mechanical and fire protection system piping as shown on MEP drawings. Coordinate locations with mechanical trades.
31. Remove only as much spray-on fireproofing as required to make attachment to the structural steel. Patching of spray-on fireproofing due to excessive removals shall be performed by others at this trade contractor's expense. Excessive removal is defined as exposed structural steel beyond the immediate connection area. Clean up removed spray-on fireproofing daily.

32. Provide power for all welding machines.
33. Provide all supplemental framing for roof and floor deck per details on Drawing S0.07. Structural drawings may not show all penetrations. Review and include frames for all penetrations shown on Architectural or MEP drawings. No additional compensation will be provided to install roof frames for penetrations shown on other drawings.
34. Provide closure plates for all existing roof openings that are scheduled to be abandoned. See drawings for locations.
35. Provide all dunnage support framing for equipment to be mounted on roof. Coordinate with MEP drawings for locations and quantities. Provide steel even if only shown on MEP drawings and if sizes are not provided assume sizes based on similar framing elsewhere.
36. Provide all supplemental steel for curtainwall framing. Include posts, bases, tubes, channels and cast in place assemblies. Furnish cast in place assemblies to the concrete contractor for embedment. See Details 3/S3.02 and 9, 10, 11/S3.02 for typical conditions. Furnish steel for all such conditions, including rebar welded steel, see Architectural drawings for more details and locations.
37. Provide all clips, angles, lintels, plates, other steel members, etc that are welded/bolted or otherwise connected to new steel and/or masonry.
38. Provide all clips, angles, lintels, plates, other steel members, etc that are required for a complete roof deck installation. Include also connections that are bolted to steel or masonry. See Details on drawing S6.03 for typical connections.
39. Provide steel window supports per detail 14 & 15/S6.03 and other similar conditions.

2. Description of Work Excluded

The following specific item(s) of work contained in the above referenced documents are EXCLUDED from the work of this Bid Package (Contract):

1. Light Gauge Metal Framing
2. Cold Formed Metal Framing
3. Composite metal panels
4. Loose lintels
5. Cement board
6. Grout
7. Stair assembly shown on S4.07
8. Slab demolition
9. 6/S4.02

**M. SPECIFICATIONS**

The following Specifications Sections, together with the Drawings and other related items of work as described herein, further define the Scope of Work of the Bid Package (Contract):

1. Specific work of this trade as defined in the following Specification Sections:  
Gilbane Project Manual  
All Division 01 – General Requirements  
051200 STRUCTURAL STEEL  
052100 STEEL JOISTS  
053000 METAL DECKING

2. Work related to this trade as defined in the following Specification Sections:

All other specification sections as listed in the Project Manual for the Additions and Renovation HC Wilcox Regional Vocational Technical School project, Table of Contents, dated Rev. 102010 as prepared by Tai Soo Kim Partners, LLC. Note this table of contents may be modified by Bid Supplements and Addenda.

**N. CONTRACT DRAWINGS**

1. The following drawings are included in the Scope of Work of this Bid Package.

All drawings as listed in Section 00 01 15 – List of Drawing Sheets with schedule titled Additions & Alterations HC Wilcox Technical High School, Meriden, CT, State Project No. BI-RT-843 Contract Drawing List, dated September 26, 2011. Note this list may be modified by Bid Supplements and Addenda.

**O.** The undersigned represents that this Proposal is made in good faith, without fraud, collusion, or connection of any kind with any other bidder of the same work, that he is competing in his own interest and in his own behalf, without connection of obligation to any undisclosed person, that no other person has any interest in regard to all conditions pertaining to the Work and in regard to the place where it is to be done, has made his own examination and estimates and from them makes this Proposal.

The undersigned represents that he has reviewed the Trade Contract Agreement issued as part of the bidding documents, agrees that if selected for award he will execute the Trade Contract Agreement without exceptions, exclusions, qualifications, clarifications and/or alterations, and is authorized to make such representation on behalf of the Bidder.

The undersigned represents that he has reviewed the insurance requirements in Article 6 of the Trade Contract Agreement, has included all costs to fully comply with same, and is authorized to make this representation on behalf of the Bidder.

Bidder: \_\_\_\_\_  
(Legal Signature) (Type/Print Name)  
\_\_\_\_\_  
(Title)

Firm: \_\_\_\_\_ Address: \_\_\_\_\_  
Business Phone No.: (\_\_\_\_) \_\_\_\_\_  
Business Fax No.: (\_\_\_\_) \_\_\_\_\_

This bidder is a (an): \_\_\_\_\_ Individual, Partnership, Corporation  
**Current Experience Modification Rating** \_\_\_\_\_ **Federal ID#** \_\_\_\_\_  
**OSHA Incident Rates: Recordable** \_\_\_\_\_

List here by title and number all licenses held by the bidder associated with the performance of this work.

License Title	License Number
_____	_____
_____	_____
_____	_____

Indicate the name of the health plan(s) to which benefits will be paid for all employees working on this project. \_\_\_\_\_

The full names, addresses and telephone numbers of all persons interested in this Proposal, as principals are as follows:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**NOTE:** This Proposal must bear the written signature of the Bidder.

- a. If the Bidder is an Individual doing business under a name other than his own name, the Proposal must so state, giving the address of the Individual.
- b. If the Bidder is a Partnership, the Proposal must so state, setting forth the names and addresses of all Partners, and must be signed by a Partner so designated as such.
- c. If the Bidder is a Corporation, the Proposal must be signed by a duly authorized officer or agent of such Corporation.

**BREAKDOWN OF HOURLY RATES**

**WORKERS TITLE:** \_\_\_\_\_

	<b>STRAIGHT TIME</b>	<b>ADD for 1 ½ TIME PREMIUM</b>	<b>ADD for DOUBLE TIME PREMIUM</b>
<b>BASE WAGE RATE</b>			
<b>F.I.C.A.</b>			
<b>F.U.T.A.</b>			
<b>S.U.T.A.</b>			
<b>GEN. LIABILITY INS.</b>			
<b>WORKER'S COMP. INS.</b>			
<b>WELFARE FUND</b>			
<b>PENSION FUND</b>			
<b>APPRENTICE FUND</b>			
<b>VACATION FUND</b>			
<b>ED. &amp; CULT. FUND</b>			
<b>DEFERRED INCOME FUND</b>			
<b>PAID HOLIDAYS</b>			
<b>INCIDENTALS</b>			
<b>OTHER:</b> _____			
<b>SUBTOTAL</b>			
<b>OVERHEAD &amp; PROFIT (15%)</b>			
<b>TOTAL</b>			

**SUBMITTED BY:** \_\_\_\_\_

**Not to be included in the wages above:**

<b>BOND PREMIUM</b> .....			
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**PROPOSAL FORM  
FOR  
ADDITIONS AND RENOVATIONS  
HC WILCOX REGIONAL VOCATIONAL TECHNICAL SCHOOL  
STATE PROJECT NO. BI-RT-843-CMR**



**GILBANE JOB NO. 11.5311.000  
BID PACKAGE No. 05B MISCELLANEOUS METALS**

**PRE-BID CONFERENCE:** October 11, 2011  
**TIME:** 3:00 PM

**PROPOSAL DUE DATE:** October 25, 2011  
**TIME:** 2:00 PM

**LOCATION:** HC Wilcox Technical School  
298 Oregon Road  
Meriden, CT 06451

**LOCATION:** Gilbane Building Company  
208 New London Turnpike  
Glastonbury, CT 06033

**DEADLINE FOR SUBMISSION OF QUESTIONS:** October 18, 2011

**To:** Gilbane Building Company  
208 New London Turnpike  
Glastonbury, CT 06033  
Attention: Patrick J. Delany, District Chief Purchasing Agent

FIRM NAME:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

the undersigned

**A.** Proposes to furnish all labor, materials, equipment and services as required to satisfactorily complete all **Miscellaneous Metal** work herein described as Bid Package No. **05B** as required for the additions and alternations at HC Wilcox Regional Vocational Technical School Project, all in accordance with the Drawings and Specifications as prepared by Tai Soo Kim Partners, LLC, the Gilbane Project Manual, and this Proposal Form.

**B.** All work required by the foregoing documents will be accomplished for the Lump Sum Bid Price of

\_\_\_\_\_ Dollars (\$) ).  
(Show amount in both words and figures. In case of discrepancy, amount shown in words will govern.)

The Lump Sum Bid Price above INCLUDES all applicable sales and/or use taxes; INCLUDES all insurance premiums required to meet contractual insurance requirements; and INCLUDES all premiums for a Performance Bond and a Labor and Material Payment Bond in the sum of one hundred percent of the Contract price.

**C.** Bidder agrees that if written notice of the acceptance of this bid is mailed or delivered to the undersigned within one hundred eighty (180) days after the Proposal Due Date, or any time thereafter before it is withdrawn, the

undersigned shall meet a representative of the Gilbane Glastonbury office or a mutually agreed upon location to execute the Contract. Performance and Payment Bonds and the appropriate insurance certificates will be delivered to the Construction Manager at the time of execution of the Contract. Failure to execute said contract within ten (10) days after receipt of Notice to Award may be considered a default under the obligation of the bid bond.

**D. The above price includes all stipulations and requirements of the following Supplements:**

- Supplement \_\_\_ dated \_\_\_\_\_
- Supplement \_\_\_ dated \_\_\_\_\_
- Supplement \_\_\_ dated \_\_\_\_\_
- Supplement \_\_\_ dated \_\_\_\_\_

which have been received and accepted by the undersigned. Note that it is incumbent of the bidder to include all Supplements issued in the bid. Failure to acknowledge a supplement does not relieve the bidder from the requirements of the supplement.

**E. MILESTONE SCHEDULE DATES**

See Gilbane Project Manual section 00 31 13 – Schedule for activity milestones, durations, and reference. This schedule represents the general milestones that need to be met to achieve the overall project completion dates, and provides guidance to the bidders to understand the time constraints the work must be performed under. The project detailed schedule, in accordance with the terms of the Contract and General Conditions, will be derived from a “Card Trick” scheduling session with mandatory attendance by all prime Trade Contractors.

- 1. Anticipated Date of Contract Award: ..... January 19, 2012
- 2. Commence Shop Drawings and Submittals..... January 19, 2012
- 3. Commence Work for the Proposal:..... March 19, 2013
- 4. Bid Package Substantial Completion:..... August 30, 2014
- 5. Project Substantial Completion..... November 5, 2014

**F. TRADE SUBCONTRACTORS AND MAJOR SUPPLIERS**

The following trade subcontractors are proposed for the item of work listed. Trade subcontractors are subject to review per the General Conditions.

ITEM OF WORK	TRADE SUBCONTRACTORS
_____	_____ EMR:___
_____	_____ EMR:___
_____	_____ EMR:___
_____	_____ EMR:___

**G. UTILIZATION OF MINORITY CONTRACTORS AND SUPPLIERS**

- 1. The Bidder will endeavor to obtain a minimum goal of twenty-five percent (25%) of the awarded amount to small business enterprises, with ten percent (10%) of the awarded amount to minority business trade subcontractors and/or suppliers certified by the **State of Connecticut**.



2. The successful Trade Contractor shall substantiate this participation within ten (10) days after receipt of Notice of Award. Refer to the General Instruction to Bidders for further information.
3. Indicate here the utilization of certified S/MBEs included in the base bid. Failure to comply with M/WBE participation goals may constitute a non-responsive proposal. IF NO INDICATION IS GIVEN, IT SHALL BE INTERPRETED THAT ZERO M/WBE PARTICIPATION IS INCLUDED.  
  
This proposal includes \_\_\_\_\_% certified SBE participation.  
  
This proposal includes \_\_\_\_\_% certified MBE participation.
4. S/MBE participation shall count toward stipulated contractual goals or requirements only as described in the General Instructions to Bidders.

**H. UNIT PRICES**

Unit Prices shall be used, where applicable, to make adjustments to the cost of the Work due to changes. All Unit Prices submitted shall be complete in-place prices (unless noted otherwise) and include all costs for overhead, profit, labor, materials, equipment, and any other incidentals related to the completion of the Work, and shall remain firm for the period of the contract. Unit prices listed are for additive work. Deductive unit prices will be calculated at no less than 85% of the additive unit price (100% if used in conjunction with an allowance).

UNIT PRICES:

1. Lintels ..... \$ \_\_\_\_\_ /LB
2. Galvanized Lintels ..... \$ \_\_\_\_\_ /LB

**Changes in the Work.** All bidders are herein advised that they are to provide, in the space provided below, a written description of how they would price lump sum changes. It is understood that the Unit Prices which you would insert in this Proposal Form response would be one element of the Change pricing, however, it is necessary to determine up front and reach agreement on, your intended method of determining units of labor productivity and material pricing as well. Bidders are to be explicit as to what Manual(s), if any, are intended to be utilized. Once accepted by the Construction Manager, provide copies of all applicable pricing manuals for use by the Construction Manual in evaluating Change Order pricing.

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Provide labor rates which may be used, subject to review and approval, in pricing any extra work that may be required. Rates are to be complete billing rates and are to include actual wages, taxes, fringes, insurance, small tools and incidentals and **15%** overhead and profit (combined). Base price on current rates in effect at time of bid. As prevailing wages and fringes rate change, these increases will be added to the labor rates at actual cost. Increases in wage rates are subject to audit. Complete the attached Wage Rate Breakdown Form for each classification of worker anticipated to work on the Project.

**I. ALTERNATE PRICES**

An Alternate Price shall include all costs associated with the changes, omissions, additions or other adjustments to the Work of this Bid Package (Contract) which are described in the Alternate, or are reasonably inferable therefrom. Claims for extras resulting from changes caused by the acceptance or rejection of any Alternate will not be allowed. Alternate Prices shall also include all costs of overhead, profit and bonds associated with the work of the Alternate, whether additive or deductive.

The Drawings, Specifications and other Contract Documents shall be considered appropriately modified by either the acceptance or rejection of the various Alternates. The Owner and the Construction Manager expressly reserve the right to accept or reject any, or all, Alternate Prices, and in any sequence prior to or after award. Acceptance or rejection of any Alternate does not relieve the Bidder of timely completion of the Work within the time periods indicated.

ALTERNATES:

None.

**J. ALLOWANCES**

The Bidder includes the following Allowances and rates in the total Lump Sum Amount of the Base Bid for this Bid Package. Further to Article 10 in the General Conditions and unless noted otherwise below, the following allowance amounts include the Trade Contractor's cost of materials less applicable discounts, delivery to the site, applicable taxes, unloading, handling, installation, allowable overhead and profit. All other costs associated with completing the work described in the allowance is included in the base bid but outside of the allowance amount.

ALLOWANCES:

1. 200 man-hours of premium time labor (premium portion only) to accelerate work in addition to the base scope requirements at the direction of the Construction Manager. Note that the Trade Contractor remains responsible to maintain the schedule and that this allowance will not be used for that purpose.

Journeyman.....	\$ _____/Hr X 180 =	\$ _____
Foreman .....	\$ _____/Hr X 20 =	\$ _____
Total .....		\$ _____

**K. COST AND QUANTITY BREAKDOWN**

In order to properly evaluate the Proposal, provide the following information. The Scope of Work to be awarded will not be influenced by the cost and quantity information requested here.

1. COST BREAKDOWN

Total Material .....	\$ _____
Total Labor Cost .....	\$ _____
Total Subcontractor/Equipment Cost.....	\$ _____
Total Applicable Sales and Use Taxes.....	\$ _____
Allowances.....	\$ _____
Total Bond Cost .....	\$ _____

Total Bid .....\$ \_\_\_\_\_  
 Total Estimated On-Site Manhours ..... \_\_\_\_\_

2. **QUANTITY BREAKDOWN** (Note: The items listed below are not intended to be an all inclusive listing, but merely to highlight some items of work.)

**THE INFORMATION LISTED BELOW IN THE QUANTITY BREAKDOWN SECTION IS REQUIRED AT THE TIME OF BID SUBMISSION.**

Item	Quantity	Total Cost
Mobilization	_____ EA	\$ _____
Safety	L.S	\$ _____
Metal Stairs	_____ Risers	\$ _____
Handrails	_____ LF	\$ _____
Ladders	_____ LF	\$ _____
Loose lintels	_____ LBS	\$ _____
Grates	_____ SF	\$ _____
Decorative Formed Metal	L.S	\$ _____
Wire Mesh Partitions	L.S.	\$ _____
Allowances	L.S.	\$ _____
Other	L.S.	\$ _____
Total Bid	L.S.	\$ _____

**L. SCOPE OF WORK**

1. Description of Work Included

Except for those items (if any) specifically noted in the section below entitled "Description of Work Excluded", the Work of this Bid Package shall INCLUDE all of the following:

- a. All items of work required by, and/or specified in, those Sections of the Specifications which are listed herein, under Section M SPECIFICATIONS.
- b. All items of work related to the "Scope of Work", which are shown on the Drawings listed herein under Section N Contract Drawings.
- c. The following "Significant Items of Work" are related to those required by the above referenced documents and are to be provided under, and hereby form a part of, the Scope of Work of this Bid Package (Contract). Should any conflict exist between this written scope of work and the scope of work inferred by the above referenced documents, this scope of work shall govern. All items are furnished and installed by this Trade Contractor unless noted otherwise.

**GENERAL**

- 1. Include all costs for Trade Contractor personnel and all sub-trade contractor personnel for safety orientation and other safety related meetings, etc. for all labor forces working on this jobsite. This orientation is mandatory for all personnel working on-site and is expected to last approximately 1/2 hour. Safety orientations will be scheduled by the Construction Manager. ALL PERSONNEL (including truck drivers) MUST ATTEND

THE SAFETY ORIENTATION PRIOR TO PERFORMING ANY WORK ON SITE. Also, each week, in addition to safety training, safety meetings, and tool box talks that the Trade Contractor provides to their employees, include attendance by all on-site personnel to attend a weekly safety talk that will be conducted by the Construction Manager. This talk will take place on a regular basis one day a week immediately following the lunch break and will last no longer than 10 minutes.

2. Retainage of 7.5% is intended to be withheld until Substantial Completion however “partial payments may be made if agreed to by the DCS and Gilbane.”
3. This Trade Contractor will not be allowed to begin work on the project until the following items have been submitted: Certificate of Insurance, written Safety Program with Job Hazard Analysis, material status report and a list of all materials required under this Contract with indication of which materials require submittal for approval as outlined in the specifications and a schedule of anticipated date(s) of submittal for each.
4. The items listed herein are not intended to be an all-inclusive listing of the specified Contract Scope of Work, but merely highlight the major items of work. Review the scope of work closely and include all cost to provide all work as required by this bid package. Provide all work required by your scope of work which may be contained in other specifications, or on drawings whether or not specifically listed within this Proposal Form. Should a scope of work item be duplicated in another bid package, do not delete the item from your bid. Notify the Construction Manager immediately. Failure to include costs for a duplicated item will not alleviate the Trade Contractor’s responsibility to provide full credit for the item should it be deleted from the bid package after a contract is awarded.
5. Gilbane shall have the right to assemble the craftsmen for orientation, quality, daily stretching, and safety related matters at no additional cost
6. Parking will be available on site in areas to be designated by the Construction Manager. Please refer to the Site Utilization Plan detailing parking in Lot A. A portion of the lot will be provided for parking, general lay-down, and storage containers.
7. Construction is to be sequenced and phased per the Gilbane project schedule included in the Project manual and the Phasing Drawings. Review these documents carefully. The school will remain active during construction, and cannot be disrupted. Work within the existing building is to occur as the schedule depicts. Every effort will be made to work around the school schedule, vacations and days off will be utilized.
8. Provide all labor necessary to unload, distribute, and re-handle his material as required until such time that material is in place.
9. All costs required for transporting, erecting, dismantling, and removal of temporary facilities and equipment required by this Trade Contractor are to be included in the base bid amount.
10. Trade contractors shall participate with the inspection walkthroughs as requested by the Construction Manager. Provide suitable access for inspectors to perform all tests or inspections. Trade Contractor supplied temporary ladders and lifts to perform their work are to be available for the use of all parties.

11. The site is very restricted and the building will be occupied during the work. Deliveries and storage must be coordinated with the Construction Manager in advance. On site storage will not be available without prior approval by the Construction Manager.
12. All equipment used on the Jobsite shall be in good working order and maintained and operated as designed and have state of the art noise, vibration and exhaust control
13. Layout from a bench mark provided by others is the responsibility of the Trade Contractor requiring the layout.
14. Immediately notify the Construction Manager of any delays to the schedule of this bid package scope which is being caused by the work of any other Trade Contractor on site. This requirement supersedes other notice provisions in the Contract Documents for this type of delay.
15. This Trade Contractor shall keep all access roadways free and clean from equipment, material, soil or objects which may inhibit the flow of traffic.
16. Daily cleanup is to be provided on a daily basis to a central location and the adequate cost for same is to be carried in the proposal response. Daily clean up is defined as properly removing all debris, neatly organizing remaining material, and broom sweeping work areas, etc. after completion of the day's work at a minimum of EVERY SINGLE DAY.
17. The schedule of values will contain line items for clean up, submittals, safety and as-builts and close out in addition to line items apportioning "the Work". Payments made against these items will be directly related to Trade contractor's Performance. A schedule of values must be submitted and approved prior to the first application for payment being submitted.
18. Electrical power for 110 v. power tools and its consumption cost is by others. Include all cost for electrical connection or hook up required is by this bid package.
19. Sets of documents are available at the Trade Contractor's expense. Contact Service Point at 203.624.0079.
20. Whenever the contract documents require a certified engineer's stamp, review or report, it shall be understood to mean an engineer licensed in the applicable discipline, fully insured and registered in the State of Connecticut.
21. Demobilize/remobilize as the construction schedule and/or weather conditions require at no extra cost.
22. Each Trade Contractor will perform a First Delivery Inspection of materials with the Construction Manager to confirm that materials meet the Project Specifications and approved submittals. These reports shall be turned in with the daily report no more than 24 hours after material arrival. Submission of the First Delivery Inspection Report is a condition of monthly payment. All delays that result from failure to confirm materials delivered with the Construction Manager are at the Trade Contractor's cost, including those of other Trade Contractors on this Project. The Construction Manager will provide a form for this use, which is to be jointly filled out by the Construction Manager and the Trade Contractor. It is the Trade Contractor's responsibility to perform subsequent delivery inspections to ensure compliance with Specifications. Include Benchmarking of initial installations in accordance with the Quality Plan in the Project Manual.

23. There will be no deviations from the submittal format established by the Project Specifications. It is the Trade Contractor's responsibility to complete Submittals in a timely fashion, and to monitor the status of the A/E review. The Trade Contractors shall provide a Submittal Schedule no later than ten (10) days following the receipt of the Notice of Award. All submittals must be received by Construction Manager within 60 days of award, or earlier as required to meet delivery schedules. Include in the schedule a listing for any equipment or materials where shop drawings will take more than 4 weeks to prepare, and for equipment or materials that will take more than 6 weeks to arrive following shop drawing approval.
24. Any payment for overtime work, if authorized as an extra, is for labor, and not for equipment provided on job during regular shift.
25. The successful Bidder shall be responsible for all winter conditions and temporary protection associated with the work of this bid package. If applicable, Include snow removal as necessary to perform your work, except access to the site and slabs, which is by others
26. Each Trade Contractor, where applicable, will receive, unload, and distribute, secure and install all materials furnished by others for installation under this scope. All fittings and hardware required for final connection and installation shall be by the installer.
27. The Construction Manager will arrange to provide temporary electrical power panels for hand tools (by –Electrical Trade Contractor) and water (by HVAC & Plumbing Trade Contractor) at the site for the Trade Contractor's use.
28. Trade Contractor must not use building or site sewage or drainage systems for equipment cleaning purposes.
29. There will be no watchman or security guard on site. All trade Contractors are responsible for security of materials, equipment, and work in place until acceptance as it relates to your work. This includes safety barriers and precautions during off-hours.
30. It is the trade contractor's responsibility to request a preconstruction meeting 30 days prior to commencement of work or 30 days prior to the start of shop drawings where coordination with other trades are required.
31. Specification Section 01 45 00 Paragraph 1.4, B indicates that the re-testing or re-inspection of deficient items are the cost responsibility of the CMR. This will be the cost responsibility of the Trade Contractor. The Trade Contractor shall ensure to submit requests for ALL inspections to the Construction Manager and shall ensure that the assembly to be inspected has been reviewed in advanced of the inspector. Any costs associated with re-inspection will be the trade contractor's responsibility
32. The trade contractor shall request approval from the Construction Manager to work overtime 72 (Construction Manager has 48 hour notice request to the owner) hours in advanced
33. Deduct changes utilizing the Unit Prices per Specification Section 01 20 00 Part 1.5 D – Unit Prices will be issued at a 10% reduction of the Contract Unit Price

34. Specification Section 01 25 00 – Paragraph 1.4 A specifically indicates that the owner will consider requests for equal or substitutions if made prior to the Construction Manager’s Subcontractor Competitive Bid. The trade contractor must submit (in the format indicated) requests for substitution or equals a minimum of two (2) week prior to the bid date as a means of allowing for adequate time for review and consideration by the owner and A/E.
35. RFIs process under the Contract Modification Procedures – Specification Section 01 26 00 – The trade contractor shall be timely in reviewing documents. The Construction Manager has a 5 day notice period to inform the owner of potential changes following the Architect’s response per Specification Section 01 26 00 – Paragraph 1.3, Part 6. The trade contract will have two (2) calendar days to provide such notice to the Construction Manager or the trade contractor waives the right to seek additional time or cost.
36. RFPs issued by the architect and submitted to the trade contractor by the Construction Manager shall be responded to within 7 calendar days.
37. Specification Section 01 29 76 – Paragraph 1.3 – Part 4 specifically notes SOV requirements of the Construction Manager to the owner. Item Nos. b, d, e, f, and h are specifically tied to the deliverables required by the trade contractors. These items shall be specifically itemized in the trade contractor’s SOV to the Construction Manager. The trade contractors inability to submit or perform the referenced work will result in forfeiting the monthly value and a deduct change order will be processed.
38. A minimum of one safety meeting per month is required per Specification Section 01 31 19, 1.6.
39. Fire Stop Systems – A single source fire stop manufacturer will be selected by the Construction Manager from the list of providers noted in the Contract Documents. The trade contractor will be required to provide fire stop systems as it applies to the individual scope. The trade contractors shall also include fire stop / safe labeling and tagging each penetration or application with data including but not limited to Installer, Contractor, Location, System used, and date. Also, the trade contractor shall provide data log entries for use in generating an as-built plan including location.
40. Refer to perimeter fencing and gates as indicated on the Site Utilization Plan. The site contractor will provide all fencing and it is each trade contractor’s responsibility to keep the gates closed when entering or exiting the site. The gates shall be closed at all times. This will be included as part of the initial orientation process but must be reinforced by the trade contractor’s project manager and field supervisor.
41. The State will utilize PM Web for electronic documentation submission for all daily reports, safety reports, submittals, as-builts, RFIs, change related correspondence and general correspondence. The license costs is \$500 per trade contractor plus 20% each year (or any portion of a year) for maintenance. For example, if the license is purchased in February, 2012 and is needed through September of 2014, the cost would be \$800, \$500 for the license fee plus 20% (\$100) per year for maintenance for 3 years (\$300 total), even if the duration is only 31 months of usage.
42. Trade contractors will be required to enter daily reports in PM Web on a community computer provided and located by the Construction Manager. It is recommended that your field foreman is equipped with their own computer for efficiency in the event the

community computer is not available due to use by other trade contractors during the work day.

43. All reference in the contract documents to the Construction Manager/CMR/General Contractor/Contractor as performing any field work or providing services in connection with any aspect of the Work shall be understood to mean the Trade Contractor. The Construction Manager will not layout, log, record, or otherwise provide actual work or service related to the Trade Contractor's scope of work, inclusive of Division 0 and Division 1 specifications.
44. Note specification section 01 78 30, 1.3, F; minimum warranty period is eighteen (18) months unless specified otherwise for a longer duration. The warranty period does not commence until final acceptance by the Owner. Do not assume a shorter warranty period regardless of a shorter period stipulated elsewhere in the documents and include all costs accordingly.
45. Gilbane has automated its monthly payment application process and solely utilizes an online web-based application provided by Textura LLC. Trade contractors will be required to participate and must implement Textura on the project. Textura will automatically generate the AIA G702/703 and Lien Release Documents. Any additional documentation required as part of the Gilbane application process must be uploaded in the form of a PDF prior to your submission. There is a nominal fee to use this service. These costs are summarized in the Textura brochure included as an attachment to this bid package. Include the costs of using this service in your bid. If you have any questions regarding Textura's Terms and Conditions, costs of service, or training implementation please contact Textura at 866-TEXTURA (839-8872).
46. Conduct an in-house kick-off meeting which must include the personnel that estimated the project and attended the scope review meeting with Gilbane and the personnel that will administer the project (project manager, lead field foreman, accounting, purchasing, etc.). The kick-off meeting must transfer the knowledge of the estimating team to the project administration team. Produce and submit for record the minutes of the meeting, complete with attendance sign-in sheet to the Construction Manager. In the event the Construction Manager is required to devote excessive amounts of time to educating trade contractor administrative personnel on the requirements of the project, the Trade Contractor may be billed for that time at the rates in the Construction Manager's contract with the Owner.

**SPECIFIC ITEMS:**

1. Provide labor, materials, equipment, services and supervision required to complete all miscellaneous metal work in accordance with the Contract Documents. This includes, but not limited to railings, brick shelves, ladders (including ladders to roof hatches and elevator pits), ornamental metal fabrications, decorative formed metal, overhead coiling doors, overhead coiling grilles, wire mesh partitions, masonry clips, loose lintels, sill angles and metal stair systems inclusive of all landings and railings.
2. Provide all work as specified in the following Specification Sections and as shown on the drawings (all drawings). The work specified in the following specification sections is the sole responsibility of this Trade Contractor unless modified below:  
055000 METAL FABRICATIONS  
055110 METAL STAIRS AND HANDRAILS



057500	DECORATIVE FORMED METAL
083323	OVERHEAD COILING DOORS
083326	OVERHEAD COILING GRILLES
102213	WIRE MESH PARTITIONS

In addition, the Trade Contractor shall provide work specified elsewhere in the Specifications and specifically listed within this scope of work.

3. Whether or not specifically detailed in the drawings, provide the steel framing and supports for the following components; ceiling-hung or braced toilet partitions, operable partitions, overhead doors and grilles, countertops, mechanical and electrical equipment, shelf angles, sill angles, metal cover plates for joints, floor pits and access openings, metal supports for roof screens, supports and accessories for metal wall panels.
3. Provide hoisting and scaffolding as required for the work of this bid package.
4. Adequately and safely secure work at the conclusion of each day.
3. Furnish all items required for this scope of work which are embedded in the work of other trades. Coordinate these deliveries and installation with the appropriate trades and Construction Manager.
4. Provide field touch ups of shop coatings and galvanizing as required.
5. Furnish sleeves, at this Trade Contractor's option, for handrails that are embedded for installation by the Concrete and/or Sitework Trade Contractor. Coordinate with the installing Trade Contractor the placement of sleeves. This Trade Contractor is responsible for all coring if sleeves are not provided.
6. Furnish only all steel lintels, loose lintels and/or shelf angles required at all masonry openings and where attached to masonry construction including, but not limited to, all windows, doors, louvers, and HVAC duct work openings. Provide all lintels for masonry openings whether or not shown on Structural Drawings. Review all contract documents to locate all masonry openings. Coordinate deliveries with the Masonry and Concrete Trade Contractors and the Construction Manager. Provide all window support angles, relieving angles, shelf angles and top of partition wall support angles that are not to be attached to the structural steel. Review architectural drawings and include all items accordingly regardless of whether or not the items are indicated on the structural drawings.
7. Provide all interior and exterior metal handrail and guardrail systems.
8. Provide steel support for ceiling hung or ceiling braced toilet partitions as required coordinate with toilet partition contractor.
9. Coordinate deliveries, onsite storage and lay down area with the Construction Manager Refer to Site Utilization Plan.
10. Come back and align the hung lintels/relieving angles and complete welding during the erection of the masonry veneer. Access will be allowed on the Mason's perimeter staging provided that the mason's hold harmless agreement is accepted and executed by this Trade Contractor and/or the erector. Relieving angles showing a bolted connection shall be installed by this trade contractor; See details 12/S4.03 and 3/S6.06 for typical

conditions.

11. Provide all clips, angles, lintels, plates, other steel members, etc that are welded/bolted or otherwise connected to existing steel.
12. Remove only as much spray-on fireproofing as required to make attachment to the structural steel. Patching of spray-on fireproofing due to excessive removals shall be performed by others at this trade contractor's expense. Excessive removal is defined as exposed structural steel beyond the immediate connection area. Clean up removed spray-on fireproofing daily.
13. Provide continuous galvanized angle shown on Details 2, 2A, 3 & 7/S3.04.
14. Provide all cast in place angle assemblies for floor openings, pits, frames, sills etc. Review all drawings for locations.
15. Provide all clips, angles, lintels, plates, other steel members not specifically called out on the structural drawings. This trade contractor must review all contract drawings particularly the Architectural and MEP drawings to determine the extent of this requirement.
16. Furnish all exterior steel bollards to the BP31A Trade Contractor for installation. See 16/L1.20. Provide all interior steel bollards, inclusive of concrete fill.
17. Provide all site railings. Review drawings and include new work accordingly. See 13/L1.21 for typical detail.
18. Provide all ramp rails. See 6 & 8/A6.03 for typical locations and provide all work accordingly.
19. Provide the non-slip abrasive nosing along with the stair assemblies. Cast in place concrete is by others. See detail 6/A6.04 and other similar details.
20. Provide the new 16 gauge bent plate infill as noted in 6A/A6.04.
21. Provide steel base at wood floors in shop areas; see drawings A10.01, A10.02 and A10.03.
22. Provide the box and loose lintel shown in detail 6/S4.02.

2. Description of Work Excluded

The following specific item(s) of work contained in the above referenced documents are EXCLUDED from the work of this Bid Package (Contract):

1. Structural Steel
2. Composite metal panels
3. Light Gauge Metal Framing
4. Cold Formed Metal Framing

**M. SPECIFICATIONS**

The following Specifications Sections, together with the Drawings and other related items of work as described herein, further define the Scope of Work of the Bid Package (Contract):

1. Specific work of this trade as defined in the following Specification Sections:

Gilbane Project Manual  
All Division 01 – General Requirements  
055000 METAL FABRICATIONS  
055110 METAL STAIRS AND HANDRAILS  
057500 DECORATIVE FORMED METAL  
083323 OVERHEAD COILING DOORS  
083326 OVERHEAD COILING GRILLES  
102213 WIRE MESH PARTITIONS

2. Work related to this trade as defined in the following Specification Sections:

All other specification sections as listed in the Project Manual for the Additions and Renovation HC Wilcox Regional Vocational Technical School project, Table of Contents, dated Rev. 102010 as prepared by Tai Soo Kim Partners, LLC. Note this table of contents may be modified by Bid Supplements and Addenda.

**N. CONTRACT DRAWINGS**

1. The following drawings are included in the Scope of Work of this Bid Package.

All drawings as listed in Section 00 01 15 – List of Drawing Sheets with schedule titled Additions & Alterations HC Wilcox Technical High School, Meriden, CT, State Project No. BI-RT-843 Contract Drawing List, dated September 26, 2011. Note this list may be modified by Bid Supplements and Addenda.

**O.** The undersigned represents that this Proposal is made in good faith, without fraud, collusion, or connection of any kind with any other bidder of the same work, that he is competing in his own interest and in his own behalf, without connection of obligation to any undisclosed person, that no other person has any interest in regard to all conditions pertaining to the Work and in regard to the place where it is to be done, has made his own examination and estimates and from them makes this Proposal.

The undersigned represents that he has reviewed the Trade Contract Agreement issued as part of the bidding documents, agrees that if selected for award he will execute the Trade Contract Agreement without exceptions, exclusions, qualifications, clarifications and/or alterations, and is authorized to make such representation on behalf of the Bidder.

The undersigned represents that he has reviewed the insurance requirements in Article 6 of the Trade Contract Agreement, has included all costs to fully comply with same, and is authorized to make this representation on behalf of the Bidder.

Bidder: \_\_\_\_\_  
(Legal Signature) (Type/Print Name)  
\_\_\_\_\_  
(Title)

Firm: \_\_\_\_\_ Address: \_\_\_\_\_  
Business Phone No.: (\_\_\_\_) \_\_\_\_\_  
Business Fax No.: (\_\_\_\_) \_\_\_\_\_

This bidder is a (an): \_\_\_\_\_ Individual, Partnership, Corporation  
**Current Experience Modification Rating** \_\_\_\_\_ **Federal ID#** \_\_\_\_\_  
**OSHA Incident Rates: Recordable** \_\_\_\_\_

List here by title and number all licenses held by the bidder associated with the performance of this work.

License Title	License Number
_____	_____
_____	_____
_____	_____

Indicate the name of the health plan(s) to which benefits will be paid for all employees working on this project. \_\_\_\_\_

The full names, addresses and telephone numbers of all persons interested in this Proposal, as principals are as follows:  
\_\_\_\_\_  
\_\_\_\_\_

**NOTE:** This Proposal must bear the written signature of the Bidder.

- a. If the Bidder is an Individual doing business under a name other than his own name, the Proposal must so state, giving the address of the Individual.
- b. If the Bidder is a Partnership, the Proposal must so state, setting forth the names and addresses of all Partners, and must be signed by a Partner so designated as such.
- c. If the Bidder is a Corporation, the Proposal must be signed by a duly authorized officer or agent of such Corporation.

**BREAKDOWN OF HOURLY RATES**

**WORKERS TITLE:** \_\_\_\_\_

	<b>STRAIGHT TIME</b>	<b>ADD for 1 ½ TIME PREMIUM</b>	<b>ADD for DOUBLE TIME PREMIUM</b>
<b>BASE WAGE RATE</b>			
<b>F.I.C.A.</b>			
<b>F.U.T.A.</b>			
<b>S.U.T.A.</b>			
<b>GEN. LIABILITY INS.</b>			
<b>WORKER'S COMP. INS.</b>			
<b>WELFARE FUND</b>			
<b>PENSION FUND</b>			
<b>APPRENTICE FUND</b>			
<b>VACATION FUND</b>			
<b>ED. &amp; CULT. FUND</b>			
<b>DEFERRED INCOME FUND</b>			
<b>PAID HOLIDAYS</b>			
<b>INCIDENTALS</b>			
<b>OTHER:</b> _____			
<b>SUBTOTAL</b>			
<b>OVERHEAD &amp; PROFIT (15%)</b>			
<b>TOTAL</b>			

**SUBMITTED BY:** \_\_\_\_\_

**Not to be included in the wages above:**

<b>BOND PREMIUM</b> .....			
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**PROPOSAL FORM  
FOR  
ADDITIONS AND RENOVATIONS  
HC WILCOX REGIONAL VOCATIONAL TECHNICAL SCHOOL  
STATE PROJECT NO. BI-RT-843-CMR**



**GILBANE JOB NO. 11.5311.000  
BID PACKAGE No. 06A - Millwork**

**PRE-BID CONFERENCE: October 11, 2011  
TIME: 3:00 PM**

**PROPOSAL DUE DATE: October 25, 2011  
TIME: 2:00 PM**

**LOCATION: HC Wilcox Technical School  
298 Oregon Road  
Meriden, CT 06451**

**LOCATION: Gilbane Building Company  
208 New London Turnpike  
Glastonbury, CT 06033**

**DEADLINE FOR SUBMISSION OF QUESTIONS: October 18, 2011**

**To:** Gilbane Building Company  
208 New London Turnpike  
Glastonbury, CT 06033  
Attention: Patrick J. Delany, District Chief Purchasing Agent

FIRM NAME:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ the undersigned

**A.** Proposes to furnish all labor, materials, equipment and services as required to satisfactorily complete all **Millwork** work herein described as Bid Package **No. 06A** as required for the additions and alternations at HC Wilcox Regional Vocational Technical School Project, all in accordance with the Drawings and Specifications as prepared by Tai Soo Kim Partners, LLC, the Gilbane Project Manual, and this Proposal Form.

**B.** All work required by the foregoing documents will be accomplished for the Lump Sum Bid Price of \_\_\_\_\_ Dollars (\$) \_\_\_\_\_).  
(Show amount in both words and figures. In case of discrepancy, amount shown in words will govern.)

The Lump Sum Bid Price above INCLUDES all applicable sales and/or use taxes; INCLUDES all insurance premiums required to meet contractual insurance requirements; and INCLUDES all premiums for a Performance Bond and a Labor and Material Payment Bond in the sum of one hundred percent of the Contract price.

**C.** Bidder agrees that if written notice of the acceptance of this bid is mailed or delivered to the undersigned within one hundred eighty (180) days after the Proposal Due Date, or any time thereafter before it is withdrawn, the undersigned shall meet a representative of the Gilbane Glastonbury office or a mutually agreed upon location to

execute the Contract. Performance and Payment Bonds and the appropriate insurance certificates will be delivered to the Construction Manager at the time of execution of the Contract. Failure to execute said contract within ten (10) days after receipt of Notice to Award may be considered a default under the obligation of the bid bond.

**D. The above price includes all stipulations and requirements of the following Supplements:**

- Supplement \_\_ dated \_\_\_\_\_
- Supplement \_\_ dated \_\_\_\_\_
- Supplement \_\_ dated \_\_\_\_\_
- Supplement \_\_ dated \_\_\_\_\_

which have been received and accepted by the undersigned. Note that it is incumbent of the bidder to include all Supplements issued in the bid. Failure to acknowledge a supplement does not relieve the bidder from the requirements of the supplement.

**E. MILESTONE SCHEDULE DATES**

See Gilbane Project Manual section 00 31 13 – Schedule for activity milestones, durations, and reference. This schedule represents the general milestones that need to be met to achieve the overall project completion dates, and provides guidance to the bidders to understand the time constraints the work must be performed under. The project detailed schedule, in accordance with the terms of the Contract and General Conditions, will be derived from a “Card Trick” scheduling session with mandatory attendance by all prime Trade Contractors.

- 1. Anticipated Date of Contract Award: ..... January 19, 2012
- 2. Commence Shop Drawings and Submittals..... January 19, 2012
- 3. Commence Work for the Proposal:..... November 15, 2012
- 4. Bid Package Substantial Completion:..... July 8, 2014
- 5. Project Substantial Completion..... November 5, 2014

**F. TRADE SUBCONTRACTORS AND MAJOR SUPPLIERS**

The following trade subcontractors are proposed for the item of work listed. Trade subcontractors are subject to review per the General Conditions.

ITEM OF WORK	TRADE SUBCONTRACTORS
_____	_____ EMR:___
_____	_____ EMR:___
_____	_____ EMR:___
_____	_____ EMR:___

**G. UTILIZATION OF MINORITY CONTRACTORS AND SUPPLIERS**

- 1. The Bidder will endeavor to obtain a minimum goal of twenty-five percent (25%) of the awarded amount to small business enterprises, with twenty-five percent (25%) of the awarded amount to minority business trade subcontractors and/or suppliers certified by the **State of Connecticut**.

2. The successful Trade Contractor shall substantiate this participation within ten (10) days after receipt of Notice of Award. Refer to the General Instruction to Bidders for further information.
3. Indicate here the utilization of certified S/MBEs included in the base bid. Failure to comply with M/WBE participation goals may constitute a non-responsive proposal. IF NO INDICATION IS GIVEN, IT SHALL BE INTERPRETED THAT ZERO M/WBE PARTICIPATION IS INCLUDED.

This proposal includes \_\_\_\_\_% certified SBE participation.

This proposal includes \_\_\_\_\_% certified MBE participation.

4. S/MBE participation shall count toward stipulated contractual goals or requirements only as described in the General Instructions to Bidders.

**H. UNIT PRICES**

Unit Prices shall be used, where applicable, to make adjustments to the cost of the Work due to changes. All Unit Prices submitted shall be complete in-place prices (unless noted otherwise) and include all costs for overhead, profit, labor, materials, equipment, and any other incidentals related to the completion of the Work, and shall remain firm for the period of the contract. Unit prices listed are for additive work. Deductive unit prices will be calculated at no less than 85% of the additive unit price (100% if used in conjunction with an allowance).

**UNIT PRICES:**

1. Plastic Laminate Countertop (Detail 4/A9.10) ..... \$ \_\_\_\_\_ /LF
2. Solid Surface Countertop (Detail 27/A7.01)..... \$ \_\_\_\_\_ /LF
3. Plastic laminate window sill (Detail 3/A4.22)..... \$ \_\_\_\_\_ /LF
4. 2" field drilled plastic trimmed grommets (064023/2.3.L)..... \$ \_\_\_\_\_ /EA

**Changes in the Work.** All bidders are herein advised that they are to provide, in the space provided below, a written description of how they would price lump sum changes. It is understood that the Unit Prices which you would insert in this Proposal Form response would be one element of the Change pricing, however, it is necessary to determine up front and reach agreement on, your intended method of determining units of labor productivity and material pricing as well. Bidders are to be explicit as to what Manual(s), if any, are intended to be utilized. Once accepted by the Construction Manager, provide copies of all applicable pricing manuals for use by the Construction Manual in evaluating Change Order pricing.

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Provide labor rates which may be used, subject to review and approval, in pricing any extra work that may be required. Rates are to be complete billing rates and are to include actual wages, taxes, fringes, insurance, small tools and incidentals and **15%** overhead and profit (combined). Base price on current rates in effect at time of bid. As prevailing wages and fringes rate change, these increases will be added to the labor rates at actual cost. Increases in wage rates are subject to audit. Complete the attached Wage Rate Breakdown Form for each classification of worker anticipated to work on the Project.



**I. ALTERNATE PRICES**

An Alternate Price shall include all costs associated with the changes, omissions, additions or other adjustments to the Work of this Bid Package (Contract) which are described in the Alternate, or are reasonably inferable therefrom. Claims for extras resulting from changes caused by the acceptance or rejection of any Alternate will not be allowed. Alternate Prices shall also include all costs of overhead, profit and bonds associated with the work of the Alternate, whether additive or deductive.

The Drawings, Specifications and other Contract Documents shall be considered appropriately modified by either the acceptance or rejection of the various Alternates. The Owner and the Construction Manager expressly reserve the right to accept or reject any, or all, Alternate Prices, and in any sequence prior to or after award. Acceptance or rejection of any Alternate does not relieve the Bidder of timely completion of the Work within the time periods indicated.

ALTERNATES:

None.

**J. ALLOWANCES**

The Bidder includes the following Allowances and rates in the total Lump Sum Amount of the Base Bid for this Bid Package. Further to Article 10 in the General Conditions and unless noted otherwise below, the following allowance amounts include the Trade Contractor's cost of materials less applicable discounts, delivery to the site, applicable taxes, unloading, handling, installation, allowable overhead and profit. All other costs associated with completing the work described in the allowance is included in the base bid but outside of the allowance amount.

ALLOWANCES:

1. 100 man-hours of premium time portion only of the labor rate to accelerate work in addition to the base scope requirements at the direction of the Construction Manager. Note that the Trade Contractor remains responsible to maintain the schedule and that this allowance will not be used for that purpose.

Journeyman.....	\$ _____/Hr X 90 =	\$ _____
Foreman .....	\$ _____/Hr X 10 =	\$ _____
Total.....		\$ _____

2. 100 Man Hours to provide interim clean-up in addition to the base scope requirements at the direction of the Construction Manager.

Journeyman.....	\$ _____/Hr X 90 =	\$ _____
Foreman .....	\$ _____/Hr X 10 =	\$ _____
Total.....		\$ _____

3. Fifty (50) 2" field drilled plastic trimmed grommets (per 064023/2.3.L) to be located by the end users at the direction of the Construction Manager in addition to those shown on the contract drawings.

2" field drilled plastic trimmed grommets .....	\$ _____/EA X 50 =	\$ _____
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**K. COST AND QUANTITY BREAKDOWN**

In order to properly evaluate the Proposal, provide the following information. The Scope of Work to be awarded will not be influenced by the cost and quantity information requested here.

1. **COST BREAKDOWN**

Total Material ..... \$ \_\_\_\_\_  
 Total Labor Cost ..... \$ \_\_\_\_\_  
 Total Subcontractor/Equipment Cost..... \$ \_\_\_\_\_  
 Total Applicable Sales and Use Taxes..... \$ \_\_\_\_\_  
 Allowances..... \$ \_\_\_\_\_  
 Total Bond Cost ..... \$ \_\_\_\_\_  
 Total Bid ..... \$ \_\_\_\_\_  
 Total Estimated On-Site Manhours ..... \_\_\_\_\_

2. **QUANTITY BREAKDOWN** (Note: The items listed below are not intended to be an all inclusive listing, but merely to highlight some items of work.)

**THE INFORMATION LISTED BELOW IN THE QUANTITY BREAKDOWN SECTION IS REQUIRED AT THE TIME OF BID SUBMISSION.**

Item	Quantity	Total Cost
Mobilization	_____ EA	\$ _____
Safety	LS	\$ _____
Classroom Base Cabinets	_____ LF	\$ _____
Classroom Upper Cabinets	_____ LF	\$ _____
Classroom Full Height Casework	_____ LF	\$ _____
Plastic Laminate Countertops	_____ SF	\$ _____
Bathroom countertops	_____ SF	\$ _____
Display cases	LS	\$ _____
Window Sills	_____ LF	\$ _____
Allowances	L.S.	\$ _____
Other	L.S.	\$ _____
Total Bid	L.S.	\$ _____

**L. SCOPE OF WORK**

1. **Description of Work Included**

Except for those items (if any) specifically noted in the section below entitled "Description of Work Excluded", the Work of this Bid Package shall INCLUDE all of the following:

- a. All items of work required by, and/or specified in, those Sections of the Specifications which are listed herein, under Section M SPECIFICATIONS.
- b. All items of work related to the "Scope of Work", which are shown on the Drawings listed herein under Section N Contract Drawings.

- c. The following "Significant Items of Work" are related to those required by the above referenced documents and are to be provided under, and hereby form a part of, the Scope of Work of this Bid Package (Contract). Should any conflict exist between this written scope of work and the scope of work inferred by the above referenced documents, this scope of work shall govern. All items are furnished and installed by this Trade Contractor unless noted otherwise.

### **GENERAL**

1. Include all costs for Trade Contractor personnel and all sub-trade contractor personnel for safety orientation and other safety related meetings, etc. for all labor forces working on this jobsite. This orientation is mandatory for all personnel working on-site and is expected to last approximately 1/2 hour. Safety orientations will be scheduled by the Construction Manager. ALL PERSONNEL (including truck drivers) MUST ATTEND THE SAFETY ORIENTATION PRIOR TO PERFORMING ANY WORK ON SITE. Also, each week, in addition to safety training, safety meetings, and tool box talks that the Trade Contractor provides to their employees, include attendance by all on-site personnel to attend a weekly safety talk that will be conducted by the Construction Manager. This talk will take place on a regular basis one day a week immediately following the lunch break and will last no longer than 10 minutes.
2. Retainage of 7.5% is intended to be withheld until Substantial Completion however "partial payments may be made if agreed to by the DCS and Gilbane."
3. This Trade Contractor will not be allowed to begin work on the project until the following items have been submitted: Certificate of Insurance, written Safety Program with Job Hazard Analysis, material status report and a list of all materials required under this Contract with indication of which materials require submittal for approval as outlined in the specifications and a schedule of anticipated date(s) of submittal for each.
4. The items listed herein are not intended to be an all-inclusive listing of the specified Contract Scope of Work, but merely highlight the major items of work. Review the scope of work closely and include all cost to provide all work as required by this bid package. Provide all work required by your scope of work which may be contained in other specifications, or on drawings whether or not specifically listed within this Proposal Form. Should a scope of work item be duplicated in another bid package, do not delete the item from your bid. Notify the Construction Manager immediately. Failure to include costs for a duplicated item will not alleviate the Trade Contractor's responsibility to provide full credit for the item should it be deleted from the bid package after a contract is awarded.
5. Gilbane shall have the right to assemble the craftsmen for orientation, quality, daily stretching, and safety related matters at no additional cost
6. Parking will be available on site in areas to be designated by the Construction Manager. Please refer to the Site Utilization Plan detailing parking in Lot A. A portion of the lot will be provided for parking, general lay-down, and storage containers.
7. Construction is to be sequenced and phased per the Gilbane project schedule included in the Project manual and the Phasing Drawings. Review these documents carefully. The school will remain active during construction, and cannot be disrupted. Work within the existing building is to occur as the schedule depicts. Every effort will be made to work around the school schedule, vacations and days off will be utilized.

8. Provide all labor necessary to unload, distribute, and re-handle his material as required until such time that material is in place.
9. All costs required for transporting, erecting, dismantling, and removal of temporary facilities and equipment required by this Trade Contractor are to be included in the base bid amount.
10. Trade contractors shall participate with the inspection walkthroughs as requested by the Construction Manager. Provide suitable access for inspectors to perform all tests or inspections. Trade Contractor supplied temporary ladders and lifts to perform their work are to be available for the use of all parties.
11. The site is very restricted and the building will be occupied during the work. Deliveries and storage must be coordinated with the Construction Manager in advance. On site storage will not be available without prior approval by the Construction Manager.
12. All equipment used on the Jobsite shall be in good working order and maintained and operated as designed and have state of the art noise, vibration and exhaust control
13. Layout from a bench mark provided by others is the responsibility of the Trade Contractor requiring the layout.
14. Immediately notify the Construction Manager of any delays to the schedule of this bid package scope which is being caused by the work of any other Trade Contractor on site. This requirement supersedes other notice provisions in the Contract Documents for this type of delay.
15. This Trade Contractor shall keep all access roadways free and clean from equipment, material, soil or objects which may inhibit the flow of traffic.
16. Daily cleanup is to be provided on a daily basis to a central location and the adequate cost for same is to be carried in the proposal response. Daily clean up is defined as properly removing all debris, neatly organizing remaining material, and broom sweeping work areas, etc. after completion of the day's work at a minimum of EVERY SINGLE DAY.
17. The schedule of values will contain line items for clean up, submittals, safety and as-builts and close out in addition to line items apportioning "the Work". Payments made against these items will be directly related to Trade contractor's Performance. A schedule of values must be submitted and approved prior to the first application for payment being submitted.
18. Electrical power for 110 v. power tools and its consumption cost is by others. Include all cost for electrical connection or hook up required is by this bid package.
19. Sets of documents are available at the Trade Contractor's expense. Contact Service Point at 203.624.0079.
20. Whenever the contract documents require a certified engineer's stamp, review or report, it shall be understood to mean an engineer licensed in the applicable discipline, fully insured and registered in the State of Connecticut.
21. Demobilize/remobilize as the construction schedule and/or weather conditions require at no extra cost.

22. Each Trade Contractor will perform a First Delivery Inspection of materials with the Construction Manager to confirm that materials meet the Project Specifications and approved submittals. These reports shall be turned in with the daily report no more than 24 hours after material arrival. Submission of the First Delivery Inspection Report is a condition of monthly payment. All delays that result from failure to confirm materials delivered with the Construction Manager are at the Trade Contractor's cost, including those of other Trade Contractors on this Project. The Construction Manager will provide a form for this use, which is to be jointly filled out by the Construction Manager and the Trade Contractor. It is the Trade Contractor's responsibility to perform subsequent delivery inspections to ensure compliance with Specifications. Include Benchmarking of initial installations in accordance with the Quality Plan in the Project Manual.
23. There will be no deviations from the submittal format established by the Project Specifications. It is the Trade Contractor's responsibility to complete Submittals in a timely fashion, and to monitor the status of the A/E review. The Trade Contractors shall provide a Submittal Schedule no later than ten (10) days following the receipt of the Notice of Award. All submittals must be received by Construction Manager within 60 days of award, or earlier as required to meet delivery schedules. Include in the schedule a listing for any equipment or materials where shop drawings will take more than 4 weeks to prepare, and for equipment or materials that will take more than 6 weeks to arrive following shop drawing approval.
24. Any payment for overtime work, if authorized as an extra, is for labor, and not for equipment provided on job during regular shift.
25. The successful Bidder shall be responsible for all winter conditions and temporary protection associated with the work of this bid package. If applicable, Include snow removal as necessary to perform your work, except access to the site and slabs, which is by others
26. Each Trade Contractor, where applicable, will receive, unload, and distribute, secure and install all materials furnished by others for installation under this scope. All fittings and hardware required for final connection and installation shall be by the installer.
27. The Construction Manager will arrange to provide temporary electrical power panels for hand tools (by –Electrical Trade Contractor) and water (by HVAC & Plumbing Trade Contractor) at the site for the Trade Contractor's use.
28. Trade Contractor must not use building or site sewage or drainage systems for equipment cleaning purposes.
29. There will be no watchman or security guard on site. All trade Contractors are responsible for security of materials, equipment, and work in place until acceptance as it relates to your work. This includes safety barriers and precautions during off-hours.
30. It is the trade contractor's responsibility to request a preconstruction meeting 30 days prior to commencement of work or 30 days prior to the start of shop drawings where coordination with other trades are required.
31. Specification Section 01 45 00 Paragraph 1.4, B indicates that the re-testing or re-inspection of deficient items are the cost responsibility of the CMR. This will be the cost responsibility of the Trade Contractor. The Trade Contractor shall ensure to submit

- requests for ALL inspections to the Construction Manager and shall ensure that the assembly to be inspected has been reviewed in advanced of the inspector. Any costs associated with re-inspection will be the trade contractor's responsibility
32. The trade contractor shall request approval from the Construction Manager to work overtime 72 (Construction Manager has 48 hour notice request to the owner) hours in advanced
  33. Deduct changes utilizing the Unit Prices per Specification Section 01 20 00 Part 1.5 D – Unit Prices will be issued at a 10% reduction of the Contract Unit Price
  34. Specification Section 01 25 00 – Paragraph 1.4 A specifically indicates that the owner will consider requests for equal or substitutions if made prior to the Construction Manager's Subcontractor Competitive Bid. The trade contractor must submit (in the format indicated) requests for substitution or equals a minimum of two (2) week prior to the bid date as a means of allowing for adequate time for review and consideration by the owner and A/E.
  35. RFIs process under the Contract Modification Procedures – Specification Section 01 26 00 – The trade contractor shall be timely in reviewing documents. The Construction Manager has a 5 day notice period to inform the owner of potential changes following the Architect's response per Specification Section 01 26 00 – Paragraph 1.3, Part 6. The trade contract will have two (2) calendar days to provide such notice to the Construction Manager or the trade contractor waives the right to seek additional time or cost.
  36. RFPs issued by the architect and submitted to the trade contractor by the Construction Manager shall be responded to within 7 calendar days.
  37. Specification Section 01 29 76 – Paragraph 1.3 – Part 4 specifically notes SOV requirements of the Construction Manager to the owner. Item Nos. b, d, e, f, and h are specifically tied to the deliverables required by the trade contractors. These items shall be specifically itemized in the trade contractor's SOV to the Construction Manager. The trade contractors inability to submit or perform the referenced work will result in forfeiting the monthly value and a deduct change order will be processed.
  38. A minimum of one safety meeting per month is required per Specification Section 01 31 19, 1.6.
  39. Fire Stop Systems – A single source fire stop manufacturer will be selected by the Construction Manager from the list of providers noted in the Contract Documents. The trade contractor will be required to provide fire stop systems as it applies to the individual scope. The trade contractors shall also include fire stop / safe labeling and tagging each penetration or application with data including but not limited to Installer, Contractor, Location, System used, and date. Also, the trade contractor shall provide data log entries for use in generating an as-built plan including location.
  40. Refer to perimeter fencing and gates as indicated on the Site Utilization Plan. The site contractor will provide all fencing and it is each trade contractor's responsibility to keep the gates closed when entering or exiting the site. The gates shall be closed at all times. This will be included as part of the initial orientation process but must be reinforced by the trade contractor's project manager and field supervisor.

41. The State will utilize PM Web for electronic documentation submission for all daily reports, safety reports, submittals, as-builts, RFIs, change related correspondence and general correspondence. The license costs is \$500 per trade contractor plus 20% each year (or any portion of a year) for maintenance. For example, if the license is purchased in February, 2012 and is needed through September of 2014, the cost would be \$800, \$500 for the license fee plus 20% (\$100) per year for maintenance for 3 years (\$300 total), even if the duration is only 31 months of usage.
42. Trade contractors will be required to enter daily reports in PM Web on a community computer provided and located by the Construction Manager. It is recommended that your field foreman is equipped with their own computer for efficiency in the event the community computer is not available due to use by other trade contractors during the work day.
43. All reference in the contract documents to the Construction Manager/CMR/General Contractor/Contractor as performing any field work or providing services in connection with any aspect of the Work shall be understood to mean the Trade Contractor. The Construction Manager will not layout, log, record, or otherwise provide actual work or service related to the Trade Contractor's scope of work, inclusive of Division 0 and Division 1 specifications.
44. Note specification section 01 78 30, 1.3, F; minimum warranty period is eighteen (18) months unless specified otherwise for a longer duration. The warranty period does not commence until final acceptance by the Owner. Do not assume a shorter warranty period regardless of a shorter period stipulated elsewhere in the documents and include all costs accordingly.
45. Gilbane has automated its monthly payment application process and solely utilizes an online web-based application provided by Textura LLC. Trade contractors will be required to participate and must implement Textura on the project. Textura will automatically generate the AIA G702/703 and Lien Release Documents. Any additional documentation required as part of the Gilbane application process must be uploaded in the form of a PDF prior to your submission. There is a nominal fee to use this service. These costs are summarized in the Textura brochure included as an attachment to this bid package. Include the costs of using this service in your bid. If you have any questions regarding Textura's Terms and Conditions, costs of service, or training implementation please contact Textura at 866-TEXTURA (839-8872).
46. Conduct an in-house kick-off meeting which must include the personnel that estimated the project and attended the scope review meeting with Gilbane and the personnel that will administer the project (project manager, lead field foreman, accounting, purchasing, etc.). The kick-off meeting must transfer the knowledge of the estimating team to the project administration team. Produce and submit for record the minutes of the meeting, complete with attendance sign-in sheet to the Construction Manager. In the event the Construction Manager is required to devote excessive amounts of time to educating trade contractor administrative personnel on the requirements of the project, the Trade Contractor may be billed for that time at the rates in the Construction Manager's contract with the Owner.

**SPECIFIC ITEMS:**

1. Provide all labor, materials, equipment and services required to complete all millwork, finish carpentry, interior architectural woodwork, display cases, solid surface counter and casework in accordance with the Contract Documents.
2. Provide all work indicated on the drawing and as specified in the following Specification Sections. The work specified in the following specification sections is the sole responsibility of this Trade Contractor unless modified below:  
064023 Interior Architectural Woodwork  
101200 Display Cases  
In addition, the Trade Contractor shall provide work specified elsewhere in the Specifications and specifically listed within this scope of work.
3. Field measure all millwork items prior to shop fabrication.
4. Provide all sealants and caulking required within the work of this bid package, and between this work and the work of other Trade Contractors. Caulking and sealants shall be in accordance with Section 079200 Joint Sealers.
5. Provide all blocking exterior of drywall or CMU assemblies as required for the adequate fastening and support of your work. In-wall blocking will be provided by the Drywall Trade Contractor contingent on timely receipt of approved millwork shop drawings showing the precise locations of required blocking. All blocking within drywall partitions shall be fire treated wood, except where wood blocking will not fit due to other in-wall items. At such locations only, blocking shall be bent stock metal.
6. Provide field cutouts and grommets required for all MEP items installed in or through casework and millwork.
7. Provide wood caps on guardrails similar to 14/A6.04. Review drawings for all locations.
8. Provide all hardwood trim including, but not limited to, trim shown at display cases, accordion partitions, and acoustic panels.
9. Provide all trim scribes, fillers, shims, fasteners, brackets and standards necessary to provide complete installation.
10. Provide all wood paneling and veneer plywood, including related trim and reveals, shown on documents including but not limited to the Main Entry and Multipurpose Room as well as any veneer plywood ceilings. Include full height trim around the partition striker shown in B/A8.10.
11. Provide all glazing within your work. This includes, but is not limited to, the display case doors and shelves, and wardrobe mirrors.
12. Provide all work for the display cases including internal tackboards and lighting. Coordinate locations. Final wiring connection to be by the Electrical Trade Contractor.
13. All casework/millwork is to be back sealed and shop finished. Touchup in the field or refinish if necessary. All paint grade materials are to be provided with prime coat.



14. Protect installed work with heavy duty cardboard. Remove protection and clean surfaces at substantial completion.
15. Provide all finish hardware as required for your work.
16. Provide all shelving and hanger rods contained within your work.
17. Shop drawings shall be fabrication drawings that show the full extent of how each item is to be fabricated and installed in every detail.
18. Coordinate deliveries, onsite storage and lay down area with the Construction Manager.
19. At various intervals in the construction process, this Trade Contractor shall verify that the substructure to which the millwork is attached is within the tolerances of the specifications and advise the Construction Manager of any deviations, immediately. Failure to inform the Construction Manager, or discovering the problem after the millwork is fabricated will be the responsibility of this Trade Contractor to correct at no additional cost to the Owner.
20. Verify and document humidity levels in the building are acceptable to install millwork.
21. Provide all hoisting, rigging, staging necessary to execute the scope of this bid package work.
22. Joint sealant shall be used exclusively as a filler of hairline seams at abutments of dissimilar materials. Sealant will not be permitted to be installed in lieu of properly joining and scribing this installation
23. Remove and dispose of all packaging, bracing, protective coatings/ blankets, spacers, etc.
24. Work with any scratches, marks, dents, or other deformations will not be accepted. Onsite repair procedures must be pre-approved by the architect. Items with unacceptable repair or deformations shall be removed and replaced. Unacceptable work shall not be removed until receipt of an acceptable replacement.
25. Provide all plastic laminate and solid surface countertops as well as wood edging on plastic laminate shelves. See detail 5/A9.01 and other similar details.
26. Provide wood recessed light cove assemblies, inclusive of the metal “Z” bracing, as shown in detail 16/A2.11, 3/A9.02, and all similar details and conditions.
27. Provide head at counter shutters per detail 12/A9.01 and any similar condition.
28. Coordinate cut outs for electrical receptacles within millwork, for example 7/A9.01.
29. Coordinate location of sinks with plumbing contractor. The 06A Trade Contractor shall cut out sink locations according to templates provided by the 22A Contractor.
30. Provide plastic laminate sills. Paint reveals black as indicated on drawings.
31. Provide all plastic laminated shelves and associated standards, brackets, and other hardware. See detail 12/A9.02 and other similar details.

2. Description of Work Excluded

1. Science room casework and epoxy resin countertop
2. Sinks and plumbing fixtures
3. Slate sills (by 04A)
4. Wood steps and stage apron in the Multipurpose Room shown in details 4/A9.04 and 5/A9.04
5. Final electrical connections

**M. SPECIFICATIONS**

The following Specifications Sections, together with the Drawings and other related items of work as described herein, further define the Scope of Work of the Bid Package (Contract):

1. Specific work of this trade as defined in the following Specification Sections:

Gilbane Project Manual  
All Division 01 – General Requirements  
064023 Interior Architectural Woodwork  
079200 Joint Sealants  
101200 Display Cases

2. Work related to this trade as defined in the following Specification Sections:

All other specification sections as listed in the Project Manual for the Additions and Renovation HC Wilcox Regional Vocational Technical School project, Table of Contents, dated Rev. 102010 as prepared by Tai Soo Kim Partners, LLC. Note this table of contents may be modified by Bid Supplements and Addenda.

**N. CONTRACT DRAWINGS**

1. The following drawings are included in the Scope of Work of this Bid Package.

All drawings as listed in Section 00 01 15 – List of Drawing Sheets with schedule titled Additions & Alterations HC Wilcox Technical High School, Meriden, CT, State Project No. BI-RT-843 Contract Drawing List, dated September 26, 2011. Note this list may be modified by Bid Supplements and Addenda.

**O.** The undersigned represents that this Proposal is made in good faith, without fraud, collusion, or connection of any kind with any other bidder of the same work, that he is competing in his own interest and in his own behalf, without connection of obligation to any undisclosed person, that no other person has any interest in regard to all conditions pertaining to the Work and in regard to the place where it is to be done, has made his own examination and estimates and from them makes this Proposal.

The undersigned represents that he has reviewed the Trade Contract Agreement issued as part of the bidding documents, agrees that if selected for award he will execute the Trade Contract Agreement without exceptions, exclusions, qualifications, clarifications and/or alterations, and is authorized to make such representation on behalf of the Bidder.

The undersigned represents that he has reviewed the insurance requirements in Article 6 of the Trade Contract Agreement, has included all costs to fully comply with same, and is authorized to make this representation on behalf of the Bidder.

Bidder: \_\_\_\_\_  
(Legal Signature) (Type/Print Name)  
\_\_\_\_\_  
(Title)

Firm: \_\_\_\_\_ Address: \_\_\_\_\_  
Business Phone No.: (\_\_\_\_) \_\_\_\_\_  
Business Fax No.: (\_\_\_\_) \_\_\_\_\_

This bidder is a (an): \_\_\_\_\_ Individual, Partnership, Corporation  
**Current Experience Modification Rating** \_\_\_\_\_ **Federal ID#** \_\_\_\_\_  
**OSHA Incident Rates: Recordable** \_\_\_\_\_

List here by title and number all licenses held by the bidder associated with the performance of this work.

License Title	License Number
_____	_____
_____	_____
_____	_____

Indicate the name of the health plan(s) to which benefits will be paid for all employees working on this project. \_\_\_\_\_

The full names, addresses and telephone numbers of all persons interested in this Proposal, as principals are as follows:  
\_\_\_\_\_  
\_\_\_\_\_

**NOTE:** This Proposal must bear the written signature of the Bidder.

- a. If the Bidder is an Individual doing business under a name other than his own name, the Proposal must so state, giving the address of the Individual.
- b. If the Bidder is a Partnership, the Proposal must so state, setting forth the names and addresses of all Partners, and must be signed by a Partner so designated as such.
- c. If the Bidder is a Corporation, the Proposal must be signed by a duly authorized officer or agent of such Corporation.

**BREAKDOWN OF HOURLY RATES**

**WORKERS TITLE:** \_\_\_\_\_

	<b>STRAIGHT TIME</b>	<b>ADD for 1 ½ TIME PREMIUM</b>	<b>ADD for DOUBLE TIME PREMIUM</b>
<b>BASE WAGE RATE</b>			
<b>F.I.C.A.</b>			
<b>F.U.T.A.</b>			
<b>S.U.T.A.</b>			
<b>GEN. LIABILITY INS.</b>			
<b>WORKER'S COMP. INS.</b>			
<b>WELFARE FUND</b>			
<b>PENSION FUND</b>			
<b>APPRENTICE FUND</b>			
<b>VACATION FUND</b>			
<b>ED. &amp; CULT. FUND</b>			
<b>DEFERRED INCOME FUND</b>			
<b>PAID HOLIDAYS</b>			
<b>INCIDENTALS</b>			
<b>OTHER:</b> _____			
<b>SUBTOTAL</b>			
<b>OVERHEAD &amp; PROFIT (15%)</b>			
<b>TOTAL</b>			

**SUBMITTED BY:** \_\_\_\_\_

**Not to be included in the wages above:**

<b>BOND PREMIUM</b> .....			
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**PROPOSAL FORM  
FOR  
ADDITIONS AND RENOVATIONS  
HC WILCOX REGIONAL VOCATIONAL TECHNICAL SCHOOL  
STATE PROJECT NO. BI-RT-843-CMR**



**GILBANE JOB NO. 11.5311.000  
BID PACKAGE No. 07A - Roofing**

**NOTE THAT THIS BID PACKAGE HAS BEEN SET ASIDE FOR SMALL BUSINESS ENTERPRISE (SBE)  
BIDS ONLY. BIDS BY NON-SBE CONTRACTORS WILL BE REJECTED.**

**PRE-BID CONFERENCE:**    **October 11, 2011**  
**TIME:**                            **3:00 PM**

**PROPOSAL DUE DATE:**    **October 25, 2011**  
**TIME:**                            **2:00 PM**

**LOCATION:**    **HC Wilcox Technical School**  
                  **298 Oregon Road**  
                  **Meriden, CT 06451**

**LOCATION:**    **Gilbane Building Company**  
                  **208 New London Turnpike**  
                  **Glastonbury, CT 06033**

**DEADLINE FOR SUBMISSION OF QUESTIONS:    October 18, 2011**

**To:**    Gilbane Building Company  
          208 New London Turnpike  
          Glastonbury, CT 06033  
          Attention: Patrick J. Delany, District Chief Purchasing Agent

**FIRM NAME:**

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ the undersigned

**A.**    Proposes to furnish all labor, materials, equipment and services as required to satisfactorily complete all **Roofing Work** herein described as Bid Package **No. 07A** as required for the additions and alternations at HC Wilcox Regional Vocational Technical School Project, all in accordance with the Drawings and Specifications as prepared by Tai Soo Kim Partners, LLC, the Gilbane Project Manual, and this Proposal Form.

**B.**    All work required by the foregoing documents will be accomplished for the Lump Sum Bid Price of

\_\_\_\_\_ Dollars (\$) \_\_\_\_\_).  
(Show amount in both words and figures. In case of discrepancy, amount shown in words will govern.)

The Lump Sum Bid Price above INCLUDES all applicable sales and/or use taxes; INCLUDES all insurance premiums required to meet contractual insurance requirements; and INCLUDES all premiums for a Performance Bond and a Labor and Material Payment Bond in the sum of one hundred percent of the Contract price.

C. Bidder agrees that if written notice of the acceptance of this bid is mailed or delivered to the undersigned within one hundred eighty (180) days after the Proposal Due Date, or any time thereafter before it is withdrawn, the undersigned shall meet a representative of the Gilbane Glastonbury office or a mutually agreed upon location to execute the Contract. Performance and Payment Bonds and the appropriate insurance certificates will be delivered to the Construction Manager at the time of execution of the Contract. Failure to execute said contract within ten (10) days after receipt of Notice to Award may be considered a default under the obligation of the bid bond.

D. The above price includes all stipulations and requirements of the following Supplements:

- Supplement \_\_ dated \_\_\_\_\_
- Supplement \_\_ dated \_\_\_\_\_
- Supplement \_\_ dated \_\_\_\_\_
- Supplement \_\_ dated \_\_\_\_\_

which have been received and accepted by the undersigned. Note that it is incumbent of the bidder to include all Supplements issued in the bid. Failure to acknowledge a supplement does not relieve the bidder from the requirements of the supplement.

**E. MILESTONE SCHEDULE DATES**

See Gilbane Project Manual section 00 31 13 – Schedule for activity milestones, durations, and reference. This schedule represents the general milestones that need to be met to achieve the overall project completion dates, and provides guidance to the bidders to understand the time constraints the work must be performed under. The project detailed schedule, in accordance with the terms of the Contract and General Conditions, will be derived from a “Card Trick” scheduling session with mandatory attendance by all prime Trade Contractors.

- 1. Anticipated Date of Contract Award: ..... January 19, 2012
- 2. Commence Shop Drawings and Submittals..... January 19, 2012
- 3. Commence Work for the Proposal:..... August 7, 2012
- 4. Bid Package Substantial Completion:..... June 18, 2014
- 5. Project Substantial Completion..... November 5, 2014

**F. TRADE SUBCONTRACTORS AND MAJOR SUPPLIERS**

The following trade subcontractors are proposed for the item of work listed. Trade subcontractors are subject to review per the General Conditions.

ITEM OF WORK	TRADE SUBCONTRACTORS
_____	_____ EMR:____
_____	_____ EMR:____
_____	_____ EMR:____
_____	_____ EMR:____

**G. UTILIZATION OF MINORITY CONTRACTORS AND SUPPLIERS**

1. The Bidder will endeavor to obtain a minimum goal of twenty-five percent (25%) of the awarded amount to minority business trade subcontractors and/or suppliers certified by the **State of Connecticut**.
2. The successful Trade Contractor shall substantiate this participation within ten (10) days after receipt of Notice of Award. Refer to the General Instruction to Bidders for further information.
3. Indicate here the utilization of certified S/MBEs included in the base bid. Failure to comply with M/WBE participation goals may constitute a non-responsive proposal. **IF NO INDICATION IS GIVEN, IT SHALL BE INTERPRETED THAT ZERO M/WBE PARTICIPATION IS INCLUDED.**

This proposal includes \_\_\_\_\_% certified SBE participation.

This proposal includes \_\_\_\_\_% certified MBE participation.

4. S/MBE participation shall count toward stipulated contractual goals or requirements only as described in the General Instructions to Bidders.

**H. UNIT PRICES**

Unit Prices shall be used, where applicable, to make adjustments to the cost of the Work due to changes. All Unit Prices submitted shall be complete in-place prices (unless noted otherwise) and include all costs for overhead, profit, labor, materials, equipment, and any other incidentals related to the completion of the Work, and shall remain firm for the period of the contract. Unit prices listed are for additive work. Deductive unit prices will be calculated at no less than 85% of the additive unit price (100% if used in conjunction with an allowance).

**UNIT PRICES:**

1.	30" x 30" Walkway pads .....	\$ _____	/EA
2.	Pipe penetration flashing (14/A1.17) .....	\$ _____	/EA
3.	Wood blocking.....	\$ _____	/BF
4.	EPDM Roofing (new) .....	\$ _____	/SQ
5.	EPDM Roofing (replacement) .....	\$ _____	/SF
6.	½" cement board screwed to metal deck.....	\$ _____	/SF
7.	Spruce fir 2" X 6" X 8' .....	\$ _____	/EA
8.	4X8 Sheet of ¾" exterior grade plywood .....	\$ _____	/EA
9.	20' x 100' roll 6 mil flame retardant reinforced polyethylene type sheeting.....	\$ _____	/EA
10.	1" X 6" X 12' #2 pine or similar.....	\$ _____	/EA
11.	Slab boot for vertical post .....	\$ _____	/EA

**Changes in the Work.** All bidders are herein advised that they are to provide, in the space provided below, a written description of how they would price lump sum changes. It is understood that the Unit Prices which you would insert in this Proposal Form response would be one element of the Change pricing, however, it is necessary to determine up front and reach agreement on, your intended method of determining units of labor productivity and material pricing as well. Bidders are to be explicit as to what Manual(s), if any, are intended to be utilized. Once accepted by the Construction Manager, provide copies of all applicable pricing manuals for use by the Construction Manual in evaluating Change Order pricing.

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Provide labor rates which may be used, subject to review and approval, in pricing any extra work that may be required. Rates are to be complete billing rates and are to include actual wages, taxes, fringes, insurance, small tools and incidentals and **15%** overhead and profit (combined). Base price on current rates in effect at time of bid. As prevailing wages and fringes rate change, these increases will be added to the labor rates at actual cost. Increases in wage rates are subject to audit. Complete the attached Wage Rate Breakdown Form for each classification of worker anticipated to work on the Project.

**I. ALTERNATE PRICES**

An Alternate Price shall include all costs associated with the changes, omissions, additions or other adjustments to the Work of this Bid Package (Contract) which are described in the Alternate, or are reasonably inferable therefrom. Claims for extras resulting from changes caused by the acceptance or rejection of any Alternate will not be allowed. Alternate Prices shall also include all costs of overhead, profit and bonds associated with the work of the Alternate, whether additive or deductive.

The Drawings, Specifications and other Contract Documents shall be considered appropriately modified by either the acceptance or rejection of the various Alternates. The Owner and the Construction Manager expressly reserve the right to accept or reject any, or all, Alternate Prices, and in any sequence prior to or after award. Acceptance or rejection of any Alternate does not relieve the Bidder of timely completion of the Work within the time periods indicated.

ALTERNATES:

None.

**J. ALLOWANCES**

The Bidder includes the following Allowances and rates in the total Lump Sum Amount of the Base Bid for this Bid Package. Further to Article 10 in the General Conditions and unless noted otherwise below, the following allowance amounts include the Trade Contractor's cost of materials less applicable discounts, delivery to the site, applicable taxes, unloading, handling, installation, allowable overhead and profit. All other costs associated with completing the work described in the allowance is included in the base bid but outside of the allowance amount.

ALLOWANCES:

1. 200 man-hours of premium time labor to accelerate work in addition to the base scope requirements at the direction of the Construction Manager. Note that the Trade Contractor remains responsible to maintain the schedule and that this allowance will not be used for that purpose.

Journeyman Roofer.....	\$ _____/Hr X 180 =	\$ _____
Foreman Roofer .....	\$ _____/Hr X 20 =	\$ _____
Total.....		\$ _____



2. 100 Man Hours to provide interim clean-up in addition to the base scope requirements at the direction of the Construction Manager.
 

Journeyman Roofer.....	\$ _____/Hr X 90 =	\$ _____
Foreman Roofer .....	\$ _____/Hr X 10 =	\$ _____
Total .....		\$ _____
  
3. 1,000 SF of EPDM roofing replacement.
 

EPDM roofing replacement .....	\$ _____/SF X 1,000 =	\$ _____
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4. 90 man-hours of roofer journeyman time and 10 man-hours of roofer foreman time to provide temporary protection measures in addition to the base scope requirements Include all necessary fasteners, 100-Spruce fir 2" X 6" X 8', 25- 4X8 sheets of 3/4" exterior grade plywood, 4 rolls 20' x 100' roll 6 mil flame retardant reinforced polyethylene type sheeting at the direction of the Construction Manager.
 

Journeyman Roofer.....	\$ _____/Hr X 90 =	\$ _____
Foreman Roofer .....	\$ _____/Hr X 10 =	\$ _____
Spruce fir 2" X 6".....	\$ _____/EA X 100 =	\$ _____
4X8 sheets of 3/4" exterior grade plywood .....	\$ _____/EA X 25 =	\$ _____
20' x 100' roll 6 mil flame retardant reinforced polyethylene type sheeting.....	\$ _____/EA X 4 =	\$ _____
Total .....		\$ _____
  
5. 100 Man hours to provide safety railings (100 – 2X6X8, 25 slab boots for vertical posts, 25- 1X6X12 Toe Board material, 20 sheets of 3/4 " plywood) in addition the base scope requirements at the direction of the Construction Manager.
 

Journeyman Roofer.....	\$ _____/Hr X 90 =	\$ _____
Foreman Roofer .....	\$ _____/Hr X 10 =	\$ _____
Spruce fir 2" X 6".....	\$ _____/EA X 100 =	\$ _____
Slab boot for vertical post.....	\$ _____/EA X 25 =	\$ _____
1" X 6" X 12' # 2 pine or equivalent.....	\$ _____/EA X 25 =	\$ _____
4X8 sheets of 3/4" exterior grade plywood .....	\$ _____/EA X 20 =	\$ _____
Total .....		\$ _____
  
6. Include (50) additional 4" roof penetrations per 14/A1.17. This allowance is in addition to all roofing penetrations shown on all M/E/P, structural and architectural documents.
 

Additional 4" roof penetrations per 14/A1.17 .....	\$ _____/EA X 50 =	\$ _____
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7. 100 Man hours for roof repairs.
 

Journeyman Roofer.....	\$ _____/Hr X 90 =	\$ _____
Foreman Roofer .....	\$ _____/Hr X 10 =	\$ _____
Total .....		\$ _____

**K. COST AND QUANTITY BREAKDOWN**

In order to properly evaluate the Proposal, provide the following information. The Scope of Work to be awarded will not be influenced by the cost and quantity information requested here.

1. COST BREAKDOWN

Total Material .....\$ \_\_\_\_\_  
 Total Labor Cost .....\$ \_\_\_\_\_  
 Total Subcontractor/Equipment Cost.....\$ \_\_\_\_\_  
 Total Applicable Sales and Use Taxes.....\$ \_\_\_\_\_  
 Allowances.....\$ \_\_\_\_\_  
 Total Bond Cost .....\$ \_\_\_\_\_  
 Total Bid .....\$ \_\_\_\_\_  
 Total Estimated On-Site Manhours ..... \_\_\_\_\_

2. QUANTITY BREAKDOWN (Note: The items listed below are not intended to be an all inclusive listing, but merely to highlight some items of work.)

**THE INFORMATION LISTED BELOW IN THE QUANTITY BREAKDOWN SECTION IS REQUIRED AT THE TIME OF BID SUBMISSION.**

Item	Quantity	Total Cost
Mobilization	_____ EA	\$ _____
Safety	L.S	\$ _____
Roof Demolition	_____ SF	\$ _____
EPDM	_____ SF	\$ _____
Tapered Insulation	_____ BF	\$ _____
Cement Board	_____ SF	\$ _____
Blocking / Framing	_____ BF	\$ _____
Sheetmetal	L.S	\$ _____
Expansion Joints	_____ LF	\$ _____
Allowances	L.S.	\$ _____
Other	L.S.	\$ _____
Total Bid	L.S.	\$ _____

**L. SCOPE OF WORK**

1. Description of Work Included

Except for those items (if any) specifically noted in the section below entitled "Description of Work Excluded", the Work of this Bid Package shall INCLUDE all of the following:

- a. All items of work required by, and/or specified in, those Sections of the Specifications which are listed herein, under Section M SPECIFICATIONS.
- b. All items of work related to the "Scope of Work", which are shown on the Drawings listed herein under Section N Contract Drawings.
- c. The following "Significant Items of Work" are related to those required by the above referenced documents and are to be provided under, and hereby form a part of, the Scope of Work of this Bid Package (Contract). Should any conflict exist between this written scope of work and the scope

of work inferred by the above referenced documents, this scope of work shall govern. All items are furnished and installed by this Trade Contractor unless noted otherwise.

### **GENERAL**

1. Include all costs for Trade Contractor personnel and all sub-trade contractor personnel for safety orientation and other safety related meetings, etc. for all labor forces working on this jobsite. This orientation is mandatory for all personnel working on-site and is expected to last approximately 1/2 hour. Safety orientations will be scheduled by the Construction Manager. ALL PERSONNEL (including truck drivers) MUST ATTEND THE SAFETY ORIENTATION PRIOR TO PERFORMING ANY WORK ON SITE. Also, each week, in addition to safety training, safety meetings, and tool box talks that the Trade Contractor provides to their employees, include attendance by all on-site personnel to attend a weekly safety talk that will be conducted by the Construction Manager. This talk will take place on a regular basis one day a week immediately following the lunch break and will last no longer than 10 minutes.
2. Retainage of 7.5% is intended to be withheld until Substantial Completion however "partial payments may be made if agreed to by the DCS and Gilbane."
3. This Trade Contractor will not be allowed to begin work on the project until the following items have been submitted: Certificate of Insurance, written Safety Program with Job Hazard Analysis, material status report and a list of all materials required under this Contract with indication of which materials require submittal for approval as outlined in the specifications and a schedule of anticipated date(s) of submittal for each.
4. The items listed herein are not intended to be an all-inclusive listing of the specified Contract Scope of Work, but merely highlight the major items of work. Review the scope of work closely and include all cost to provide all work as required by this bid package. Provide all work required by your scope of work which may be contained in other specifications, or on drawings whether or not specifically listed within this Proposal Form. Should a scope of work item be duplicated in another bid package, do not delete the item from your bid. Notify the Construction Manager immediately. Failure to include costs for a duplicated item will not alleviate the Trade Contractor's responsibility to provide full credit for the item should it be deleted from the bid package after a contract is awarded.
5. Gilbane shall have the right to assemble the craftsmen for orientation, quality, daily stretching, and safety related matters at no additional cost
6. Parking will be available on site in areas to be designated by the Construction Manager. Please refer to the Site Utilization Plan detailing parking in Lot A. A portion of the lot will be provided for parking, general lay-down, and storage containers.
7. Construction is to be sequenced and phased per the Gilbane project schedule included in the Project manual and the Phasing Drawings. Review these documents carefully. The school will remain active during construction, and cannot be disrupted. Work within the existing building is to occur as the schedule depicts. Every effort will be made to work around the school schedule, vacations and days off will be utilized.
8. Provide all labor necessary to unload, distribute, and re-handle his material as required until such time that material is in place.

9. All costs required for transporting, erecting, dismantling, and removal of temporary facilities and equipment required by this Trade Contractor are to be included in the base bid amount.
10. Trade contractors shall participate with the inspection walkthroughs as requested by the Construction Manager. Provide suitable access for inspectors to perform all tests or inspections. Trade Contractor supplied temporary ladders and lifts to perform their work are to be available for the use of all parties.
11. The site is very restricted and the building will be occupied during the work. Deliveries and storage must be coordinated with the Construction Manager in advance. On site storage will not be available without prior approval by the Construction Manager.
12. All equipment used on the Jobsite shall be in good working order and maintained and operated as designed and have state of the art noise, vibration and exhaust control
13. Layout from a bench mark provided by others is the responsibility of the Trade Contractor requiring the layout.
14. Immediately notify the Construction Manager of any delays to the schedule of this bid package scope which is being caused by the work of any other Trade Contractor on site. This requirement supersedes other notice provisions in the Contract Documents for this type of delay.
15. This Trade Contractor shall keep all access roadways free and clean from equipment, material, soil or objects which may inhibit the flow of traffic.
16. Daily cleanup is to be provided on a daily basis to a central location and the adequate cost for same is to be carried in the proposal response. Daily clean up is defined as properly removing all debris, neatly organizing remaining material, and broom sweeping work areas, etc. after completion of the day's work at a minimum of EVERY SINGLE DAY.
17. The schedule of values will contain line items for clean up, submittals, safety and as-builts and close out in addition to line items apportioning "the Work". Payments made against these items will be directly related to Trade contractor's Performance. A schedule of values must be submitted and approved prior to the first application for payment being submitted.
18. Electrical power for 110 v. power tools and its consumption cost is by others. Include all cost for electrical connection or hook up required is by this bid package.
19. Sets of documents are available at the Trade Contractor's expense. Contact Service Point at 203.624.0079.
20. Whenever the contract documents require a certified engineer's stamp, review or report, it shall be understood to mean an engineer licensed in the applicable discipline, fully insured and registered in the State of Connecticut.
21. Demobilize/remobilize as the construction schedule and/or weather conditions require at no extra cost.
22. Each Trade Contractor will perform a First Delivery Inspection of materials with the Construction Manager to confirm that materials meet the Project Specifications and

approved submittals. These reports shall be turned in with the daily report no more than 24 hours after material arrival. Submission of the First Delivery Inspection Report is a condition of monthly payment. All delays that result from failure to confirm materials delivered with the Construction Manager are at the Trade Contractor's cost, including those of other Trade Contractors on this Project. The Construction Manager will provide a form for this use, which is to be jointly filled out by the Construction Manager and the Trade Contractor. It is the Trade Contractor's responsibility to perform subsequent delivery inspections to ensure compliance with Specifications. Include Benchmarking of initial installations in accordance with the Quality Plan in the Project Manual.

23. There will be no deviations from the submittal format established by the Project Specifications. It is the Trade Contractor's responsibility to complete Submittals in a timely fashion, and to monitor the status of the A/E review. The Trade Contractors shall provide a Submittal Schedule no later than ten (10) days following the receipt of the Notice of Award. All submittals must be received by Construction Manager within 60 days of award, or earlier as required to meet delivery schedules. Include in the schedule a listing for any equipment or materials where shop drawings will take more than 4 weeks to prepare, and for equipment or materials that will take more than 6 weeks to arrive following shop drawing approval.
24. Any payment for overtime work, if authorized as an extra, is for labor, and not for equipment provided on job during regular shift.
25. The successful Bidder shall be responsible for all winter conditions and temporary protection associated with the work of this bid package. If applicable, Include snow removal as necessary to perform your work, except access to the site and slabs, which is by others
26. Each Trade Contractor, where applicable, will receive, unload, and distribute, secure and install all materials furnished by others for installation under this scope. All fittings and hardware required for final connection and installation shall be by the installer.
27. The Construction Manager will arrange to provide temporary electrical power panels for hand tools (by –Electrical Trade Contractor) and water (by HVAC & Plumbing Trade Contractor) at the site for the Trade Contractor's use.
28. Trade Contractor must not use building or site sewage or drainage systems for equipment cleaning purposes.
29. There will be no watchman or security guard on site. All trade Contractors are responsible for security of materials, equipment, and work in place until acceptance as it relates to your work. This includes safety barriers and precautions during off-hours.
30. It is the trade contractor's responsibility to request a preconstruction meeting 30 days prior to commencement of work or 30 days prior to the start of shop drawings where coordination with other trades are required.
31. Specification Section 01 45 00 Paragraph 1.4, B indicates that the re-testing or re-inspection of deficient items are the cost responsibility of the CMR. This will be the cost responsibility of the Trade Contractor. The Trade Contractor shall ensure to submit requests for ALL inspections to the Construction Manager and shall ensure that the

- assembly to be inspected has been reviewed in advanced of the inspector. Any costs associated with re-inspection will be the trade contractor's responsibility
32. The trade contractor shall request approval from the Construction Manager to work overtime 72 (Construction Manager has 48 hour notice request to the owner) hours in advanced
  33. Deduct changes utilizing the Unit Prices per Specification Section 01 20 00 Part 1.5 D – Unit Prices will be issued at a 10% reduction of the Contract Unit Price
  34. Specification Section 01 25 00 – Paragraph 1.4 A specifically indicates that the owner will consider requests for equal or substitutions if made prior to the Construction Manager's Subcontractor Competitive Bid. The trade contractor must submit (in the format indicated) requests for substitution or equals a minimum of two (2) week prior to the bid date as a means of allowing for adequate time for review and consideration by the owner and A/E.
  35. RFIs process under the Contract Modification Procedures – Specification Section 01 26 00 – The trade contractor shall be timely in reviewing documents. The Construction Manager has a 5 day notice period to inform the owner of potential changes following the Architect's response per Specification Section 01 26 00 – Paragraph 1.3, Part 6. The trade contract will have two (2) calendar days to provide such notice to the Construction Manager or the trade contractor waives the right to seek additional time or cost.
  36. RFPs issued by the architect and submitted to the trade contractor by the Construction Manager shall be responded to within 7 calendar days.
  37. Specification Section 01 29 76 – Paragraph 1.3 – Part 4 specifically notes SOV requirements of the Construction Manager to the owner. Item Nos. b, d, e, f, and h are specifically tied to the deliverables required by the trade contractors. These items shall be specifically itemized in the trade contractor's SOV to the Construction Manager. The trade contractors inability to submit or perform the referenced work will result in forfeiting the monthly value and a deduct change order will be processed.
  38. A minimum of one safety meeting per month is required per Specification Section 01 31 19, 1.6.
  39. Fire Stop Systems – A single source fire stop manufacturer will be selected by the Construction Manager from the list of providers noted in the Contract Documents. The trade contractor will be required to provide fire stop systems as it applies to the individual scope. The trade contractors shall also include fire stop / safe labeling and tagging each penetration or application with data including but not limited to Installer, Contractor, Location, System used, and date. Also, the trade contractor shall provide data log entries for use in generating an as-built plan including location.
  40. Refer to perimeter fencing and gates as indicated on the Site Utilization Plan. The site contractor will provide all fencing and it is each trade contractor's responsibility to keep the gates closed when entering or exiting the site. The gates shall be closed at all times. This will be included as part of the initial orientation process but must be reinforced by the trade contractor's project manager and field supervisor.

41. The State will utilize PM Web for electronic documentation submission for all daily reports, safety reports, submittals, as-builts, RFIs, change related correspondence and general correspondence. The license costs is \$500 per trade contractor plus 20% each year (or any portion of a year) for maintenance. For example, if the license is purchased in February, 2012 and is needed through September of 2014, the cost would be \$800, \$500 for the license fee plus 20% (\$100) per year for maintenance for 3 years (\$300 total), even if the duration is only 31 months of usage.
42. Trade contractors will be required to enter daily reports in PM Web on a community computer provided and located by the Construction Manager. It is recommended that your field foreman is equipped with their own computer for efficiency in the event the community computer is not available due to use by other trade contractors during the work day.
43. All reference in the contract documents to the Construction Manager/CMR/General Contractor/Contractor as performing any field work or providing services in connection with any aspect of the Work shall be understood to mean the Trade Contractor. The Construction Manager will not layout, log, record, or otherwise provide actual work or service related to the Trade Contractor's scope of work, inclusive of Division 0 and Division 1 specifications.
44. Note specification section 01 78 30, 1.3, F; minimum warranty period is eighteen (18) months unless specified otherwise for a longer duration. The warranty period does not commence until final acceptance by the Owner. Do not assume a shorter warranty period regardless of a shorter period stipulated elsewhere in the documents and include all costs accordingly.
45. Gilbane has automated its monthly payment application process and solely utilizes an online web-based application provided by Textura LLC. Trade contractors will be required to participate and must implement Textura on the project. Textura will automatically generate the AIA G702/703 and Lien Release Documents. Any additional documentation required as part of the Gilbane application process must be uploaded in the form of a PDF prior to your submission. There is a nominal fee to use this service. These costs are summarized in the Textura brochure included as an attachment to this bid package. Include the costs of using this service in your bid. If you have any questions regarding Textura's Terms and Conditions, costs of service, or training implementation please contact Textura at 866-TEXTURA (839-8872).
46. Conduct an in-house kick-off meeting which must include the personnel that estimated the project and attended the scope review meeting with Gilbane and the personnel that will administer the project (project manager, lead field foreman, accounting, purchasing, etc.). The kick-off meeting must transfer the knowledge of the estimating team to the project administration team. Produce and submit for record the minutes of the meeting, complete with attendance sign-in sheet to the Construction Manager. In the event the Construction Manager is required to devote excessive amounts of time to educating trade contractor administrative personnel on the requirements of the project, the Trade Contractor may be billed for that time at the rates in the Construction Manager's contract with the Owner.

**SPECIFIC ITEMS:**

1. Provide all labor, materials, equipment and services required to complete all roofing and related work. The work includes, but is not limited to, all roofing, blocking, sheetmetal flashing, metal soffits and trim, roof specialties, scuppers, roof expansion joint assemblies, roof accessories, roof demolition and abatement, and roof hatches in accordance with the Contract Documents.
2. Provide all work indicated on the drawing and as specified in the following Specification Sections. The work specified in the following specification sections is the sole responsibility of this Trade Contractor unless modified below:

070150	Preparation for Reroofing
075323	Ethylene-Propylene-Diene-Monomer (EPDM) Roofing
075323a	FM Global Roofing Application
076200	Sheetmetal Flashing and Trim
077200	Roof Accessories
078413	Penetration Firestopping

In addition, the Trade Contractor shall provide work specified elsewhere in the Specifications and specifically listed within this scope of work.
3. Clean all roof decks prior to the installation of this work.
4. Unless otherwise noted herein, all roofing work above the metal roof deck is by the 07A Trade Contractor. This includes, but is not limited to, roof membrane, cover board, cement board, fasteners and adhesives, insulation, vapor barrier, blocking, metal roof edge, fascia, and expansion joint assemblies.
5. Include comeback operations as needed to complete all work. The work at different roof areas will be commenced and completed at different times. Trim and terminations must be complete in order for the roof system to be considered complete in any one area.
6. Provide all sealants in accordance with Spec Section 079200 Joint Sealants which are within the roofing system or between the roofing system and adjacent work by other trades.
7. Provide all warranties as specified. Note that the start date for all warranties will be the date of substantial completion of each phase of the project. The Trade Contractor shall include in the base bid any additional cost for extended warranties.
8. Provide all metal dam, filler, pourable sealer, flashing, sealant, mastic, and clamps at all roof penetrations. The 07A Trade Contractor is responsible for the water tightness of all roof penetrations. Coordinate location and quantity of roof penetrations with all drawings including other trades' shop drawings. Penetration locations will be marked out and made by others.
9. Provide all wood blocking above the metal roof deck as specified in Spec Section 061000 Rough Carpentry and as shown on the drawings. Vertical sheathing and metal stud framing is by BP 09A. Coordinate with BP09A Drywall & Related Work for framing heights that are dependent upon tapered insulation thickness.
10. Provide all roof access hatches. Roof access ladders are by others.



11. Provide all roof components required to satisfy all applicable FM requirements and/or manufacturer's requirements, whether shown/specified or not.
12. Provide all hoisting required to complete this scope of work.
13. The 07A Trade Contractor shall integrate the roofing system into the roof drain assemblies provided by others.
14. Include costs to maintain work schedule as necessary to comply with weather and temperature requirements. The 07A Trade Contractor is responsible for snow and ice removal as necessary to allow for roofing work to proceed. This includes protecting roofing materials from the elements and heating materials and surfaces as required for the proper installation of materials.
15. Remove and replace safety rail assemblies as required to complete your work. Provide supplemental safety assemblies as required. Permanently remove and bring to grade the roof safety railing/cabing system when requested by the Construction Manager. Provide all temporary measures around perimeter protection stanchions as required to allow the stanchions to remain and the roofing to be weather tight. Include comeback costs required to patch in all stanchion locations once removed.
16. Provide all necessary protection equipment/materials required to protect and maintain the integrity of materials installed under this trade package during construction as well as cost for removal when requested by the Construction Manager.
17. Verify prior to covering adjacent work that all fire sealed and smoke sealed penetrations are intact.
18. The Mason's exterior perimeter scaffolding may be used, free of charge, to complete your work. The scaffolding will not provide access above the last course of brick. To utilize this scaffolding, this Trade Contractor must sign the Mason's release and hold harmless statement. Coordinate and compensate the Mason to supplement his scaffolding as required to complete your work. Should this Trade Contractor refuse to sign the Mason's release and hold harmless statement or agree to compensate the Mason as described above, this Trade Contractor must provide its own means of access and bear all related costs, including negative impacts to the schedule.
19. Provide all sheet metal flashing components (Spec section 076200). Install all sheet metal flashing and counterflashing within roofing work. Flashings within and/or between the work of other Trades, but specified in Spec Section 076200, shall be installed by others. Install counterflashing at skylights.
20. Provide all parapet cap flashing such as in details 8 & 9/A4.10A and all other similar instances.
21. Provide all roof expansion joint assemblies, including associated insulation and back-up barriers. The 07A Trade Contractor has sole responsibility for a complete, weather tight transition from any and all roof expansion joints to any and all other expansion joints. Coordinate as necessary with the applicable Trade Contractor.
22. Cut in all reglets required for this work. Coordinate with other Trades as necessary.

23. Provide all blocking and flashing required at HVAC equipment curbs that are necessary for a properly flashed installation whether or not specifically shown on the drawings. Curbs are furnished and installed by others. See detail 11/M702 and provide all cement board required.
24. Before cutting any roof openings, the 07A Trade Contractor shall verify that there are no obstructions located beneath the roof sections to be cut open such as existing utilities, roof support beams or joists, electrical conduit runs or any other conflicts. This Trade Contractor will try to avoid all such conflicts by relocating the opening when possible with the consent of the Trade Contractor who marked the location of the opening. If the opening cannot be relocated to avoid obstructions, the 07A Trade Contractor shall immediately notify Gilbane about the obstruction for Gilbane to resolve.
25. Provide all attic stock as specified. Attic stock must be delivered to a location to be determined by the Owner (within the project limits) and must be accompanied by a detailed transmittal. The Construction Manager must be made aware of all attic stock deliveries prior to the delivery being made and must be given the opportunity to inspect and sign-off on the inventory. Attic stock which is left onsite without being properly transmitted and inspected will not be accepted.
26. Provide all splash blocks.
27. Cut, peel back, temporarily protect and patch all roof areas required to tie-in the new construction.
28. Where indicated on the drawings and in accordance with specification section 070510 – Preparation for Reroofing, remove existing roof assemblies down to deck material. Inspect and deck for damage and compliance with insulation and roofing manufacturer's requirements. Photo-document all areas. Notify the Construction Manager immediately of any unsatisfactory conditions. Install new roofing assembly and/or protect building from water and inclement weather. This Trade Contractor is solely responsible for the watertight integrity of the roof and/or temporary protection provided by this Trade Contractor. Any and all costs for damage resulting from the failure of the Work provided by this Trade Contractor shall be borne solely by this Trade Contractor.
29. Coordinate equipment replacements, curb replacements, roof drain re-work, and other work by other trades as required for the roof replacement.
30. Provide dumpsters, removal from site, and legally dispose of all roof demotion materials generated by this work. Do not use the general debris dumpster for any roof demolition material.
31. Included lead coated copper flat seam roof shown in detail 2/A4.22 and other similar details.
32. Carefully review all asbestos and PCB abatement drawings. Note that certain existing roof components have been identified as ACM and must be abated by this bid package in accordance applicable project requirements, local, state, and federal laws and regulations. Include disposal of ACM roof components.

33. Include all blocking and metal copings on Message Center Sign. See 3/S3.08 and other similar detail and include all work accordingly.

2. Description of Work Excluded

1. Furnishing and installation of Mechanical roof curbs
2. Roof hatch ladder
3. Skylights
4. Aluminum composite soffit panels

## **M. SPECIFICATIONS**

The following Specifications Sections, together with the Drawings and other related items of work as described herein, further define the Scope of Work of the Bid Package (Contract):

1. Specific work of this trade as defined in the following Specification Sections:

Gilbane Project Manual  
All Division 01 – General Requirements  
070150 Preparation for Reroofing  
075323 Ethylene-Propylene-Diene-Monomer (EPDM) Roofing  
075323a FM Global Roofing Application  
076200 Sheetmetal Flashing and Trim  
077200 Roof Accessories

2. Work related to this trade as defined in the following Specification Sections:

All other specification sections as listed in the Project Manual for the Additions and Renovation HC Wilcox Regional Vocational Technical School project, Table of Contents, dated Rev. 102010 as prepared by Tai Soo Kim Partners, LLC. Note this table of contents may be modified by Bid Supplements and Addenda.

## **N. CONTRACT DRAWINGS**

1. The following drawings are included in the Scope of Work of this Bid Package.

All drawings as listed in Section 00 01 15 – List of Drawing Sheets with schedule titled Additions & Alterations HC Wilcox Technical High School, Meriden, CT, State Project No. BI-RT-843 Contract Drawing List, dated September 26, 2011. Note this list may be modified by Bid Supplements and Addenda.

**O.** The undersigned represents that this Proposal is made in good faith, without fraud, collusion, or connection of any kind with any other bidder of the same work, that he is competing in his own interest and in his own behalf, without connection of obligation to any undisclosed person, that no other person has any interest in regard to all conditions pertaining to the Work and in regard to the place where it is to be done, has made his own examination and estimates and from them makes this Proposal.

The undersigned represents that he has reviewed the Trade Contract Agreement issued as part of the bidding documents, agrees that if selected for award he will execute the Trade Contract Agreement without exceptions, exclusions, qualifications, clarifications and/or alterations, and is authorized to make such representation on behalf of the Bidder.

The undersigned represents that he has reviewed the insurance requirements in Article 6 of the Trade Contract Agreement, has included all costs to fully comply with same, and is authorized to make this representation on behalf of the Bidder.

Bidder: \_\_\_\_\_  
(Legal Signature) (Type/Print Name)  
\_\_\_\_\_  
(Title)

Firm: \_\_\_\_\_ Address: \_\_\_\_\_  
Business Phone No.: (\_\_\_\_) \_\_\_\_\_  
Business Fax No.: (\_\_\_\_) \_\_\_\_\_

This bidder is a (an): \_\_\_\_\_ Individual, Partnership, Corporation  
**Current Experience Modification Rating** \_\_\_\_\_ **Federal ID#** \_\_\_\_\_  
**OSHA Incident Rates: Recordable** \_\_\_\_\_

List here by title and number all licenses held by the bidder associated with the performance of this work.

License Title	License Number
_____	_____
_____	_____
_____	_____

Indicate the name of the health plan(s) to which benefits will be paid for all employees working on this project. \_\_\_\_\_

The full names, addresses and telephone numbers of all persons interested in this Proposal, as principals are as follows:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**NOTE:** This Proposal must bear the written signature of the Bidder.

- a. If the Bidder is an Individual doing business under a name other than his own name, the Proposal must so state, giving the address of the Individual.
- b. If the Bidder is a Partnership, the Proposal must so state, setting forth the names and addresses of all Partners, and must be signed by a Partner so designated as such.
- c. If the Bidder is a Corporation, the Proposal must be signed by a duly authorized officer or agent of such Corporation.

**BREAKDOWN OF HOURLY RATES**

**WORKERS TITLE:** \_\_\_\_\_

	<b>STRAIGHT TIME</b>	<b>ADD for 1 ½ TIME PREMIUM</b>	<b>ADD for DOUBLE TIME PREMIUM</b>
<b>BASE WAGE RATE</b>			
<b>F.I.C.A.</b>			
<b>F.U.T.A.</b>			
<b>S.U.T.A.</b>			
<b>GEN. LIABILITY INS.</b>			
<b>WORKER'S COMP. INS.</b>			
<b>WELFARE FUND</b>			
<b>PENSION FUND</b>			
<b>APPRENTICE FUND</b>			
<b>VACATION FUND</b>			
<b>ED. &amp; CULT. FUND</b>			
<b>DEFERRED INCOME FUND</b>			
<b>PAID HOLIDAYS</b>			
<b>INCIDENTALS</b>			
<b>OTHER:</b> _____			
<b>SUBTOTAL</b>			
<b>OVERHEAD &amp; PROFIT (15%)</b>			
<b>TOTAL</b>			

**SUBMITTED BY:** \_\_\_\_\_

**Not to be included in the wages above:**

<b>BOND PREMIUM</b> .....			
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**PROPOSAL FORM  
FOR  
ADDITIONS AND RENOVATIONS  
HC WILCOX REGIONAL VOCATIONAL TECHNICAL SCHOOL  
STATE PROJECT NO. BI-RT-843-CMR**



**GILBANE JOB NO. 11.5311.000  
BID PACKAGE No. 07B SPRAY FIREPROOFING – SBE Set-Aside**

**NOTE THAT THIS BID PACKAGE HAS BEEN SET ASIDE FOR SMALL BUSINESS ENTERPRISE (SBE)  
BIDS ONLY. BIDS BY NON-SBE CONTRACTORS WILL BE REJECTED.**

**PRE-BID CONFERENCE:   October 11, 2011  
TIME:                           3:00 PM**

**PROPOSAL DUE DATE:   October 25, 2011  
TIME:                           2:00 PM**

**LOCATION: HC Wilcox Technical School  
          298 Oregon Road  
          Meriden, CT 06451**

**LOCATION: Gilbane Building Company  
          208 New London Turnpike  
          Glastonbury, CT 06033**

**DEADLINE FOR SUBMISSION OF QUESTIONS: October 18, 2011**

**To:**   Gilbane Building Company  
          208 New London Turnpike  
          Glastonbury, CT 06033  
          Attention: Patrick J. Delany, District Chief Purchasing Agent

FIRM NAME:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ the undersigned

**A.**   Proposes to furnish all labor, materials, equipment and services as required to satisfactorily complete all **Spray Fireproofing** Work herein described as Bid Package **No. 07B** as required for the additions and alternations at HC Wilcox Regional Vocational Technical School Project, all in accordance with the Drawings and Specifications as prepared by Tai Soo Kim Partners, LLC, the Gilbane Project Manual, and this Proposal Form.

**B.**   All work required by the foregoing documents will be accomplished for the Lump Sum Bid Price of \_\_\_\_\_

\_\_\_\_\_ Dollars (\$) ).  
(Show amount in both words and figures. In case of discrepancy, amount shown in words will govern.)

The Lump Sum Bid Price above INCLUDES all applicable sales and/or use taxes; INCLUDES all insurance premiums required to meet contractual insurance requirements; and INCLUDES all premiums for a Performance Bond and a Labor and Material Payment Bond in the sum of one hundred percent of the Contract price.

C. Bidder agrees that if written notice of the acceptance of this bid is mailed or delivered to the undersigned within one hundred eighty (180) days after the Proposal Due Date, or any time thereafter before it is withdrawn, the undersigned shall meet a representative of the Gilbane Glastonbury office or a mutually agreed upon location to execute the Contract. Performance and Payment Bonds and the appropriate insurance certificates will be delivered to the Construction Manager at the time of execution of the Contract. Failure to execute said contract within ten (10) days after receipt of Notice to Award may be considered a default under the obligation of the bid bond.

D. The above price includes all stipulations and requirements of the following Supplements:

- Supplement \_\_\_ dated \_\_\_\_\_
- Supplement \_\_\_ dated \_\_\_\_\_
- Supplement \_\_\_ dated \_\_\_\_\_
- Supplement \_\_\_ dated \_\_\_\_\_

which have been received and accepted by the undersigned. Note that it is incumbent of the bidder to include all Supplements issued in the bid. Failure to acknowledge a supplement does not relieve the bidder from the requirements of the supplement.

E. **MILESTONE SCHEDULE DATES**

See Gilbane Project Manual section 00 31 13 – Schedule for activity milestones, durations, and reference. This schedule represents the general milestones that need to be met to achieve the overall project completion dates, and provides guidance to the bidders to understand the time constraints the work must be performed under. The project detailed schedule, in accordance with the terms of the Contract and General Conditions, will be derived from a “Card Trick” scheduling session with mandatory attendance by all prime Trade Contractors.

- 1. Anticipated Date of Contract Award: ..... January 19, 2012
- 2. Commence Shop Drawings and Submittals..... January 19, 2012
- 3. Commence Work for the Proposal:..... August 7, 2012
- 4. Bid Package Substantial Completion:..... March 4, 2014
- 5. Project Substantial Completion..... November 5, 2014

F. **TRADE SUBCONTRACTORS AND MAJOR SUPPLIERS**

The following trade subcontractors are proposed for the item of work listed. Trade subcontractors are subject to review per the General Conditions.

ITEM OF WORK	TRADE SUBCONTRACTORS
_____	_____ EMR:___
_____	_____ EMR:___
_____	_____ EMR:___
_____	_____ EMR:___

**G. UTILIZATION OF MINORITY CONTRACTORS AND SUPPLIERS**

1. The Bidder will endeavor to obtain a minimum goal of twenty-five percent (25%) of the awarded amount to minority business trade subcontractors and/or suppliers certified by the **State of Connecticut**.
2. The successful Trade Contractor shall substantiate this participation within ten (10) days after receipt of Notice of Award. Refer to the General Instruction to Bidders for further information.
3. Indicate here the utilization of certified S/MBEs included in the base bid. Failure to comply with M/WBE participation goals may constitute a non-responsive proposal. **IF NO INDICATION IS GIVEN, IT SHALL BE INTERPRETED THAT ZERO M/WBE PARTICIPATION IS INCLUDED.**

This proposal includes \_\_\_\_\_% certified SBE participation.

This proposal includes \_\_\_\_\_% certified MBE participation.

4. S/MBE participation shall count toward stipulated contractual goals or requirements only as described in the General Instructions to Bidders.

**H. UNIT PRICES**

Unit Prices shall be used, where applicable, to make adjustments to the cost of the Work due to changes. All Unit Prices submitted shall be complete in-place prices (unless noted otherwise) and include all costs for overhead, profit, labor, materials, equipment, and any other incidentals related to the completion of the Work, and shall remain firm for the period of the contract. Unit prices listed are for additive work. Deductive unit prices will be calculated at no less than 85% of the additive unit price (100% if used in conjunction with an allowance).

**UNIT PRICES:**

- |    |  |          |      |
|----|--|----------|------|
| 1. | Concealed Spray-on Fireproofing .....                        | \$ _____ | /BF  |
| 2. | Topcoat Sealer .....   | \$ _____ | /GAL |
| 3. | Furnish Material Only, Concealed Spray-on Fireproofing ..... | \$ _____ | /Bag |
| 4. | Additional Pump Set-up, Mobilization/Demobilization .....    | \$ _____ | /EA  |
| 5. | Hand Patch Crew with materials and lift/ladder .....         | \$ _____ | /Day |
| 6. | 2 man crew (applicator and tender) with patch pump.....      | \$ _____ | /Day |

**Changes in the Work.** All bidders are herein advised that they are to provide, in the space provided below, a written description of how they would price lump sum changes. It is understood that the Unit Prices which you would insert in this Proposal Form response would be one element of the Change pricing, however, it is necessary to determine up front and reach agreement on, your intended method of determining units of labor productivity and material pricing as well. Bidders are to be explicit as to what Manual(s), if any, are intended to be utilized. Once accepted by the Construction Manager, provide copies of all applicable pricing manuals for use by the Construction Manual in evaluating Change Order pricing.

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Provide labor rates which may be used, subject to review and approval, in pricing any extra work that may be required. Rates are to be complete billing rates and are to include actual wages, taxes, fringes, insurance, small tools and incidentals and **15%** overhead and profit (combined). Base price on current rates in effect at time of bid. As prevailing wages and fringes rate change, these increases will be added to the labor rates at actual cost. Increases in wage rates are subject to audit. Complete the attached Wage Rate Breakdown Form for each classification of worker anticipated to work on the Project.

**I. ALTERNATE PRICES**

An Alternate Price shall include all costs associated with the changes, omissions, additions or other adjustments to the Work of this Bid Package (Contract) which are described in the Alternate, or are reasonably inferable therefrom. Claims for extras resulting from changes caused by the acceptance or rejection of any Alternate will not be allowed. Alternate Prices shall also include all costs of overhead, profit and bonds associated with the work of the Alternate, whether additive or deductive.

The Drawings, Specifications and other Contract Documents shall be considered appropriately modified by either the acceptance or rejection of the various Alternates. The Owner and the Construction Manager expressly reserve the right to accept or reject any, or all, Alternate Prices, and in any sequence prior to or after award. Acceptance or rejection of any Alternate does not relieve the Bidder of timely completion of the Work within the time periods indicated.

ALTERNATES:

None.

**J. ALLOWANCES**

The Bidder includes the following Allowances and rates in the total Lump Sum Amount of the Base Bid for this Bid Package. Further to Article 10 in the General Conditions and unless noted otherwise below, the following allowance amounts include the Trade Contractor's cost of materials less applicable discounts, delivery to the site, applicable taxes, unloading, handling, installation, allowable overhead and profit. All other costs associated with completing the work described in the allowance is included in the base bid but outside of the allowance amount.

ALLOWANCES:

1. 100 man-hours of premium time portion of the labor rate to accelerate work in addition to the base scope requirements at the direction of the Construction Manager. Note that the Trade Contractor remains responsible to maintain the schedule and that this allowance will not be used for that purpose.

Journeyman..... \$ \_\_\_\_\_/Hr X 90 = \$ \_\_\_\_\_  
Foreman ..... \$ \_\_\_\_\_/Hr X 10 = \$ \_\_\_\_\_  
Total..... \$ \_\_\_\_\_

2. 12 days of patch pump and crew time, inclusive of all mobilization and demobilization costs, and 150 bags of Concealed Spray-on Fireproofing material for patching work as directed by the Construction Manager. This is in addition to the requirements in the base bid.

Concealed Spray-on Fireproofing ..... \$ \_\_\_\_\_/Bag X 150 = \$ \_\_\_\_\_

2 man crew (applicator and tender) with patch  
 pump ..... \$ \_\_\_\_\_/Day X 12 = \$ \_\_\_\_\_  
 Total ..... \$ \_\_\_\_\_

**K. COST AND QUANTITY BREAKDOWN**

In order to properly evaluate the Proposal, provide the following information. The Scope of Work to be awarded will not be influenced by the cost and quantity information requested here.

1. **COST BREAKDOWN**

Total Material ..... \$ \_\_\_\_\_  
 Total Labor Cost ..... \$ \_\_\_\_\_  
 Total Subcontractor/Equipment Cost..... \$ \_\_\_\_\_  
 Total Applicable Sales and Use Taxes..... \$ \_\_\_\_\_  
 Allowances..... \$ \_\_\_\_\_  
 Total Bond Cost ..... \$ \_\_\_\_\_  
 Total Bid ..... \$ \_\_\_\_\_  
 Total Estimated On-Site Manhours..... \_\_\_\_\_

2. **QUANTITY BREAKDOWN** (Note: The items listed below are not intended to be an all inclusive listing, but merely to highlight some items of work.)

**THE INFORMATION LISTED BELOW IN THE QUANTITY BREAKDOWN SECTION IS REQUIRED AT THE TIME OF BID SUBMISSION.**

Item	Quantity	Total Cost
Mobilization	_____ EA	\$ _____
Safety	L.S.	\$ _____
Spray Fireproofing	_____ SF	\$ _____
Allowances	L.S.	\$ _____
Other	L.S.	\$ _____
Total Bid	L.S.	\$ _____

**L. SCOPE OF WORK**

1. **Description of Work Included**

Except for those items (if any) specifically noted in the section below entitled "Description of Work Excluded", the Work of this Bid Package shall INCLUDE all of the following:

- a. All items of work required by, and/or specified in, those Sections of the Specifications which are listed herein, under Section M SPECIFICATIONS.
- b. All items of work related to the "Scope of Work", which are shown on the Drawings listed herein under Section N Contract Drawings.

- c. The following "Significant Items of Work" are related to those required by the above referenced documents and are to be provided under, and hereby form a part of, the Scope of Work of this Bid Package (Contract). Should any conflict exist between this written scope of work and the scope of work inferred by the above referenced documents, this scope of work shall govern. All items are furnished and installed by this Trade Contractor unless noted otherwise.

### **GENERAL**

1. Include all costs for Trade Contractor personnel and all sub-trade contractor personnel for safety orientation and other safety related meetings, etc. for all labor forces working on this jobsite. This orientation is mandatory for all personnel working on-site and is expected to last approximately 1/2 hour. Safety orientations will be scheduled by the Construction Manager. ALL PERSONNEL (including truck drivers) MUST ATTEND THE SAFETY ORIENTATION PRIOR TO PERFORMING ANY WORK ON SITE. Also, each week, in addition to safety training, safety meetings, and tool box talks that the Trade Contractor provides to their employees, include attendance by all on-site personnel to attend a weekly safety talk that will be conducted by the Construction Manager. This talk will take place on a regular basis one day a week immediately following the lunch break and will last no longer than 10 minutes.
2. Retainage of 7.5% is intended to be withheld until Substantial Completion however "partial payments may be made if agreed to by the DCS and Gilbane."
3. This Trade Contractor will not be allowed to begin work on the project until the following items have been submitted: Certificate of Insurance, written Safety Program with Job Hazard Analysis, material status report and a list of all materials required under this Contract with indication of which materials require submittal for approval as outlined in the specifications and a schedule of anticipated date(s) of submittal for each.
4. The items listed herein are not intended to be an all-inclusive listing of the specified Contract Scope of Work, but merely highlight the major items of work. Review the scope of work closely and include all cost to provide all work as required by this bid package. Provide all work required by your scope of work which may be contained in other specifications, or on drawings whether or not specifically listed within this Proposal Form. Should a scope of work item be duplicated in another bid package, do not delete the item from your bid. Notify the Construction Manager immediately. Failure to include costs for a duplicated item will not alleviate the Trade Contractor's responsibility to provide full credit for the item should it be deleted from the bid package after a contract is awarded.
5. Gilbane shall have the right to assemble the craftsmen for orientation, quality, daily stretching, and safety related matters at no additional cost
6. Parking will be available on site in areas to be designated by the Construction Manager. Please refer to the Site Utilization Plan detailing parking in Lot A. A portion of the lot will be provided for parking, general lay-down, and storage containers.
7. Construction is to be sequenced and phased per the Gilbane project schedule included in the Project manual and the Phasing Drawings. Review these documents carefully. The school will remain active during construction, and cannot be disrupted. Work within the existing building is to occur as the schedule depicts. Every effort will be made to work around the school schedule, vacations and days off will be utilized.

8. Provide all labor necessary to unload, distribute, and re-handle his material as required until such time that material is in place.
9. All costs required for transporting, erecting, dismantling, and removal of temporary facilities and equipment required by this Trade Contractor are to be included in the base bid amount.
10. Trade contractors shall participate with the inspection walkthroughs as requested by the Construction Manager. Provide suitable access for inspectors to perform all tests or inspections. Trade Contractor supplied temporary ladders and lifts to perform their work are to be available for the use of all parties.
11. The site is very restricted and the building will be occupied during the work. Deliveries and storage must be coordinated with the Construction Manager in advance. On site storage will not be available without prior approval by the Construction Manager.
12. All equipment used on the Jobsite shall be in good working order and maintained and operated as designed and have state of the art noise, vibration and exhaust control
13. Layout from a bench mark provided by others is the responsibility of the Trade Contractor requiring the layout.
14. Immediately notify the Construction Manager of any delays to the schedule of this bid package scope which is being caused by the work of any other Trade Contractor on site. This requirement supersedes other notice provisions in the Contract Documents for this type of delay.
15. This Trade Contractor shall keep all access roadways free and clean from equipment, material, soil or objects which may inhibit the flow of traffic.
16. Daily cleanup is to be provided on a daily basis to a central location and the adequate cost for same is to be carried in the proposal response. Daily clean up is defined as properly removing all debris, neatly organizing remaining material, and broom sweeping work areas, etc. after completion of the day's work at a minimum of EVERY SINGLE DAY.
17. The schedule of values will contain line items for clean up, submittals, safety and as-builts and close out in addition to line items apportioning "the Work". Payments made against these items will be directly related to Trade contractor's Performance. A schedule of values must be submitted and approved prior to the first application for payment being submitted.
18. Electrical power for 110 v. power tools and its consumption cost is by others. Include all cost for electrical connection or hook up required is by this bid package.
19. Sets of documents are available at the Trade Contractor's expense. Contact Service Point at 203.624.0079.
20. Whenever the contract documents require a certified engineer's stamp, review or report, it shall be understood to mean an engineer licensed in the applicable discipline, fully insured and registered in the State of Connecticut.
21. Demobilize/remobilize as the construction schedule and/or weather conditions require at no extra cost.

22. Each Trade Contractor will perform a First Delivery Inspection of materials with the Construction Manager to confirm that materials meet the Project Specifications and approved submittals. These reports shall be turned in with the daily report no more than 24 hours after material arrival. Submission of the First Delivery Inspection Report is a condition of monthly payment. All delays that result from failure to confirm materials delivered with the Construction Manager are at the Trade Contractor's cost, including those of other Trade Contractors on this Project. The Construction Manager will provide a form for this use, which is to be jointly filled out by the Construction Manager and the Trade Contractor. It is the Trade Contractor's responsibility to perform subsequent delivery inspections to ensure compliance with Specifications. Include Benchmarking of initial installations in accordance with the Quality Plan in the Project Manual.
23. There will be no deviations from the submittal format established by the Project Specifications. It is the Trade Contractor's responsibility to complete Submittals in a timely fashion, and to monitor the status of the A/E review. The Trade Contractors shall provide a Submittal Schedule no later than ten (10) days following the receipt of the Notice of Award. All submittals must be received by Construction Manager within 60 days of award, or earlier as required to meet delivery schedules. Include in the schedule a listing for any equipment or materials where shop drawings will take more than 4 weeks to prepare, and for equipment or materials that will take more than 6 weeks to arrive following shop drawing approval.
24. Any payment for overtime work, if authorized as an extra, is for labor, and not for equipment provided on job during regular shift.
25. The successful Bidder shall be responsible for all winter conditions and temporary protection associated with the work of this bid package. If applicable, Include snow removal as necessary to perform your work, except access to the site and slabs, which is by others
26. Each Trade Contractor, where applicable, will receive, unload, and distribute, secure and install all materials furnished by others for installation under this scope. All fittings and hardware required for final connection and installation shall be by the installer.
27. The Construction Manager will arrange to provide temporary electrical power panels for hand tools (by –Electrical Trade Contractor) and water (by HVAC & Plumbing Trade Contractor) at the site for the Trade Contractor's use.
28. Trade Contractor must not use building or site sewage or drainage systems for equipment cleaning purposes.
29. There will be no watchman or security guard on site. All trade Contractors are responsible for security of materials, equipment, and work in place until acceptance as it relates to your work. This includes safety barriers and precautions during off-hours.
30. It is the trade contractor's responsibility to request a preconstruction meeting 30 days prior to commencement of work or 30 days prior to the start of shop drawings where coordination with other trades are required.

31. Specification Section 01 45 00 Paragraph 1.4, B indicates that the re-testing or re-inspection of deficient items are the cost responsibility of the CMR. This will be the cost responsibility of the Trade Contractor. The Trade Contractor shall ensure to submit requests for ALL inspections to the Construction Manager and shall ensure that the assembly to be inspected has been reviewed in advanced of the inspector. Any costs associated with re-inspection will be the trade contractor's responsibility
32. The trade contractor shall request approval from the Construction Manager to work overtime 72 (Construction Manager has 48 hour notice request to the owner) hours in advanced
33. Deduct changes utilizing the Unit Prices per Specification Section 01 20 00 Part 1.5 D – Unit Prices will be issued at a 10% reduction of the Contract Unit Price
34. Specification Section 01 25 00 – Paragraph 1.4 A specifically indicates that the owner will consider requests for equal or substitutions if made prior to the Construction Manager's Subcontractor Competitive Bid. The trade contractor must submit (in the format indicated) requests for substitution or equals a minimum of two (2) week prior to the bid date as a means of allowing for adequate time for review and consideration by the owner and A/E.
35. RFIs process under the Contract Modification Procedures – Specification Section 01 26 00 – The trade contractor shall be timely in reviewing documents. The Construction Manager has a 5 day notice period to inform the owner of potential changes following the Architect's response per Specification Section 01 26 00 – Paragraph 1.3, Part 6. The trade contract will have two (2) calendar days to provide such notice to the Construction Manager or the trade contractor waives the right to seek additional time or cost.
36. RFPs issued by the architect and submitted to the trade contractor by the Construction Manager shall be responded to within 7 calendar days.
37. Specification Section 01 29 76 – Paragraph 1.3 – Part 4 specifically notes SOV requirements of the Construction Manager to the owner. Item Nos. b, d, e, f, and h are specifically tied to the deliverables required by the trade contractors. These items shall be specifically itemized in the trade contractor's SOV to the Construction Manager. The trade contractors inability to submit or perform the referenced work will result in forfeiting the monthly value and a deduct change order will be processed.
38. A minimum of one safety meeting per month is required per Specification Section 01 31 19, 1.6.
39. Fire Stop Systems – A single source fire stop manufacturer will be selected by the Construction Manager from the list of providers noted in the Contract Documents. The trade contractor will be required to provide fire stop systems as it applies to the individual scope. The trade contractors shall also include fire stop / safe labeling and tagging each penetration or application with data including but not limited to Installer, Contractor, Location, System used, and date. Also, the trade contractor shall provide data log entries for use in generating an as-built plan including location.
40. Refer to perimeter fencing and gates as indicated on the Site Utilization Plan. The site contractor will provide all fencing and it is each trade contractor's responsibility to keep

the gates closed when entering or exiting the site. The gates shall be closed at all times. This will be included as part of the initial orientation process but must be reinforced by the trade contractor's project manager and field supervisor.

41. The State will utilize PM Web for electronic documentation submission for all daily reports, safety reports, submittals, as-builts, RFIs, change related correspondence and general correspondence. The license costs is \$500 per trade contractor plus 20% each year (or any portion of a year) for maintenance. For example, if the license is purchased in February, 2012 and is needed through September of 2014, the cost would be \$800, \$500 for the license fee plus 20% (\$100) per year for maintenance for 3 years (\$300 total), even if the duration is only 31 months of usage.
42. Trade contractors will be required to enter daily reports in PM Web on a community computer provided and located by the Construction Manager. It is recommended that your field foreman is equipped with their own computer for efficiency in the event the community computer is not available due to use by other trade contractors during the work day.
43. All reference in the contract documents to the Construction Manager/CMR/General Contractor/Contractor as performing any field work or providing services in connection with any aspect of the Work shall be understood to mean the Trade Contractor. The Construction Manager will not layout, log, record, or otherwise provide actual work or service related to the Trade Contractor's scope of work, inclusive of Division 0 and Division 1 specifications.
44. Note specification section 01 78 30, 1.3, F; minimum warranty period is eighteen (18) months unless specified otherwise for a longer duration. The warranty period does not commence until final acceptance by the Owner. Do not assume a shorter warranty period regardless of a shorter period stipulated elsewhere in the documents and include all costs accordingly.
45. Gilbane has automated its monthly payment application process and solely utilizes an online web-based application provided by Textura LLC. Trade contractors will be required to participate and must implement Textura on the project. Textura will automatically generate the AIA G702/703 and Lien Release Documents. Any additional documentation required as part of the Gilbane application process must be uploaded in the form of a PDF prior to your submission. There is a nominal fee to use this service. These costs are summarized in the Textura brochure included as an attachment to this bid package. Include the costs of using this service in your bid. If you have any questions regarding Textura's Terms and Conditions, costs of service, or training implementation please contact Textura at 866-TEXTURA (839-8872).
46. Conduct an in-house kick-off meeting which must include the personnel that estimated the project and attended the scope review meeting with Gilbane and the personnel that will administer the project (project manager, lead field foreman, accounting, purchasing, etc.). The kick-off meeting must transfer the knowledge of the estimating team to the project administration team. Produce and submit for record the minutes of the meeting, complete with attendance sign-in sheet to the Construction Manager. In the event the Construction Manager is required to devote excessive amounts of time to educating trade contractor administrative personnel on the requirements of the project, the Trade

Contractor may be billed for that time at the rates in the Construction Manager's contract with the Owner.

**SPECIFIC ITEMS:**

1. Furnish all labor, material, equipment and services required to complete all spray-on fireproofing work.
2. Provide all work indicated on the drawing and as specified in the following Specification Sections. The work specified in the following specification sections is the sole responsibility of this Trade Contractor unless modified below:  
078100 Spray Fire-Resistive Materials  
In addition, the Trade Contractor shall provide work specified elsewhere in the Specifications and specifically listed within this scope of work.
3. Protecting work after it is installed. Repair all work damaged by weather. (Allowance monies will not be used for this condition.)
4. Provide any supplemental water supply, connections, hoses, etc. beyond the water supply shown on the drawings which is required for this work.
5. Protect adjacent surfaces from overspray and immediately clean up such overspray and fallout on the slabs. Remove all visible film from the slabs resulting from this work.
6. Refer to the General Conditions for temporary lighting to be provided by others. Provide any additional temporary lighting and power required to complete this work.
7. Advise the Construction Manager of any unacceptable substrate conditions prior to the start of your work. The condition of the substrate shall be deemed acceptable once installation of your work commences. This trade contractor shall be responsible for the bond between the substrate and the fireproofing material.
8. During the submittal phase, describe the sequence of application. This will define the number of machine set-ups and hose requirements.
9. Remobilize as required to fireproof the seismic clip angles along the tops of CMU partitions. This will be a comeback operation.
10. Include lath where required by UL and/or the manufacturer.
11. The MEP trades will be allowed to install clips prior to the spray operation but no hangers.
12. For those columns scheduled to be fireproofed, include fireproofing from the lowest elevation of the member.
13. Provide required loading and engineering for lifts that are to be utilized at slab on decks. A submittal package detailing the proposed equipment, loads, and engineering letter with PE stamp shall be provided at time of your material submissions.



14. Where steel members are to be fireproofed against a deck that is not to receive fireproofing, contain and limit the overspray to the minimum limits of the UL requirements.
15. Clean, prime, and prepare substrate as required by the manufacturer to apply the spray-on fireproofing.
16. Temporary heat will be provided by the Construction Manager. Tarps will be installed enclosing the outside of the building. Provide any additional fire retardant tarps to sectionalize an area to be sprayed to contain the heat.
17. Testing the density and thickness of the spray fireproofing will be done by others. Provide any support for the testing agency. The cost to retest any failed section shall be borne by this trade contractor.
18. Safety rails and opening protection will be installed by others. It will be this trade contractors responsibility to replace, as required, any in-place safety protection device that is removed while executing the scope of this proposal.
19. Assume that slab-on-deck on the second floor will be poured prior to your mobilization. Assume that the first floor slab-on grade will not be placed at the time of mobilization. Any equipment that produces fumes will have to be exhausted to outside by this trade contractor.
20. Spray Fireproofing for beams above ceiling of the existing electronics and manufacturing shops will be performed during Phase 1 and completed prior to the completion of the addition in Area B.
21. Carefully review all drawings for the extent of the work. Note that the reflected ceiling plans in the A2.X drawings identify areas of spray applied fireproofing. Include all work shown on all drawings and as specified.
22. Review perimeter edge conditions to ensure the sprayer can reach the outer limits. If the work cannot be performed in a safe manner include the cost for necessary access equipment.

2. Description of Work Excluded

1. Abatement of existing spray fireproofing

**M. SPECIFICATIONS**

The following Specifications Sections, together with the Drawings and other related items of work as described herein, further define the Scope of Work of the Bid Package (Contract):

1. Specific work of this trade as defined in the following Specification Sections:  
Gilbane Project Manual  
All Division 01 – General Requirements  
078100 Spray Fire-Resistive Materials

2. Work related to this trade as defined in the following Specification Sections:

All other specification sections as listed in the Project Manual for the Additions and Renovation HC Wilcox Regional Vocational Technical School project, Table of Contents, dated Rev. 102010 as prepared by Tai Soo Kim Partners, LLC. Note this table of contents may be modified by Bid Supplements and Addenda.

**N. CONTRACT DRAWINGS**

1. The following drawings are included in the Scope of Work of this Bid Package.

All drawings as listed in Section 00 01 15 – List of Drawing Sheets with schedule titled Additions & Alterations HC Wilcox Technical High School, Meriden, CT, State Project No. BI-RT-843 Contract Drawing List, dated September 26, 2011. Note this list may be modified by Bid Supplements and Addenda.

O. The undersigned represents that this Proposal is made in good faith, without fraud, collusion, or connection of any kind with any other bidder of the same work, that he is competing in his own interest and in his own behalf, without connection of obligation to any undisclosed person, that no other person has any interest in regard to all conditions pertaining to the Work and in regard to the place where it is to be done, has made his own examination and estimates and from them makes this Proposal.

The undersigned represents that he has reviewed the Trade Contract Agreement issued as part of the bidding documents, agrees that if selected for award he will execute the Trade Contract Agreement without exceptions, exclusions, qualifications, clarifications and/or alterations, and is authorized to make such representation on behalf of the Bidder.

The undersigned represents that he has reviewed the insurance requirements in Article 6 of the Trade Contract Agreement, has included all costs to fully comply with same, and is authorized to make this representation on behalf of the Bidder.

Bidder: \_\_\_\_\_  
(Legal Signature) (Type/Print Name)  
\_\_\_\_\_  
(Title)

Firm: \_\_\_\_\_ Address: \_\_\_\_\_  
Business Phone No.: (\_\_\_\_) \_\_\_\_\_  
Business Fax No.: (\_\_\_\_) \_\_\_\_\_

This bidder is a (an): \_\_\_\_\_ Individual, Partnership, Corporation

**Current Experience Modification Rating** \_\_\_\_\_ **Federal ID#** \_\_\_\_\_

**OSHA Incident Rates: Recordable** \_\_\_\_\_

List here by title and number all licenses held by the bidder associated with the performance of this work.

License Title	License Number
_____	_____
_____	_____
_____	_____

Indicate the name of the health plan(s) to which benefits will be paid for all employees working on this project. \_\_\_\_\_

The full names, addresses and telephone numbers of all persons interested in this Proposal, as principals are as follows:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**NOTE:** This Proposal must bear the written signature of the Bidder.

- a. If the Bidder is an Individual doing business under a name other than his own name, the Proposal must so state, giving the address of the Individual.
- b. If the Bidder is a Partnership, the Proposal must so state, setting forth the names and addresses of all Partners, and must be signed by a Partner so designated as such.
- c. If the Bidder is a Corporation, the Proposal must be signed by a duly authorized officer or agent of such Corporation.

**BREAKDOWN OF HOURLY RATES**

**WORKERS TITLE:** \_\_\_\_\_

	<b>STRAIGHT TIME</b>	<b>ADD for 1 ½ TIME PREMIUM</b>	<b>ADD for DOUBLE TIME PREMIUM</b>
<b>BASE WAGE RATE</b>			
<b>F.I.C.A.</b>			
<b>F.U.T.A.</b>			
<b>S.U.T.A.</b>			
<b>GEN. LIABILITY INS.</b>			
<b>WORKER'S COMP. INS.</b>			
<b>WELFARE FUND</b>			
<b>PENSION FUND</b>			
<b>APPRENTICE FUND</b>			
<b>VACATION FUND</b>			
<b>ED. &amp; CULT. FUND</b>			
<b>DEFERRED INCOME FUND</b>			
<b>PAID HOLIDAYS</b>			
<b>INCIDENTALS</b>			
<b>OTHER:</b> _____			
<b>SUBTOTAL</b>			
<b>OVERHEAD &amp; PROFIT (15%)</b>			
<b>TOTAL</b>			

**SUBMITTED BY:** \_\_\_\_\_

**Not to be included in the wages above:**

<b>BOND PREMIUM</b> .....			
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**PROPOSAL FORM  
FOR  
ADDITIONS AND RENOVATIONS  
HC WILCOX REGIONAL VOCATIONAL TECHNICAL SCHOOL  
STATE PROJECT NO. BI-RT-843-CMR**



**GILBANE JOB NO. 11.5311.000  
BID PACKAGE No. 08A – Glass & Glazing**

**PRE-BID CONFERENCE:** October 11, 2011  
**TIME:** 3:00 PM

**PROPOSAL DUE DATE:** October 25, 2011  
**TIME:** 2:00 PM

**LOCATION:** HC Wilcox Technical School  
298 Oregon Road  
Meriden, CT 06451

**LOCATION:** Gilbane Building Company  
208 New London Turnpike  
Glastonbury, CT 06033

**DEADLINE FOR SUBMISSION OF QUESTIONS:** October 18, 2011

**To:** Gilbane Building Company  
208 New London Turnpike  
Glastonbury, CT 06033  
Attention: Patrick J. Delany, District Chief Purchasing Agent

FIRM NAME:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ the undersigned

**A.** Proposes to furnish all labor, materials, equipment and services as required to satisfactorily complete all **Glass & Glazing Work** herein described as Bid Package No. 08A as required for the additions and alternations at HC Wilcox Regional Vocational Technical School Project, all in accordance with the Drawings and Specifications as prepared by Tai Soo Kim Partners, LLC, the Gilbane Project Manual, and this Proposal Form.

**B.** All work required by the foregoing documents will be accomplished for the Lump Sum Bid Price of \_\_\_\_\_ Dollars (\$) ).  
(Show amount in both words and figures. In case of discrepancy, amount shown in words will govern.)

The Lump Sum Bid Price above INCLUDES all applicable sales and/or use taxes; INCLUDES all insurance premiums required to meet contractual insurance requirements; and INCLUDES all premiums for a Performance Bond and a Labor and Material Payment Bond in the sum of one hundred percent of the Contract price.

**C.** Bidder agrees that if written notice of the acceptance of this bid is mailed or delivered to the undersigned within one hundred eighty (180) days after the Proposal Due Date, or any time thereafter before it is withdrawn, the undersigned shall meet a representative of the Gilbane Glastonbury office or a mutually agreed upon location to

execute the Contract. Performance and Payment Bonds and the appropriate insurance certificates will be delivered to the Construction Manager at the time of execution of the Contract. Failure to execute said contract within ten (10) days after receipt of Notice to Award may be considered a default under the obligation of the bid bond.

**D. The above price includes all stipulations and requirements of the following Supplements:**

- Supplement \_\_\_ dated \_\_\_\_\_
- Supplement \_\_\_ dated \_\_\_\_\_
- Supplement \_\_\_ dated \_\_\_\_\_
- Supplement \_\_\_ dated \_\_\_\_\_

which have been received and accepted by the undersigned. Note that it is incumbent of the bidder to include all Supplements issued in the bid. Failure to acknowledge a supplement does not relieve the bidder from the requirements of the supplement.

**E. MILESTONE SCHEDULE DATES**

See Gilbane Project Manual section 00 31 13 – Schedule for activity milestones, durations, and reference. This schedule represents the general milestones that need to be met to achieve the overall project completion dates, and provides guidance to the bidders to understand the time constraints the work must be performed under. The project detailed schedule, in accordance with the terms of the Contract and General Conditions, will be derived from a “Card Trick” scheduling session with mandatory attendance by all prime Trade Contractors.

- 1. Anticipated Date of Contract Award: ..... January 19, 2012
- 2. Commence Shop Drawings and Submittals..... January 19, 2012
- 3. Commence Work for the Proposal:..... August 31, 2012
- 4. Bid Package Substantial Completion:..... July 24, 2014
- 5. Project Substantial Completion..... November 5, 2014

**F. TRADE SUBCONTRACTORS AND MAJOR SUPPLIERS**

The following trade subcontractors are proposed for the item of work listed. Trade subcontractors are subject to review per the General Conditions.

ITEM OF WORK	TRADE SUBCONTRACTORS
_____	_____ EMR:___
_____	_____ EMR:___
_____	_____ EMR:___
_____	_____ EMR:___

**G. UTILIZATION OF MINORITY CONTRACTORS AND SUPPLIERS**

- 1. The Bidder will endeavor to obtain a minimum goal of twenty-five percent (25%) of the awarded amount to small business enterprises, with twenty-five percent (25%) of the awarded amount to minority business trade subcontractors and/or suppliers certified by the **State of Connecticut**.

2. The successful Trade Contractor shall substantiate this participation within ten (10) days after receipt of Notice of Award. Refer to the General Instruction to Bidders for further information.
3. Indicate here the utilization of certified S/MBEs included in the base bid. Failure to comply with M/WBE participation goals may constitute a non-responsive proposal. IF NO INDICATION IS GIVEN, IT SHALL BE INTERPRETED THAT ZERO M/WBE PARTICIPATION IS INCLUDED.

This proposal includes \_\_\_\_\_% certified SBE participation.

This proposal includes \_\_\_\_\_% certified MBE participation.

4. S/MBE participation shall count toward stipulated contractual goals or requirements only as described in the General Instructions to Bidders.

**H. UNIT PRICES**

Unit Prices shall be used, where applicable, to make adjustments to the cost of the Work due to changes. All Unit Prices submitted shall be complete in-place prices (unless noted otherwise) and include all costs for overhead, profit, labor, materials, equipment, and any other incidentals related to the completion of the Work, and shall remain firm for the period of the contract. Unit prices listed are for additive work. Deductive unit prices will be calculated at no less than 85% of the additive unit price (100% if used in conjunction with an allowance).

**UNIT PRICES:**

1.	Composite wall panels .....	\$ _____	/SF
2.	Exterior joint sealant .....	\$ _____	/LF
3.	Window Type W26.....	\$ _____	/EA
4.	Window Type W28.....	\$ _____	/EA
5.	Spruce fir 2" X 6" X 8' .....	\$ _____	/EA
6.	4X8 Sheet of 3/4" exterior grade plywood .....	\$ _____	/EA
7.	20' x 100' roll 6 mil flame retardant reinforced polyethylene type sheeting.....	\$ _____	/EA
8.	1" X 6" X 12' #2 pine or similar.....	\$ _____	/EA
9.	Slab boot for vertical post.....	\$ _____	/EA
10.	Boom lift rental .....	\$ _____	/DAY

**Changes in the Work.** All bidders are herein advised that they are to provide, in the space provided below, a written description of how they would price lump sum changes. It is understood that the Unit Prices which you would insert in this Proposal Form response would be one element of the Change pricing, however, it is necessary to determine up front and reach agreement on, your intended method of determining units of labor productivity and material pricing as well. Bidders are to be explicit as to what Manual(s), if any, are intended to be utilized. Once accepted by the Construction Manager, provide copies of all applicable pricing manuals for use by the Construction Manual in evaluating Change Order pricing.

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Provide labor rates which may be used, subject to review and approval, in pricing any extra work that may be required. Rates are to be complete billing rates and are to include actual wages, taxes, fringes, insurance, small tools and incidentals and **15%** overhead and profit (combined). Base price on current rates in effect at time of bid. As prevailing wages and fringes rate change, these increases will be added to the labor rates at actual cost. Increases in wage rates are subject to audit. Complete the attached Wage Rate Breakdown Form for each classification of worker anticipated to work on the Project.

**I. ALTERNATE PRICES**

An Alternate Price shall include all costs associated with the changes, omissions, additions or other adjustments to the Work of this Bid Package (Contract) which are described in the Alternate, or are reasonably inferable therefrom. Claims for extras resulting from changes caused by the acceptance or rejection of any Alternate will not be allowed. Alternate Prices shall also include all costs of overhead, profit and bonds associated with the work of the Alternate, whether additive or deductive.

The Drawings, Specifications and other Contract Documents shall be considered appropriately modified by either the acceptance or rejection of the various Alternates. The Owner and the Construction Manager expressly reserve the right to accept or reject any, or all, Alternate Prices, and in any sequence prior to or after award. Acceptance or rejection of any Alternate does not relieve the Bidder of timely completion of the Work within the time periods indicated.

ALTERNATES:

None.

**J. ALLOWANCES**

The Bidder includes the following Allowances and rates in the total Lump Sum Amount of the Base Bid for this Bid Package. Further to Article 10 in the General Conditions and unless noted otherwise below, the following allowance amounts include the Trade Contractor's cost of materials less applicable discounts, delivery to the site, applicable taxes, unloading, handling, installation, allowable overhead and profit. All other costs associated with completing the work described in the allowance is included in the base bid but outside of the allowance amount.

ALLOWANCES:

1. 200 man-hours of premium time labor to accelerate work in addition to the base scope requirements at the direction of the Construction Manager. Note that the Trade Contractor remains responsible to maintain the schedule and that this allowance will not be used for that purpose.

Journeyman .....	\$ _____/Hr X 180 =	\$ _____
Foreman .....	\$ _____/Hr X 20 =	\$ _____
Total .....		\$ _____

2. 100 Man Hours to provide interim clean-up in addition to the base scope requirements at the direction of the Construction Manager.

Journeyman .....	\$ _____/Hr X 90 =	\$ _____
Foreman .....	\$ _____/Hr X 10 =	\$ _____
Total .....		\$ _____

3. 90 man-hours of journeyman time and 10 man-hours of foreman time to provide temporary protection measures in addition to the base scope requirements Include all necessary fasteners, 100- Spruce fir 2" X



6" X 8', 25- 4X8 sheets of 3/4" exterior grade plywood, 4 rolls 20' x 100' roll 6 mil flame retardant reinforced polyethylene type sheeting at the direction of the Construction Manager.

Journeyman.....	\$ _____/Hr X 90 =	\$ _____
Foreman .....	\$ _____/Hr X 10 =	\$ _____
Spruce fir 2" X 6.....	\$ _____/EA X 100 =	\$ _____
4X8 sheets of 3/4" exterior grade plywood .....	\$ _____/EA X 25 =	\$ _____
20' x 100' roll 6 mil flame retardant reinforced polyethylene type sheeting.....	\$ _____/EA X 4 =	\$ _____
Total.....		\$ _____

4. 100 Man hours to provide safety railings (100 – 2X6X8, 25 slab boots for vertical posts, 25- 1X6X12 Toe Board material, 20 sheets of 3/4 " plywood) in addition the base scope requirements at the direction of the Construction Manager.

Journeyman.....	\$ _____/Hr X 90 =	\$ _____
Foreman .....	\$ _____/Hr X 10 =	\$ _____
Spruce fir 2" X 6".....	\$ _____/EA X 100 =	\$ _____
Slab boot for vertical post.....	\$ _____/EA X 25 =	\$ _____
1" X 6" X 12' # 2 pine or equivalent.....	\$ _____/EA X 25 =	\$ _____
4X8 sheets of 3/4" exterior grade plywood .....	\$ _____/EA X 20 =	\$ _____
Total.....		\$ _____

5. 120 Manhours and a boom lift for 7 days for testing above and beyond the base scope requirement.

Journeyman.....	\$ _____/Hr X 120 =	\$ _____
Boom lift.....	\$ _____/Day X 7 =	\$ _____
Total.....		\$ _____

**K. COST AND QUANTITY BREAKDOWN**

In order to properly evaluate the Proposal, provide the following information. The Scope of Work to be awarded will not be influenced by the cost and quantity information requested here.

1. **COST BREAKDOWN**

Total Material .....	\$ _____
Total Labor Cost .....	\$ _____
Total Subcontractor/Equipment Cost.....	\$ _____
Total Applicable Sales and Use Taxes.....	\$ _____
Allowances.....	\$ _____
Total Bond Cost .....	\$ _____
Total Bid .....	\$ _____
Total Estimated On-Site Manhours .....	_____

2. **QUANTITY BREAKDOWN** (Note: The items listed below are not intended to be an all inclusive listing, but merely to highlight some items of work.)

**THE INFORMATION LISTED BELOW IN THE QUANTITY BREAKDOWN SECTION IS REQUIRED AT THE TIME OF BID SUBMISSION.**

Item	Quantity	Total Cost
Mobilization	_____ EA	\$ _____
Safety	L.S.	\$ _____
Windows	_____ EA	\$ _____
Storefront	_____ SF	\$ _____
Curtainwall	_____ SF.	\$ _____
Hollow metal glass	_____ SF	\$ _____
Door Hardware and Operators	L.S.	\$ _____
Metal Panels	_____ SF	\$ _____
Daily Clean-up	L.S.	\$ _____
Allowances	L.S.	\$ _____
Other	L.S.	\$ _____
Total Bid	L.S.	\$ _____

**L. SCOPE OF WORK**

1. Description of Work Included

Except for those items (if any) specifically noted in the section below entitled "Description of Work Excluded", the Work of this Bid Package shall INCLUDE all of the following:

- a. All items of work required by, and/or specified in, those Sections of the Specifications which are listed herein, under Section M SPECIFICATIONS.
- b. All items of work related to the "Scope of Work", which are shown on the Drawings listed herein under Section N Contract Drawings.
- c. The following "Significant Items of Work" are related to those required by the above referenced documents and are to be provided under, and hereby form a part of, the Scope of Work of this Bid Package (Contract). Should any conflict exist between this written scope of work and the scope of work inferred by the above referenced documents, this scope of work shall govern. All items are furnished and installed by this Trade Contractor unless noted otherwise.

**GENERAL**

1. Include all costs for Trade Contractor personnel and all sub-trade contractor personnel for safety orientation and other safety related meetings, etc. for all labor forces working on this jobsite. This orientation is mandatory for all personnel working on-site and is expected to last approximately 1/2 hour. Safety orientations will be scheduled by the Construction Manager. ALL PERSONNEL (including truck drivers) MUST ATTEND THE SAFETY ORIENTATION PRIOR TO PERFORMING ANY WORK ON SITE. Also, each week, in addition to safety training, safety meetings, and tool box talks that the Trade Contractor provides to their employees, include attendance by all on-site personnel to attend a weekly safety talk that will be conducted by the Construction

- Manager. This talk will take place on a regular basis one day a week immediately following the lunch break and will last no longer than 10 minutes.
2. Retainage of 7.5% is intended to be withheld until Substantial Completion however “partial payments may be made if agreed to by the DCS and Gilbane.”
  3. This Trade Contractor will not be allowed to begin work on the project until the following items have been submitted: Certificate of Insurance, written Safety Program with Job Hazard Analysis, material status report and a list of all materials required under this Contract with indication of which materials require submittal for approval as outlined in the specifications and a schedule of anticipated date(s) of submittal for each.
  4. The items listed herein are not intended to be an all-inclusive listing of the specified Contract Scope of Work, but merely highlight the major items of work. Review the scope of work closely and include all cost to provide all work as required by this bid package. Provide all work required by your scope of work which may be contained in other specifications, or on drawings whether or not specifically listed within this Proposal Form. Should a scope of work item be duplicated in another bid package, do not delete the item from your bid. Notify the Construction Manager immediately. Failure to include costs for a duplicated item will not alleviate the Trade Contractor’s responsibility to provide full credit for the item should it be deleted from the bid package after a contract is awarded.
  5. Gilbane shall have the right to assemble the craftsmen for orientation, quality, daily stretching, and safety related matters at no additional cost
  6. Parking will be available on site in areas to be designated by the Construction Manager. Please refer to the Site Utilization Plan detailing parking in Lot A. A portion of the lot will be provided for parking, general lay-down, and storage containers.
  7. Construction is to be sequenced and phased per the Gilbane project schedule included in the Project manual and the Phasing Drawings. Review these documents carefully. The school will remain active during construction, and cannot be disrupted. Work within the existing building is to occur as the schedule depicts. Every effort will be made to work around the school schedule, vacations and days off will be utilized.
  8. Provide all labor necessary to unload, distribute, and re-handle his material as required until such time that material is in place.
  9. All costs required for transporting, erecting, dismantling, and removal of temporary facilities and equipment required by this Trade Contractor are to be included in the base bid amount.
  10. Trade contractors shall participate with the inspection walkthroughs as requested by the Construction Manager. Provide suitable access for inspectors to perform all tests or inspections. Trade Contractor supplied temporary ladders and lifts to perform their work are to be available for the use of all parties.
  11. The site is very restricted and the building will be occupied during the work. Deliveries and storage must be coordinated with the Construction Manager in advance. On site storage will not be available without prior approval by the Construction Manager.
  12. All equipment used on the Jobsite shall be in good working order and maintained and operated as designed and have state of the art noise, vibration and exhaust control

13. Layout from a bench mark provided by others is the responsibility of the Trade Contractor requiring the layout.
14. Immediately notify the Construction Manager of any delays to the schedule of this bid package scope which is being caused by the work of any other Trade Contractor on site. This requirement supersedes other notice provisions in the Contract Documents for this type of delay.
15. This Trade Contractor shall keep all access roadways free and clean from equipment, material, soil or objects which may inhibit the flow of traffic.
16. Daily cleanup is to be provided on a daily basis to a central location and the adequate cost for same is to be carried in the proposal response. Daily clean up is defined as properly removing all debris, neatly organizing remaining material, and broom sweeping work areas, etc. after completion of the day's work at a minimum of EVERY SINGLE DAY.
17. The schedule of values will contain line items for clean up, submittals, safety and as-builts and close out in addition to line items apportioning "the Work". Payments made against these items will be directly related to Trade contractor's Performance. A schedule of values must be submitted and approved prior to the first application for payment being submitted.
18. Electrical power for 110 v. power tools and its consumption cost is by others. Include all cost for electrical connection or hook up required is by this bid package.
19. Sets of documents are available at the Trade Contractor's expense. Contact Service Point at 203.624.0079.
20. Whenever the contract documents require a certified engineer's stamp, review or report, it shall be understood to mean an engineer licensed in the applicable discipline, fully insured and registered in the State of Connecticut.
21. Demobilize/remobilize as the construction schedule and/or weather conditions require at no extra cost.
22. Each Trade Contractor will perform a First Delivery Inspection of materials with the Construction Manager to confirm that materials meet the Project Specifications and approved submittals. These reports shall be turned in with the daily report no more than 24 hours after material arrival. Submission of the First Delivery Inspection Report is a condition of monthly payment. All delays that result from failure to confirm materials delivered with the Construction Manager are at the Trade Contractor's cost, including those of other Trade Contractors on this Project. The Construction Manager will provide a form for this use, which is to be jointly filled out by the Construction Manager and the Trade Contractor. It is the Trade Contractor's responsibility to perform subsequent delivery inspections to ensure compliance with Specifications. Include Benchmarking of initial installations in accordance with the Quality Plan in the Project Manual.
23. There will be no deviations from the submittal format established by the Project Specifications. It is the Trade Contractor's responsibility to complete Submittals in a timely fashion, and to monitor the status of the A/E review. The Trade Contractors shall provide a Submittal Schedule no later than ten (10) days following the receipt of the Notice of Award. All submittals must be received by Construction Manager within 60

days of award, or earlier as required to meet delivery schedules. Include in the schedule a listing for any equipment or materials where shop drawings will take more than 4 weeks to prepare, and for equipment or materials that will take more than 6 weeks to arrive following shop drawing approval.

24. Any payment for overtime work, if authorized as an extra, is for labor, and not for equipment provided on job during regular shift.
25. The successful Bidder shall be responsible for all winter conditions and temporary protection associated with the work of this bid package. If applicable, Include snow removal as necessary to perform your work, except access to the site and slabs, which is by others
26. Each Trade Contractor, where applicable, will receive, unload, and distribute, secure and install all materials furnished by others for installation under this scope. All fittings and hardware required for final connection and installation shall be by the installer.
27. The Construction Manager will arrange to provide temporary electrical power panels for hand tools (by –Electrical Trade Contractor) and water (by HVAC & Plumbing Trade Contractor) at the site for the Trade Contractor's use.
28. Trade Contractor must not use building or site sewage or drainage systems for equipment cleaning purposes.
29. There will be no watchman or security guard on site. All trade Contractors are responsible for security of materials, equipment, and work in place until acceptance as it relates to your work. This includes safety barriers and precautions during off-hours.
30. It is the trade contractor's responsibility to request a preconstruction meeting 30 days prior to commencement of work or 30 days prior to the start of shop drawings where coordination with other trades are required.
31. Specification Section 01 45 00 Paragraph 1.4, B indicates that the re-testing or re-inspection of deficient items are the cost responsibility of the CMR. This will be the cost responsibility of the Trade Contractor. The Trade Contractor shall ensure to submit requests for ALL inspections to the Construction Manager and shall ensure that the assembly to be inspected has been reviewed in advanced of the inspector. Any costs associated with re-inspection will be the trade contractor's responsibility
32. The trade contractor shall request approval from the Construction Manager to work overtime 72 (Construction Manager has 48 hour notice request to the owner) hours in advanced
33. Deduct changes utilizing the Unit Prices per Specification Section 01 20 00 Part 1.5 D – Unit Prices will be issued at a 10% reduction of the Contract Unit Price
34. Specification Section 01 25 00 – Paragraph 1.4 A specifically indicates that the owner will consider requests for equal or substitutions if made prior to the Construction Manager's Subcontractor Competitive Bid. The trade contractor must submit (in the format indicated) requests for substitution or equals a minimum of two (2) week prior to the bid date as a means of allowing for adequate time for review and consideration by the owner and A/E.

35. RFIs process under the Contract Modification Procedures – Specification Section 01 26 00 – The trade contractor shall be timely in reviewing documents. The Construction Manager has a 5 day notice period to inform the owner of potential changes following the Architect’s response per Specification Section 01 26 00 – Paragraph 1.3, Part 6. The trade contract will have two (2) calendar days to provide such notice to the Construction Manager or the trade contractor waives the right to seek additional time or cost.
36. RFPs issued by the architect and submitted to the trade contractor by the Construction Manager shall be responded to within 7 calendar days.
37. Specification Section 01 29 76 – Paragraph 1.3 – Part 4 specifically notes SOV requirements of the Construction Manager to the owner. Item Nos. b, d, e, f, and h are specifically tied to the deliverables required by the trade contractors. These items shall be specifically itemized in the trade contractor’s SOV to the Construction Manager. The trade contractors inability to submit or perform the referenced work will result in forfeiting the monthly value and a deduct change order will be processed.
38. A minimum of one safety meeting per month is required per Specification Section 01 31 19, 1.6.
39. Fire Stop Systems – A single source fire stop manufacturer will be selected by the Construction Manager from the list of providers noted in the Contract Documents. The trade contractor will be required to provide fire stop systems as it applies to the individual scope. The trade contractors shall also include fire stop / safe labeling and tagging each penetration or application with data including but not limited to Installer, Contractor, Location, System used, and date. Also, the trade contractor shall provide data log entries for use in generating an as-built plan including location.
40. Refer to perimeter fencing and gates as indicated on the Site Utilization Plan. The site contractor will provide all fencing and it is each trade contractor’s responsibility to keep the gates closed when entering or exiting the site. The gates shall be closed at all times. This will be included as part of the initial orientation process but must be reinforced by the trade contractor’s project manager and field supervisor.
41. The State will utilize PM Web for electronic documentation submission for all daily reports, safety reports, submittals, as-builts, RFIs, change related correspondence and general correspondence. The license costs is \$500 per trade contractor plus 20% each year (or any portion of a year) for maintenance. For example, if the license is purchased in February, 2012 and is needed through September of 2014, the cost would be \$800, \$500 for the license fee plus 20% (\$100) per year for maintenance for 3 years (\$300 total), even if the duration is only 31 months of usage.
42. Trade contractors will be required to enter daily reports in PM Web on a community computer provided and located by the Construction Manager. It is recommended that your field foreman is equipped with their own computer for efficiency in the event the community computer is not available due to use by other trade contractors during the work day.
43. All reference in the contract documents to the Construction Manager/CMR/General Contractor/Contractor as performing any field work or providing services in connection with any aspect of the Work shall be understood to mean the Trade Contractor. The

Construction Manager will not layout, log, record, or otherwise provide actual work or service related to the Trade Contractor's scope of work, inclusive of Division 0 and Division 1 specifications.

44. Note specification section 01 78 30, 1.3, F; minimum warranty period is eighteen (18) months unless specified otherwise for a longer duration. The warranty period does not commence until final acceptance by the Owner. Do not assume a shorter warranty period regardless of a shorter period stipulated elsewhere in the documents and include all costs accordingly.
45. Gilbane has automated its monthly payment application process and solely utilizes an online web-based application provided by Textura LLC. Trade contractors will be required to participate and must implement Textura on the project. Textura will automatically generate the AIA G702/703 and Lien Release Documents. Any additional documentation required as part of the Gilbane application process must be uploaded in the form of a PDF prior to your submission. There is a nominal fee to use this service. These costs are summarized in the Textura brochure included as an attachment to this bid package. Include the costs of using this service in your bid. If you have any questions regarding Textura's Terms and Conditions, costs of service, or training implementation please contact Textura at 866-TEXTURA (839-8872).
46. Conduct an in-house kick-off meeting which must include the personnel that estimated the project and attended the scope review meeting with Gilbane and the personnel that will administer the project (project manager, lead field foreman, accounting, purchasing, etc.). The kick-off meeting must transfer the knowledge of the estimating team to the project administration team. Produce and submit for record the minutes of the meeting, complete with attendance sign-in sheet to the Construction Manager. In the event the Construction Manager is required to devote excessive amounts of time to educating trade contractor administrative personnel on the requirements of the project, the Trade Contractor may be billed for that time at the rates in the Construction Manager's contract with the Owner.

**SPECIFIC ITEMS:**

1. Provide all labor, materials, equipment and services required to complete all glass and glazing and metal panels and related work. The work includes, but is not limited to, glass and glazing, storefronts, curtainwalls, composite wall panels and soffits, skylights, sandwich panels, louvers and vents, and unframed mirrors in accordance with the Contract Documents.
2. Provide all work indicated on the drawing and as specified in the following Specification Sections. The work specified in the following specification sections is the sole responsibility of this Trade Contractor unless modified below:

074243	Composite Wall Panels
084113	Aluminum-Frames Entrances and Storefronts
084426	Structural Glass Curtain Walls
084523	Fiberglass-Sandwich-Panel Assemblies
085113	Aluminum Windows
086200	Unit Skylights
088000	Glazing
088300	Mirrors
089000	Louvers and Vents

089550 Translucent Linear Channel Glazing System

In addition, the Trade Contractor shall provide work specified elsewhere in the Specifications and specifically listed within this scope of work.

3. Furnish and install door hardware for all aluminum doors. Hardware must be compatible with cylinders provided by BP08B. Complete and adjust all hardware to be installed including the cylinder and construction core. The final permanent core will be installed by others.
4. Coordinate with other trades for the installation and/or testing of their work. Coordinate with the 26A Electrical Contractor for wiring which is installed adjacent to and within work provided by this Trade Contractor.
5. Return to the project site one month subsequent to occupancy to adjust hardware as required to ensure proper operation. This is in addition to the initial adjustment at the time of installation and substantial completion of the project.
6. Provide glass and glazing for all doors, windows, sidelights, borrowed lites, vision lites in any door and/or transom regardless of construction.
7. Glazing stops will be furnished by others at wood doors and hollow metal Doors and Frames. Install all stops. Coordinate with the 09E Painting Trade Contractor to ensure proper sequencing of the work.
8. Design, furnish, and install all support/anchorage of Curtainwall, windows, storefronts and entrances to the structure. Include any wood blocking not specifically shown on contract drawings but required for a proper installation and any stiffeners necessary for anchoring the work. Provide all shims and attachments required for a proper installation whether or not shown. Any miscellaneous structural steel and or lintels not identified on the structural drawings required to support the 08A work are by this Trade Contractor.
9. Provide your own field measuring and engineering. Verify all existing field conditions and dimensions as well as newly constructed conditions. The Construction Manager must be notified in writing of any discrepancies prior to commencing work.
10. Provide all sealants in accordance with Spec Section 079200 Joint Sealants which are within the BP08A work or between the BP08A work and adjacent work by other trades. Provide caulking at the perimeter of all window, curtainwall, storefronts, etc. to the adjacent material whether shown or not.
11. Rough openings are to be inspected by the 08A Trade Contractor when exterior masonry and framing work has commenced, and again at fifty percent (50%) completion to ensure proper dimensions and details as required to receive this work. In the event the Trade Contractor fails to comply with this requirement, he shall bear the costs of all corrective work and corresponding schedule impact.
12. Flag new work to avoid breakage but do not mark glass. Include removal prior to substantial completion of the project.
13. Protect aluminum entrances as recommended by the door manufacturer and as required to assure that aluminum doors will be without damage or deterioration at time of substantial completion of the project.



14. This Trade Contractor must leave three openings, as determined by the Construction Manager, on each floor of the building for pick holes and trash chutes. Include comebacks as required to close the openings. Temporary enclosure and protection is by others.
15. Final cleaning is by others. This Trade Contractor shall remove all stickers, adhesives, sealants and any other grime left as a result of the installation. Glazing and metal surfaces shall be installed clean.
16. This Trade Contractor shall maintain the integrity of the perimeter safety systems during the performance of his work until such time that it is no longer needed. At that time, this Trade Contractor shall remove the same and leave it stacked on the same floor. Any components of the perimeter safety system that are required to stay in place and were disconnected by this Trade Contractor shall be reconnected (by this Trade Contractor) as required to ensure continuous safety measures. At all times this Trade Contractor shall provide protection of the perimeter openings regardless of whether or not the perimeter safety system as described in the safety plan is in place or not.
17. Provide complete, all flashings and trims integral to the installation of work provided by this Trade Contractor and to adjacent construction assemblies such as Masonry and Roofing. Include flashings at base of curtainwall.
18. Provide shims to accommodate minor variances in line and plumb.
19. Grout thresholds installed at aluminum entrances.
20. Furnish concrete inserts, placement drawings and coordinate installation and/or box-outs with Concrete Trade Contractor to ensure proper installation of embedded items included, but not limited to, door pivots and handrails. This Trade Contractor shall be responsible for assurance of proper installation by the other Trade Contractors. This Trade Contractor shall be responsible for any cutting or patching of concrete that has been placed prior to the contract date or that was not properly coordinated with the Concrete Trade Contractor.
21. Coring, cutting and patching or grouting to complete the installation shall be the responsibility of this Trade Contractor.
22. Include all costs for testing and mock-ups including retesting and modifications as necessary to pass testing and obtain required approvals. It shall be the responsibility of this Trade Contractor to submit items in a timely fashion so as to maintain project schedules.
23. Coordinate deliveries, onsite storage and lay down area with the Construction Manager.
24. Only remove spray fireproofing as required for the installation of this work. The Trade Contractor shall broom clean floors of removed fireproofing daily. If the spray fireproofing is damaged, or if excess amounts are removed, the offending Trade Contractor shall be responsible for all costs of repair.
25. All window, door, storefront, and curtainwall openings shall be protected with temporary weather enclosures installed by others prior to the start of glass and glazing work at the

openings. This temporary weather protection may be either reinforced poly or drywall sheathing extended continuously across the opening. Do not damage or remove the protection unless prepared to install permanent work prior to the end of the work day. Maintain protection at all openings where the work of this Bid Package has commenced until such time that the work is complete. In the event exterior windows, storefront, and/or curtainwall are installed without the glass, provide all temporary in-fills as may be needed to provide weather protection and heat containment. Provide removal and disposal of the temporary protection when required to perform your work.

26. Provide temporary protection measures at all windows, curtain wall, and store front assemblies. Window protection shall be constructed of reinforced poly and fastened in a manner that prevents infiltration of water into the building until final assemblies are completed. Curtain Wall protection shall be framed 2X construction with reinforced poly in a manner that allows the Curtain Wall assembly to occur without removal of temporary protection. Store Front temporary protection shall be constructed of framed 2X material with operable, self-closing, and locking door leafs. Provide weekly maintenance of the temporary protection to ensure assemblies are tight and withstand elements from weather conditions. Remove assemblies following the installation of glazed assemblies.
27. Provide all flashings, trims, sills, closures, etc. above and below and around all windows, storefronts, and curtainwall. Provide all vapor barrier membrane in and around all openings for this work. Coordinate and tie into the fluid applied membrane provided by others on the building exterior. Confirm and photographically document all moisture barrier tie-ins at all locations.
28. Provide the Translucent Linear Channel Glazing System specified in section 089550 and as shown on the drawings. Include all flashings, trims, closures, etc. as required for a complete, warrantable system, whether or not shown and/or specified.
29. Provide all mirrors not specified in division 10. This includes, but is not limited to, unframed restroom mirrors (for example item #3 on A7.02) and Fitness Room mirrors (2/A8.10).
30. Provide thresholds at all doors provided as part of this Bid Package
31. Provide metal panel systems as specified in section 074243 and as shown in drawings. This includes all support systems exterior to the sheathing. Also include all composite soffit panels, composite fascias, composite wall panels, flashings, drip edges, trims, caulking, and other components whether shown and/or specified for a complete, manufacturer warrantable system. Include PE design of system. The fascia shown in 7/A4.22 is by BP07A Roofing. The soffit shown in 3/A4.22 and all other similar locations is by BP08A.
32. Provide aluminum sunshade caps/covers typically shown in Section 3/A4.22 and the bracket attachment. Coordinate with the Masonry Trade Contractor for installation timing.
33. All expansion joint assemblies as specified in Specification Section 079500 Expansion Control within the work of this bid package and between the work of this bid package and the work of others are by BP09A Drywall & Related Work. Coordinate as necessary for both interior and exterior expansion joint assemblies.

34. Provide all skylights, blocking and flashing. Counterflashing, metal studs, sheathing, and EPDM are by others.
35. Raise curbs and reinstall existing skylights to remain including, but not limited to, those shown on drawing A1.15.
36. Provide all warranties as specified. Note that the start date for all warranties will be the date of substantial completion for that phase of the project. The Trade Contractor shall include in the base bid any additional cost for extended warranties.
37. Provide all louvers as specified in section 089000 Louvers and Vents and as shown on the drawings. Include blank-off panels as required.

2. Description of Work Excluded

1. Framed mirrors
2. Mirrors in teacher wardrobe units
3. Glazing and glass shelves in display cases and cabinetry

**M. SPECIFICATIONS**

The following Specifications Sections, together with the Drawings and other related items of work as described herein, further define the Scope of Work of the Bid Package (Contract):

1. Specific work of this trade as defined in the following Specification Sections:

Gilbane Project Manual  
All Division 01 – General Requirements  
074243 Composite Wall Panels  
084113 Aluminum-Frames Entrances and Storefronts  
084426 Structural Glass Curtain Walls  
084523 Fiberglass-Sandwich-Panel Assemblies  
085113 Aluminum Windows  
086200 Unit Skylights  
088000 Glazing  
088300 Mirrors  
089000 Louvers and Vents  
089550 Translucent Linear Channel Glazing System

2. Work related to this trade as defined in the following Specification Sections:

All other specification sections as listed in the Project Manual for the Additions and Renovation HC Wilcox Regional Vocational Technical School project, Table of Contents, dated Rev. 102010 as prepared by Tai Soo Kim Partners, LLC. Note this table of contents may be modified by Bid Supplements and Addenda.

**N. CONTRACT DRAWINGS**

1. The following drawings are included in the Scope of Work of this Bid Package.

All drawings as listed in Section 00 01 15 – List of Drawing Sheets with schedule titled Additions & Alterations HC Wilcox Technical High School, Meriden, CT, State Project No. BI-RT-843 Contract Drawing List, dated September 26, 2011. Note this list may be modified by Bid Supplements and Addenda.

**O.** The undersigned represents that this Proposal is made in good faith, without fraud, collusion, or connection of any kind with any other bidder of the same work, that he is competing in his own interest and in his own behalf, without connection of obligation to any undisclosed person, that no other person has any interest in regard to all conditions pertaining to the Work and in regard to the place where it is to be done, has made his own examination and estimates and from them makes this Proposal.

The undersigned represents that he has reviewed the Trade Contract Agreement issued as part of the bidding documents, agrees that if selected for award he will execute the Trade Contract Agreement without exceptions, exclusions, qualifications, clarifications and/or alterations, and is authorized to make such representation on behalf of the Bidder.

The undersigned represents that he has reviewed the insurance requirements in Article 6 of the Trade Contract Agreement, has included all costs to fully comply with same, and is authorized to make this representation on behalf of the Bidder.

Bidder: \_\_\_\_\_  
(Legal Signature) (Type/Print Name)  
\_\_\_\_\_  
(Title)

Firm: \_\_\_\_\_ Address: \_\_\_\_\_  
Business Phone No.: (\_\_\_\_) \_\_\_\_\_  
Business Fax No.: (\_\_\_\_) \_\_\_\_\_

This bidder is a (an): \_\_\_\_\_ Individual, Partnership, Corporation  
**Current Experience Modification Rating** \_\_\_\_\_ **Federal ID#** \_\_\_\_\_  
**OSHA Incident Rates: Recordable** \_\_\_\_\_

List here by title and number all licenses held by the bidder associated with the performance of this work.

License Title	License Number
_____	_____
_____	_____
_____	_____

Indicate the name of the health plan(s) to which benefits will be paid for all employees working on this project. \_\_\_\_\_

The full names, addresses and telephone numbers of all persons interested in this Proposal, as principals are as follows:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**NOTE:** This Proposal must bear the written signature of the Bidder.

- a. If the Bidder is an Individual doing business under a name other than his own name, the Proposal must so state, giving the address of the Individual.
- b. If the Bidder is a Partnership, the Proposal must so state, setting forth the names and addresses of all Partners, and must be signed by a Partner so designated as such.
- c. If the Bidder is a Corporation, the Proposal must be signed by a duly authorized officer or agent of such Corporation.

**BREAKDOWN OF HOURLY RATES**

**WORKERS TITLE:** \_\_\_\_\_

	<b>STRAIGHT TIME</b>	<b>ADD for 1 ½ TIME PREMIUM</b>	<b>ADD for DOUBLE TIME PREMIUM</b>
<b>BASE WAGE RATE</b>			
<b>F.I.C.A.</b>			
<b>F.U.T.A.</b>			
<b>S.U.T.A.</b>			
<b>GEN. LIABILITY INS.</b>			
<b>WORKER'S COMP. INS.</b>			
<b>WELFARE FUND</b>			
<b>PENSION FUND</b>			
<b>APPRENTICE FUND</b>			
<b>VACATION FUND</b>			
<b>ED. &amp; CULT. FUND</b>			
<b>DEFERRED INCOME FUND</b>			
<b>PAID HOLIDAYS</b>			
<b>INCIDENTALS</b>			
<b>OTHER:</b> _____			
<b>SUBTOTAL</b>			
<b>OVERHEAD &amp; PROFIT (15%)</b>			
<b>TOTAL</b>			

**SUBMITTED BY:** \_\_\_\_\_

**Not to be included in the wages above:**

<b>BOND PREMIUM</b> .....			
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**PROPOSAL FORM  
FOR  
ADDITIONS AND RENOVATIONS  
HC WILCOX REGIONAL VOCATIONAL TECHNICAL SCHOOL  
STATE PROJECT NO. BI-RT-843-CMR**



**GILBANE JOB NO. 11.5311.000  
BID PACKAGE No. 08B Doors, Frames & Hardware**

**PRE-BID CONFERENCE:**   **October 11, 2011**  
**TIME:**                           **3:00 PM**

**PROPOSAL DUE DATE:**   **October 25, 2011**  
**TIME:**                           **2:00 PM**

**LOCATION:**   **HC Wilcox Technical School**  
                  **298 Oregon Road**  
                  **Meriden, CT 06451**

**LOCATION:**   **Gilbane Building Company**  
                  **208 New London Turnpike**  
                  **Glastonbury, CT 06033**

**DEADLINE FOR SUBMISSION OF QUESTIONS:**   **October 18, 2011**

**To:**   Gilbane Building Company  
          208 New London Turnpike  
          Glastonbury, CT 06033  
          Attention: Patrick J. Delany, District Chief Purchasing Agent

FIRM NAME:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

the undersigned

**A.**   Proposes to furnish all labor, materials, equipment and services as required to satisfactorily supply all **Doors, Frames & Hardware** work herein described as Bid Package **No. 08B** as required for the additions and alternations at HC Wilcox Regional Vocational Technical School Project, all in accordance with the Drawings and Specifications as prepared by Tai Soo Kim Partners, LLC, the Gilbane Project Manual, and this Proposal Form.

**B.**   All work required by the foregoing documents will be accomplished for the Lump Sum Bid Price of

\_\_\_\_\_ Dollars (\$) \_\_\_\_\_).  
(Show amount in both words and figures. In case of discrepancy, amount shown in words will govern.)

The Lump Sum Bid Price above INCLUDES all applicable sales and/or use taxes; INCLUDES all insurance premiums required to meet contractual insurance requirements; and INCLUDES all premiums for a Supply Bond in the sum of one hundred percent of the Purchase Order price.

**C.**   Bidder agrees that if written notice of the acceptance of this bid is mailed or delivered to the undersigned within one hundred eighty (180) days after the Proposal Due Date, or any time thereafter before it is withdrawn, the

undersigned shall meet a representative of the Gilbane Glastonbury office or a mutually agreed upon location to execute the Purchase Order. Supply Bond and the appropriate insurance certificates will be delivered to the Construction Manager at the time of execution of the Purchase Order. Failure to execute said contract within ten (10) days after receipt of Notice to Award may be considered a default under the obligation of the bid bond.

**D. The above price includes all stipulations and requirements of the following Supplements:**

- Supplement \_\_ dated \_\_\_\_\_
- Supplement \_\_ dated \_\_\_\_\_
- Supplement \_\_ dated \_\_\_\_\_
- Supplement \_\_ dated \_\_\_\_\_

which have been received and accepted by the undersigned. Note that it is incumbent of the bidder to include all Supplements issued in the bid. Failure to acknowledge a supplement does not relieve the bidder from the requirements of the supplement.

**E. MILESTONE SCHEDULE DATES**

See Gilbane Project Manual section 00 31 13 – Schedule for activity milestones, durations, and reference. This schedule represents the general milestones that need to be met to achieve the overall project completion dates, and provides guidance to the bidders to understand the time constraints the work must be performed under. The project detailed schedule, in accordance with the terms of the Contract and General Conditions, will be derived from a “Card Trick” scheduling session with mandatory attendance by all prime Trade Contractors.

- 1. Anticipated Date of Contract Award: ..... January 19, 2012
- 2. Commence Shop Drawings and Submittals..... January 19, 2012
- 3. Bid Package Substantial Completion:..... November 5, 2013
- 4. Project Substantial Completion..... November 5, 2013

**F. TRADE SUBCONTRACTORS AND MAJOR SUPPLIERS**

The following trade subcontractors are proposed for the item of work listed. Trade subcontractors are subject to review per the General Conditions.

ITEM OF WORK	TRADE SUBCONTRACTORS
_____	_____ EMR:___
_____	_____ EMR:___
_____	_____ EMR:___
_____	_____ EMR:___

**G. UTILIZATION OF MINORITY CONTRACTORS AND SUPPLIERS**

- 1. The Bidder will endeavor to obtain small business enterprises and minority business enterprise subcontractors and/or suppliers certified by the **State of Connecticut**.
- 2. The successful Bidder shall substantiate this participation within ten (10) days after receipt of Notice of Award. Refer to the General Instruction to Bidders for further information.



3. Indicate here the utilization of certified S/MBEs included in the base bid. Failure to comply with M/WBE participation goals may constitute a non-responsive proposal. IF NO INDICATION IS GIVEN, IT SHALL BE INTERPRETED THAT ZERO M/WBE PARTICIPATION IS INCLUDED.

This proposal includes \_\_\_\_\_% certified SBE participation.

This proposal includes \_\_\_\_\_% certified MBE participation.

4. S/MBE participation shall count toward stipulated contractual goals or requirements only as described in the General Instructions to Bidders.

**H. UNIT PRICES**

Unit Prices shall be used, where applicable, to make adjustments to the cost of the Work due to changes. All Unit Prices submitted shall be complete (delivered to the jobsite) prices (unless noted otherwise) and include all costs for overhead, profit, labor, materials, equipment, and any other incidentals related to the completion of the Work, and shall remain firm for the period of the contract. Unit prices listed are for additive work. Deductive unit prices will be calculated at no less than 85% of the additive unit price (100% if used in conjunction with an allowance).

**UNIT PRICES:**

Wood Door Type WD-D1 Prior to Order .....	\$ _____	/EA
Wood Door Type WD-D1 After Order .....	\$ _____	/EA
Hollow Metal Door Type HM-D1 Prior to Order .....	\$ _____	/EA
Hollow Metal Door Type HM-D1 After Order .....	\$ _____	/EA
Hollow Metal Frame Type HM-F1 Prior to Order.....	\$ _____	/EA
Hollow Metal Frame Type HM-F1 After Order .....	\$ _____	/EA
Hardware Set # 25 Prior to Order .....	\$ _____	/EA
Hardware Set # 25 After Order .....	\$ _____	/EA
Hardware Set # 30 Prior to Order .....	\$ _____	/EA
Hardware Set # 30 After Order .....	\$ _____	/EA
Hardware Set # 40 Prior to Order .....	\$ _____	/EA
Hardware Set # 40 After Order .....	\$ _____	/EA

**I. ALTERNATE PRICES**

An Alternate Price shall include all costs associated with the changes, omissions, additions or other adjustments to the Work of this Bid Package (Contract) which are described in the Alternate, or are reasonably inferable therefrom. Claims for extras resulting from changes caused by the acceptance or rejection of any Alternate will not be allowed. Alternate Prices shall also include all costs of overhead, profit and bonds associated with the work of the Alternate, whether additive or deductive.

The Drawings, Specifications and other Contract Documents shall be considered appropriately modified by either the acceptance or rejection of the various Alternates. The Owner and the Construction Manager expressly reserve the right to accept or reject any, or all, Alternate Prices, and in any sequence prior to or after award. Acceptance or rejection of any Alternate does not relieve the Bidder of timely completion of the Work within the time periods indicated.

ALTERNATES:

None.

**J. ALLOWANCES**

The Bidder includes the following Allowances and rates in the total Lump Sum Amount of the Base Bid for this Bid Package. Further to Article 10 in the General Conditions and unless noted otherwise below, the following allowance amounts include the Vendor's cost of materials less applicable discounts, delivery to the site, applicable taxes, unloading, handling, installation, allowable overhead and profit. All other costs associated with completing the work described in the allowance is included in the base bid but outside of the allowance amount.

ALLOWANCES:

1. Eight (8) assemblies, each consisting of a 3/0 x 7/0 HM Fame, hollow metal door, and Hardware Set #25  
 Door and frame will have all needed prep work for Hardware Set #25.
 

HM-F1 .....	\$ _____/EA X 8 =	\$ _____
Hardware Set #25.....	\$ _____/EA X 8 =	\$ _____
Total .....		\$ _____

**K. COST AND QUANTITY BREAKDOWN**

In order to properly evaluate the Proposal, provide the following information. The Scope of Work to be awarded will not be influenced by the cost and quantity information requested here.

1. COST BREAKDOWN

- |   |          |
|---|----------|
| Total Material .....                      | \$ _____ |
| Total Labor Cost .....                    | \$ _____ |
| Total Subcontractor/Equipment Cost.....   | \$ _____ |
| Total Applicable Sales and Use Taxes..... | \$ _____ |
| Allowances.....                           | \$ _____ |
| Total Bond Cost .....                     | \$ _____ |
| Total Bid .....                           | \$ _____ |
| Total Estimated On-Site Manhours .....    | _____    |

2. **QUANTITY BREAKDOWN** (Note: The items listed below are not intended to be an all inclusive listing, but merely to highlight some items of work.)

**THE INFORMATION LISTED BELOW IN THE QUANTITY BREAKDOWN SECTION IS REQUIRED AT THE TIME OF BID SUBMISSION.**

Item	Quantity	Total Cost
Mobilization	_____ EA	\$ _____
Safety	L.S	\$ _____
Wood Doors	_____ Leafs	\$ _____
HM Doors	_____ Leafs	\$ _____

Item	Quantity	Total Cost
HM Frames	_____ EA	\$ _____
Door Hardware	L.S.	\$ _____
Allowances	L.S.	\$ _____
Other	L.S.	\$ _____
Total Bid	L.S.	\$ _____

**L. SCOPE OF WORK**

1. Description of Work Included

Except for those items (if any) specifically noted in the section below entitled "Description of Work Excluded", the Work of this Bid Package shall INCLUDE all of the following:

- a. All items of work required by, and/or specified in, those Sections of the Specifications which are listed herein, under Section M SPECIFICATIONS.
- b. All items of work related to the "Scope of Work", which are shown on the Drawings listed herein under Section N Contract Drawings.
- c. The following "Significant Items of Work" are related to those required by the above referenced documents and are to be provided under, and hereby form a part of, the Scope of Work of this Bid Package (Contract). Should any conflict exist between this written scope of work and the scope of work inferred by the above referenced documents, this scope of work shall govern. All items are furnished and installed by this Trade Contractor unless noted otherwise.

**GENERAL**

- 1. Include all costs for Trade Contractor personnel and all sub-trade contractor personnel for safety orientation and other safety related meetings, etc. for all labor forces working on this jobsite. This orientation is mandatory for all personnel working on-site and is expected to last approximately 1/2 hour. Safety orientations will be scheduled by the Construction Manager. ALL PERSONNEL (including truck drivers) MUST ATTEND THE SAFETY ORIENTATION PRIOR TO PERFORMING ANY WORK ON SITE. Also, each week, in addition to safety training, safety meetings, and tool box talks that the Trade Contractor provides to their employees, include attendance by all on-site personnel to attend a weekly safety talk that will be conducted by the Construction Manager. This talk will take place on a regular basis one day a week immediately following the lunch break and will last no longer than 10 minutes.
- 2. Retainage of 7.5% is intended to be withheld until Substantial Completion however "partial payments may be made if agreed to by the DCS and Gilbane."
- 3. This Trade Contractor will not be allowed to begin work on the project until the following items have been submitted: Certificate of Insurance, written Safety Program with Job Hazard Analysis, material status report and a list of all materials required under this Contract with indication of which materials require submittal for approval as outlined in the specifications and a schedule of anticipated date(s) of submittal for each.

4. The items listed herein are not intended to be an all-inclusive listing of the specified Contract Scope of Work, but merely highlight the major items of work. Review the scope of work closely and include all cost to provide all work as required by this bid package. Provide all work required by your scope of work which may be contained in other specifications, or on drawings whether or not specifically listed within this Proposal Form. Should a scope of work item be duplicated in another bid package, do not delete the item from your bid. Notify the Construction Manager immediately. Failure to include costs for a duplicated item will not alleviate the Trade Contractor's responsibility to provide full credit for the item should it be deleted from the bid package after a contract is awarded.
5. Parking will be available on site in areas to be designated by the Construction Manager. Please refer to the Site Utilization Plan detailing parking in Lot A. A portion of the lot will be provided for parking, general lay-down, and storage containers.
6. Construction is to be sequenced and phased per the Gilbane project schedule included in the Project manual and the Phasing Drawings. Review these documents carefully. The school will remain active during construction, and cannot be disrupted. Work within the existing building is to occur as the schedule depicts. Every effort will be made to work around the school schedule, vacations and days off will be utilized.
7. The site is very restricted and the building will be occupied during the work. Deliveries and storage must be coordinated with the Construction Manager in advance. On site storage will not be available without prior approval by the Construction Manager.
8. Immediately notify the Construction Manager of any delays to the schedule of this bid package scope which is being caused by the work of any other Trade Contractor on site. This requirement supersedes other notice provisions in the Contract Documents for this type of delay.
9. The schedule of values will contain line items for submittals, and close out in addition to line items apportioning "the Work". Payments made against these items will be directly related to Vendor's performance. A schedule of values must be submitted and approved prior to the first application for payment being submitted.
10. Sets of documents are available at the Trade Contractor's expense. Contact Service Point at 203.624.0079.
11. Whenever the contract documents require a certified engineer's stamp, review or report, it shall be understood to mean an engineer licensed in the applicable discipline, fully insured and registered in the State of Connecticut.
12. Each Trade Contractor and Vendor will perform a First Delivery Inspection of materials with the Construction Manager to confirm that materials meet the Project Specifications and approved submittals. These reports shall be turned in with the daily report no more than 24 hours after material arrival. Submission of the First Delivery Inspection Report is a condition of monthly payment. All delays that result from failure to confirm materials delivered with the Construction Manager are at the Trade Contractor's/Vendor's cost, including those of other Trade Contractors on this Project. The Construction Manager will provide a form for this use, which is to be jointly filled out by the Construction Manager and the Trade Contractor/Vendor. It is the Trade Contractor's/Vendor's responsibility to perform subsequent delivery inspections to

ensure compliance with Specifications. Include Benchmarking of initial installations in accordance with the Quality Plan in the Project Manual.

13. There will be no deviations from the submittal format established by the Project Specifications. It is the Trade Contractor's responsibility to complete Submittals in a timely fashion, and to monitor the status of the A/E review. The Trade Contractors shall provide a Submittal Schedule no later than ten (10) days following the receipt of the Notice of Award. All submittals must be received by Construction Manager within 60 days of award, or earlier as required to meet delivery schedules. Include in the schedule a listing for any equipment or materials where shop drawings will take more than 4 weeks to prepare, and for equipment or materials that will take more than 6 weeks to arrive following shop drawing approval.
14. It is the vendor's responsibility to request a preconstruction meeting 30 days prior to commencement of work or 30 days prior to the start of shop drawings where coordination with other trades are required.
15. Deduct changes utilizing the Unit Prices per Specification Section 01 20 00 Part 1.5 D – Unit Prices will be issued at a 10% reduction of the Contract Unit Price
16. Specification Section 01 25 00 – Paragraph 1.4 A specifically indicates that the owner will consider requests for equal or substitutions if made prior to the Construction Manager's Subcontractor Competitive Bid. The trade contractor/vendor must submit (in the format indicated) requests for substitution or equals a minimum of two (2) week prior to the bid date as a means of allowing for adequate time for review and consideration by the owner and A/E.
17. RFIs process under the Contract Modification Procedures – Specification Section 01 26 00 – The trade contractor shall be timely in reviewing documents. The Construction Manager has a 5 day notice period to inform the owner of potential changes following the Architect's response per Specification Section 01 26 00 – Paragraph 1.3, Part 6. The trade contract/vendor will have two (2) calendar days to provide such notice to the Construction Manager or the trade contractor/vendor waives the right to seek additional time or cost.
18. RFPs issued by the architect and submitted to the trade contractor by the Construction Manager shall be responded to within 7 calendar days.
19. Specification Section 01 29 76 – Paragraph 1.3 – Part 4 specifically notes SOV requirements of the Construction Manager to the owner. Item Nos. b, d, e, f, and h are specifically tied to the deliverables required by the trade contractor/vendor. These items shall be specifically itemized in the trade contractor's SOV to the Construction Manager. The trade contractor's/vendor's inability to submit or perform the referenced work will result in forfeiting the monthly value and a deduct change order will be processed.
20. Refer to perimeter fencing and gates as indicated on the Site Utilization Plan. The site contractor will provide all fencing and it is each trade contractor's /vendor's responsibility to keep the gates closed when entering or exiting the site. The gates shall be closed at all times. This will be included as part of the initial orientation process but must be reinforced by the trade contractor's project manager and field supervisor.

21. The State will utilize PM Web for electronic documentation submission for all daily reports, safety reports, submittals, as-builts, RFIs, change related correspondence and general correspondence. The license costs is \$500 per trade contractor plus 20% each year (or any portion of a year) for maintenance. For example, if the license is purchased in February, 2012 and is needed through September of 2014, the cost would be \$800, \$500 for the license fee plus 20% (\$100) per year for maintenance for 3 years (\$300 total), even if the duration is only 31 months of usage.
22. All reference in the contract documents to the Construction Manager/CMR/General Contractor/Contractor as performing any field work or providing services in connection with any aspect of the Work shall be understood to mean the Trade Contractor. The Construction Manager will not layout, log, record, or otherwise provide actual work or service related to the Trade Contractor's scope of work, inclusive of Division 0 and Division 1 specifications.
23. Note specification section 01 78 30, 1.3, F; minimum warranty period is eighteen (18) months unless specified otherwise for a longer duration. The warranty period does not commence until final acceptance by the Owner. Do not assume a shorter warranty period regardless of a shorter period stipulated elsewhere in the documents and include all costs accordingly.
24. Gilbane has automated its monthly payment application process and solely utilizes an online web-based application provided by Textura LLC. Trade contractors/vendors will be required to participate and must implement Textura on the project. Textura will automatically generate the AIA G702/703 and Lien Release Documents. Any additional documentation required as part of the Gilbane application process must be uploaded in the form of a PDF prior to your submission. There is a nominal fee to use this service. These costs are summarized in the Textura brochure included as an attachment to this bid package. Include the costs of using this service in your bid. If you have any questions regarding Textura's Terms and Conditions, costs of service, or training implementation please contact Textura at 866-TEXTURA (839-8872).
25. Conduct an in-house kick-off meeting which must include the personnel that estimated the project and attended the scope review meeting with Gilbane and the personnel that will administer the project (project manager, accounting, purchasing, etc.). The kick-off meeting must transfer the knowledge of the estimating team to the project administration team. Produce and submit for record the minutes of the meeting, complete with attendance sign-in sheet to the Construction Manager. In the event the Construction Manager is required to devote excessive amounts of time to educating trade contractor/vendor administrative personnel on the requirements of the project, the Trade Contractor/Vendor may be billed for that time at the rates in the Construction Manager's contract with the Owner.

**SPECIFIC ITEMS:**

1. Furnish and deliver F.O.B. to the jobsite, all steel doors and frames, wood doors and finish hardware. Check the Project Documents for material quantities, and verify proper coordination of the materials for each door assembly. In the event of a discrepancy between the plans and door / hardware schedule, this bidder shall provide the greater quantity and more costly item. Notify the Construction Manager immediately upon discovery of any such discrepancy.

2. Furnish F.O.B. jobsite all Doors, Frames and Hardware indicated on the drawing and as specified in the following Specification Sections. The work specified in the following specification sections is the sole responsibility of this Trade Contractor unless modified below:
  - 081113 Hollow Metal Doors and Frames
  - 081416 Flush Wood Doors
  - 087100 Door HardwareIn addition, the Trade Contractor shall provide work specified elsewhere in the Specifications and specifically listed within this scope of work.
3. All hollow metal frames, steel and wood doors shall be permanently marked with the door number location designation from the Contract Drawings. Apply markings in a non-visible location and consistent location on all doors. Markings are to be applied to the bottom edge of doors and hinge location on all frames.
4. Hardware set and door opening numbers shall be marked on each individual box and on delivery slips for all items furnished.
5. Provide hardware in original containers within individual hardware set boxes whenever possible. All hardware shall be prepared for proper door swing and handing.
6. Prepare all doors and frames including pre-drilling, pre-cutting, raceways and reinforcing as required to receive all hardware including any electrical and / or security equipment scheduled.
7. Provide a qualified member of your firm to visit the Project as required to: 1) Resolve any installation problems, including but not limited to defective material, improper hardware, preparation and missing material; 2) Meet with the Owner, Architect and Gilbane to develop the keying schedule; 3) Assist Gilbane prior to Project closeout in setting up the transferring of any keys to the Owner.
8. The hardware supplier, in conjunction with the hardware installer, will visit the Project within one (1) month after occupancy, as requested by the Construction Manager, to replace any defective hardware and make final adjustments.
9. Submit manufacturers' product data, shop drawings and a hardware schedule as a formal submittal; provide hardware templates at time of this submittal.
10. Ship to the Project site for tailgate delivery to a designated unloading area. Unloading, inventory, and installation work is by others (by BP 08A & 09A). Provide separate deliveries to each respective bid package as needed to meet the phasing of the job. An inventory must be performed at the time of delivery. The Doors/Frames and Hardware Supplier will assist the respective trade contractor with the inventory. The respective contractor will sign all delivery slips after inventory is complete and there is mutual agreement on quantities delivered. Any discrepancies encountered after delivery slip is signed and accepted by the respective contractor are solely the respective contractor's responsibility, included all cost to replace missing items and any negative schedule impact costs
11. All shipments must be accompanied with detailed delivery slips. The door schedule is NOT an acceptable delivery slip. Any shipments, which arrive without detailed delivery slips, will be turned away.

12. A 72 hour notice must be given to the Construction Manager prior to any delivery to the site.
13. Furnish construction cores for all lockable hardware in addition to the permanent cores.
14. Furnish cylinders for all locksets in the aluminum doors, overhead doors and grilles.
15. O & M shall be furnished on all hardware and door types to include: Maintenance, clean-up, manufacturing, specification and operation. See Specifications for O&M submission.
16. Frames, doors and hardware are required to be released to the jobsite as requested and coordinated with the Construction Manager in compliance with the project phasing plan and schedule as storage space on site is limited. Include warehousing of materials accordingly.
17. Furnish all door light glazing stop kits as required. All doors to be properly prepped to receive door light glazing stop kits. The door glass will be provided by others as part of the base bid (by Glass and Glazing Trade Contractor).
18. Furnish door frame anchors, such as masonry tees and punch and dimpled anchors, etc. Coordinate jamb conditions with the Contract Documents and the Construction Manager.
19. Provide hardware templates as required.
20. All fire rated doors frames and hardware shall bear a label from a recognized testing agency and all 20 minute doors shall have smoke and draft rated seals installed around them.
21. Fire Rated Doors to match adjacent Fire Rated Wall Assemblies as indicated on the drawings.
22. It is the bidder's responsibility to check the Project Documents for material quantities, and verify proper coordination of the materials for each door assembly.
23. Furnish all electrified door hardware, including but not limited to Electric Strikes, Power-Assist Closers, Electromagnetic Door Holders, and Boxed Power Supplies as listed in the Door Hardware schedule. Include all contacts and hardware to coordinate with the Security system and card access system.
24. Furnish doors with the proper undercut. Coordinate undercut requirements with the Contract Drawings and Specifications as well as the work of other Trade Contractors. As a precautionary measure all doors shall be manufactured so that additional field undercutting is possible.
25. Provide factory-finishing of all wood doors per the requirements of the Specifications. Coordinate all finishes with the finish of adjacent millwork (trim, panels, frames, etc.) provided by others. Provide frames and doors, which will be field painted by others, with proper prime coating.



26. Furnish the key cabinet as specified, fully set-up and loaded prior to delivery to the site. It is the intent of this scope of work item that the installing trade contractor must only install the key cabinet. Also, install and set-up key control software
27. Provide temporary, removable steel shipping bars on all hollow metal frames.
28. The successful bidder shall sign a Purchase Order and furnish a Supply Bond in the full amount of the Purchase Order. This is in lieu of the Trade Contractor Contract and the Performance Labor and material Payment Bond required for Trade Contractors performing labor on the Project.
29. Hardware, except lock cylinder cores, for aluminum entrances will be provided by BP08A Glass and Glazing and is excluded from the BP08B – Doors, Frames and Hardware scope. Furnish all lock cylinders for all hardware for the Project, including the hardware provided by BP08A. Coordinate accordingly.
30. Provide individual shipments for doors, frames, and hardware by phase for each assembly. Carefully review the phasing drawings and project needs. Hollow metal frames will be required during early the early stage of each phase and door leafs and hardware will be required during finish stage of each phase. There will be no on-site storage of materials for phases other than the scheduled phase. Include all costs associate with multiple shipments to accommodate the progress of construction.

2. Description of Work Excluded

1. Installation of all doors and hardware
2. Aluminum Entrance Hardware

**M. SPECIFICATIONS**

The following Specifications Sections, together with the Drawings and other related items of work as described herein, further define the Scope of Work of the Bid Package (Contract):

1. Specific work of this trade as defined in the following Specification Sections:

Gilbane Project Manual  
All Division 01 – General Requirements  
081113 Hollow Metal Doors and Frames  
081416 Flush Wood Doors  
087100 Door Hardware

2. Work related to this trade as defined in the following Specification Sections:

All other specification sections as listed in the Project Manual for the Additions and Renovation HC Wilcox Regional Vocational Technical School project, Table of Contents, dated Rev. 102010 as prepared by Tai Soo Kim Partners, LLC. Note this table of contents may be modified by Bid Supplements and Addenda.

**N. CONTRACT DRAWINGS**

1. The following drawings are included in the Scope of Work of this Bid Package.

All drawings as listed in Section 00 01 15 – List of Drawing Sheets with schedule titled Additions & Alterations HC Wilcox Technical High School, Meriden, CT, State Project No. BI-RT-843 Contract Drawing List, dated September 26, 2011. Note this list may be modified by Bid Supplements and Addenda.

**O.** The undersigned represents that this Proposal is made in good faith, without fraud, collusion, or connection of any kind with any other bidder of the same work, that he is competing in his own interest and in his own behalf, without connection of obligation to any undisclosed person, that no other person has any interest in regard to all conditions pertaining to the Work and in regard to the place where it is to be done, has made his own examination and estimates and from them makes this Proposal.

The undersigned represents that he has reviewed the Purchase Order Agreement issued as part of the bidding documents, agrees that if selected for award he will accept the Purchase Order Agreement without exceptions, exclusions, qualifications, clarifications and/or alterations, and is authorized to make such representation on behalf of the Bidder.

Bidder: \_\_\_\_\_  
(Legal Signature) (Type/Print Name)  
\_\_\_\_\_  
(Title)

Firm: \_\_\_\_\_ Address: \_\_\_\_\_  
Business Phone No.: (\_\_\_\_) \_\_\_\_\_  
Business Fax No.: (\_\_\_\_) \_\_\_\_\_

This bidder is a (an): \_\_\_\_\_ Individual, Partnership, Corporation  
**Current Experience Modification Rating** \_\_\_\_\_ **Federal ID#** \_\_\_\_\_  
**OSHA Incident Rates: Recordable** \_\_\_\_\_

List here by title and number all licenses held by the bidder associated with the performance of this work.

License Title	License Number
_____	_____
_____	_____
_____	_____

The full names, addresses and telephone numbers of all persons interested in this Proposal, as principals are as follows:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**NOTE:** This Proposal must bear the written signature of the Bidder.

- a. If the Bidder is an Individual doing business under a name other than his own name, the Proposal must so state, giving the address of the Individual.
- b. If the Bidder is a Partnership, the Proposal must so state, setting forth the names and addresses of all Partners, and must be signed by a Partner so designated as such.
- c. If the Bidder is a Corporation, the Proposal must be signed by a duly authorized officer or agent of such Corporation.

**PROPOSAL FORM  
FOR  
ADDITIONS AND RENOVATIONS  
HC WILCOX REGIONAL VOCATIONAL TECHNICAL SCHOOL  
STATE PROJECT NO. BI-RT-843-CMR**



**GILBANE JOB NO. 11.5311.000  
BID PACKAGE No. 09A Drywall & Related Work**

**PRE-BID CONFERENCE:**   **October 11, 2011**  
**TIME:**                           **3:00 PM**

**PROPOSAL DUE DATE:**   **October 25, 2011**  
**TIME:**                           **2:00 PM**

**LOCATION:**   **HC Wilcox Technical School**  
                  **298 Oregon Road**  
                  **Meriden, CT 06451**

**LOCATION:**   **Gilbane Building Company**  
                  **208 New London Turnpike**  
                  **Glastonbury, CT 06033**

**DEADLINE FOR SUBMISSION OF QUESTIONS:**   **October 18, 2011**

**To:**   Gilbane Building Company  
          208 New London Turnpike  
          Glastonbury, CT 06033  
          Attention: Patrick J. Delany, District Chief Purchasing Agent

FIRM NAME:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ the undersigned

**A.**   Proposes to furnish all labor, materials, equipment and services as required to satisfactorily complete all **Drywall and Related Work** herein described as Bid Package **No. 09A** as required for the additions and alternations at HC Wilcox Regional Vocational Technical School Project, all in accordance with the Drawings and Specifications as prepared by Tai Soo Kim Partners, LLC, the Gilbane Project Manual, and this Proposal Form.

**B.**   All work required by the foregoing documents will be accomplished for the Lump Sum Bid Price of \_\_\_\_\_ Dollars (\$) \_\_\_\_\_).  
(Show amount in both words and figures. In case of discrepancy, amount shown in words will govern.)

The Lump Sum Bid Price above INCLUDES all applicable sales and/or use taxes; INCLUDES all insurance premiums required to meet contractual insurance requirements; and INCLUDES all premiums for a Performance Bond and a Labor and Material Payment Bond in the sum of one hundred percent of the Contract price.

**C.**   Bidder agrees that if written notice of the acceptance of this bid is mailed or delivered to the undersigned within one hundred eighty (180) days after the Proposal Due Date, or any time thereafter before it is withdrawn, the undersigned shall meet a representative of the Gilbane Glastonbury office or a mutually agreed upon location to

execute the Contract. Performance and Payment Bonds and the appropriate insurance certificates will be delivered to the Construction Manager at the time of execution of the Contract. Failure to execute said contract within ten (10) days after receipt of Notice to Award may be considered a default under the obligation of the bid bond.

**D. The above price includes all stipulations and requirements of the following Supplements:**

- Supplement \_\_ dated \_\_\_\_\_
- Supplement \_\_ dated \_\_\_\_\_
- Supplement \_\_ dated \_\_\_\_\_
- Supplement \_\_ dated \_\_\_\_\_

which have been received and accepted by the undersigned. Note that it is incumbent of the bidder to include all Supplements issued in the bid. Failure to acknowledge a supplement does not relieve the bidder from the requirements of the supplement.

**E. MILESTONE SCHEDULE DATES**

See Gilbane Project Manual section 00 31 13 – Schedule for activity milestones, durations, and reference. This schedule represents the general milestones that need to be met to achieve the overall project completion dates, and provides guidance to the bidders to understand the time constraints the work must be performed under. The project detailed schedule, in accordance with the terms of the Contract and General Conditions, will be derived from a “Card Trick” scheduling session with mandatory attendance by all prime Trade Contractors.

- 1. Anticipated Date of Contract Award: ..... January 19, 2012
- 2. Commence Shop Drawings and Submittals..... January 19, 2012
- 3. Commence Work for the Proposal:..... June 25, 2012
- 4. Bid Package Substantial Completion:..... August 7, 2014
- 5. Project Substantial Completion..... November 5, 2014

**F. TRADE SUBCONTRACTORS AND MAJOR SUPPLIERS**

The following trade subcontractors are proposed for the item of work listed. Trade subcontractors are subject to review per the General Conditions.

ITEM OF WORK	TRADE SUBCONTRACTORS
_____	_____ EMR: __
_____	_____ EMR: __
_____	_____ EMR: __
_____	_____ EMR: __

**G. UTILIZATION OF MINORITY CONTRACTORS AND SUPPLIERS**

- 1. The Bidder will endeavor to obtain a minimum goal of twenty-five percent (25%) of the awarded amount to small business enterprises, with ten percent (10%) of the awarded amount to minority business trade subcontractors and/or suppliers certified by the **State of Connecticut**.

2. The successful Trade Contractor shall substantiate this participation within ten (10) days after receipt of Notice of Award. Refer to the General Instruction to Bidders for further information.
3. Indicate here the utilization of certified S/MBEs included in the base bid. Failure to comply with M/WBE participation goals may constitute a non-responsive proposal. IF NO INDICATION IS GIVEN, IT SHALL BE INTERPRETED THAT ZERO M/WBE PARTICIPATION IS INCLUDED.

This proposal includes \_\_\_\_\_% certified SBE participation.

This proposal includes \_\_\_\_\_% certified MBE participation.

4. S/MBE participation shall count toward stipulated contractual goals or requirements only as described in the General Instructions to Bidders.

**H. UNIT PRICES**

Unit Prices shall be used, where applicable, to make adjustments to the cost of the Work due to changes. All Unit Prices submitted shall be complete in-place prices (unless noted otherwise) and include all costs for overhead, profit, labor, materials, equipment, and any other incidentals related to the completion of the Work, and shall remain firm for the period of the contract. Unit prices listed are for additive work. Deductive unit prices will be calculated at no less than 85% of the additive unit price (100% if used in conjunction with an allowance).

**UNIT PRICES:**

1.	Wall Type C.....	\$ _____	/SF
2.	Wall Type C1.....	\$ _____	/SF
3.	Wall Type C2.....	\$ _____	/SF
4.	Wall Type D.....	\$ _____	/SF
5.	Wall Type E.....	\$ _____	/SF
6.	Wall Type F.....	\$ _____	/SF
7.	Wall Type G1.....	\$ _____	/SF
8.	Wall Type H.....	\$ _____	/SF
9.	GWB Ceiling .....	\$ _____	/SF
10.	Temporary partition wall, 14' tall, 16 ga. 2x4, 16" o.c. stud wall, sound attenuation blankets, 5/8" gypsum wall board, taped and prime painted white both sides and fire/smoke sealed.....	\$ _____	/LF
11.	Spruce fir 2" X 6" X 8' .....	\$ _____	/EA
12.	4X8 Sheet of 3/4" exterior grade plywood .....	\$ _____	/EA
13.	20' x 100' roll 6 mil flame retardant reinforced polyethylene type sheeting .....	\$ _____	/EA
14.	1" X 6" X 12' #2 pine or similar.....	\$ _____	/EA
15.	Slab boot for vertical post.....	\$ _____	/EA
16.	4' x 8' White Board with aluminum trim and full length eraser tray installed and later removed.....	\$ _____	/EA
17.	5 gallon taping compound and tape .....	\$ _____	/EA

**Changes in the Work.** All bidders are herein advised that they are to provide, in the space provided below, a written description of how they would price lump sum changes. It is understood that the Unit Prices which you would insert in this Proposal Form response would be one element of the Change pricing, however, it is necessary to determine up front and reach agreement on, your intended method of determining units of labor productivity

and material pricing as well. Bidders are to be explicit as to what Manual(s), if any, are intended to be utilized. Once accepted by the Construction Manager, provide copies of all applicable pricing manuals for use by the Construction Manual in evaluating Change Order pricing.

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Provide labor rates which may be used, subject to review and approval, in pricing any extra work that may be required. Rates are to be complete billing rates and are to include actual wages, taxes, fringes, insurance, small tools and incidentals and **15%** overhead and profit (combined). Base price on current rates in effect at time of bid. As prevailing wages and fringes rate change, these increases will be added to the labor rates at actual cost. Increases in wage rates are subject to audit. Complete the attached Wage Rate Breakdown Form for each classification of worker anticipated to work on the Project.

**I. ALTERNATE PRICES**

An Alternate Price shall include all costs associated with the changes, omissions, additions or other adjustments to the Work of this Bid Package (Contract) which are described in the Alternate, or are reasonably inferable therefrom. Claims for extras resulting from changes caused by the acceptance or rejection of any Alternate will not be allowed. Alternate Prices shall also include all costs of overhead, profit and bonds associated with the work of the Alternate, whether additive or deductive.

The Drawings, Specifications and other Contract Documents shall be considered appropriately modified by either the acceptance or rejection of the various Alternates. The Owner and the Construction Manager expressly reserve the right to accept or reject any, or all, Alternate Prices, and in any sequence prior to or after award. Acceptance or rejection of any Alternate does not relieve the Bidder of timely completion of the Work within the time periods indicated.

ALTERNATES:

None

**J. ALLOWANCES**

The Bidder includes the following Allowances and rates in the total Lump Sum Amount of the Base Bid for this Bid Package. Further to Article 10 in the General Conditions and unless noted otherwise below, the following allowance amounts include the Trade Contractor's cost of materials less applicable discounts, delivery to the site, applicable taxes, unloading, handling, installation, allowable overhead and profit. All other costs associated with completing the work described in the allowance is included in the base bid but outside of the allowance amount.

ALLOWANCES:

1. 800 man-hours of premium time portion of the labor rate to accelerate work in addition to the base scope requirements at the direction of the Construction Manager. Note that the Trade Contractor remains responsible to maintain the schedule and that this allowance will not be used for that purpose.
 

Carpenter Journeyman .....	\$ _____/Hr X 400 =	\$ _____
Laborer Journeyman .....	\$ _____/Hr X 400 =	\$ _____
Total .....		\$ _____
  
2. 4160 Man Hours to provide interim clean-up in addition to the base scope requirements at the direction of the Construction Manager.
 

Laborer Journeyman .....	\$ _____/Hr X 4,160 =	\$ _____
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3. 270 man-hours of journeyman time and 30 man-hours of foreman time to provide temporary protection measures in addition to the base scope requirements. Include all necessary fasteners, 100- Spruce fir 2" X 6" X 8', 25- 4X8 sheets of 3/4" exterior grade plywood, 4 rolls 20' x 100' roll 6 mil flame retardant reinforced polyethylene type sheeting at the direction of the Construction Manager. This is in addition to requirements of the base bid
 

Journeyman .....	\$ _____/Hr X 270 =	\$ _____
Foreman .....	\$ _____/Hr X 30 =	\$ _____
Spruce fir 2" X 6" .....	\$ _____/EA X 100 =	\$ _____
4X8 sheets of 3/4" exterior grade plywood .....	\$ _____/EA X 25 =	\$ _____
20' x 100' roll 6 mil flame retardant reinforced polyethylene type sheeting .....	\$ _____/EA X 4 =	\$ _____
Total .....		\$ _____
  
4. 100 Man hours to provide safety railings (100 – 2X6X8, 25 slab boots for vertical posts, 25- 1X6X12 Toe Board material, 20 sheets of 3/4 " plywood) in addition the base scope requirements at the direction of the Construction Manager.
 

Journeyman .....	\$ _____/Hr X 90 =	\$ _____
Foreman .....	\$ _____/Hr X 10 =	\$ _____
Spruce fir 2" X 6" .....	\$ _____/EA X 100 =	\$ _____
Slab boot for vertical post .....	\$ _____/EA X 25 =	\$ _____
1" X 6" X 12' # 2 pine or equivalent .....	\$ _____/EA X 25 =	\$ _____
4X8 sheets of 3/4" exterior grade plywood .....	\$ _____/EA X 20 =	\$ _____
Total .....		\$ _____
  
5. Twenty (20) Temporary White Boards – Furnish, install and remove 4' X 8' White Boards
 

Temporary 4' X 8' White Board.....	\$ _____/EA X 20 =	\$ _____
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6. 100 Taper hours, 10 five (5) gallon buckets of taping compound, and tape for taping and patching unassignable damage at the direction of the construction manager. This is in addition to the requirements of the base bid
 

Taper Journeyman.....	\$ _____/Hr X 100 =	\$ _____
5 gal. buckets of taping compound and tape .....	\$ _____/EA X 10 =	\$ _____
Total .....		\$ _____
  
7. 200 Laborer hours for relocating loose supplies in the Shops area that are not indicated on the contract documents. This is in addition to the requirements of the base bid.
 

Laborer Journeyman .....	\$ _____/Hr X 200 =	\$ _____
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8. 1,000 LF of temporary partition consisting of 14' tall, 16 ga. 2x4 16" o.c. stud wall, sound attenuation blankets, 5/8" gypsum wall board, taped and prime painted white both sides and fire/smoke sealed. Include installation and demolition and removal.  
 Temporary partition consisting of 14' tall .....\$ \_\_\_\_\_/LF X 1,000 = \$ \_\_\_\_\_

**K. COST AND QUANTITY BREAKDOWN**

In order to properly evaluate the Proposal, provide the following information. The Scope of Work to be awarded will not be influenced by the cost and quantity information requested here.

1. **COST BREAKDOWN**

Total Material .....\$ \_\_\_\_\_  
 Total Labor Cost .....\$ \_\_\_\_\_  
 Total Subcontractor/Equipment Cost.....\$ \_\_\_\_\_  
 Total Applicable Sales and Use Taxes.....\$ \_\_\_\_\_  
 Allowances.....\$ \_\_\_\_\_  
 Total Bond Cost .....\$ \_\_\_\_\_  
 Total Bid .....\$ \_\_\_\_\_  
 Total Estimated On-Site Man-hours ..... \_\_\_\_\_

2. **QUANTITY BREAKDOWN** (Note: The items listed below are not intended to be an all inclusive listing, but merely to highlight some items of work.)

**THE INFORMATION LISTED BELOW IN THE QUANTITY BREAKDOWN SECTION IS REQUIRED AT THE TIME OF BID SUBMISSION.**

Item	Quantity	Total Cost
Mobilization	_____ EA	\$ _____
Safety	L.S.	\$ _____
Internal Partitions	_____ LF.	\$ _____
Gypsum Ceilings	_____ SF.	\$ _____
Exterior Framing	_____ SF.	\$ _____
Exterior Sheathing	_____ SF.	\$ _____
Projection Screens	_____ EA.	\$ _____
Doors & Hardware Installation	L.S.	\$ _____
Fixed Sound Absorbing Panels	L.S.	\$ _____
Visual Display Boards	L.S.	\$ _____
Roller Shades	L.S.	\$ _____
Equipment (New & Relocations)	L.S.	\$ _____
Allowances	L.S.	\$ _____
Other	L.S.	\$ _____
Total Bid	L.S.	\$ _____

## **L. SCOPE OF WORK**

### **1. Description of Work Included**

Except for those items (if any) specifically noted in the section below entitled "Description of Work Excluded", the Work of this Bid Package shall INCLUDE all of the following:

- a. All items of work required by, and/or specified in, those Sections of the Specifications which are listed herein, under Section M SPECIFICATIONS.
- b. All items of work related to the "Scope of Work", which are shown on the Drawings listed herein under Section N Contract Drawings.
- c. The following "Significant Items of Work" are related to those required by the above referenced documents and are to be provided under, and hereby form a part of, the Scope of Work of this Bid Package (Contract). Should any conflict exist between this written scope of work and the scope of work inferred by the above referenced documents, this scope of work shall govern. All items are furnished and installed by this Trade Contractor unless noted otherwise.

### **GENERAL**

1. Include all costs for Trade Contractor personnel and all sub-trade contractor personnel for safety orientation and other safety related meetings, etc. for all labor forces working on this jobsite. This orientation is mandatory for all personnel working on-site and is expected to last approximately 1/2 hour. Safety orientations will be scheduled by the Construction Manager. ALL PERSONNEL (including truck drivers) MUST ATTEND THE SAFETY ORIENTATION PRIOR TO PERFORMING ANY WORK ON SITE. Also, each week, in addition to safety training, safety meetings, and tool box talks that the Trade Contractor provides to their employees, include attendance by all on-site personnel to attend a weekly safety talk that will be conducted by the Construction Manager. This talk will take place on a regular basis one day a week immediately following the lunch break and will last no longer than 10 minutes.
2. Retainage of 7.5% is intended to be withheld until Substantial Completion however "partial payments may be made if agreed to by the DCS and Gilbane."
3. This Trade Contractor will not be allowed to begin work on the project until the following items have been submitted: Certificate of Insurance, written Safety Program with Job Hazard Analysis, material status report and a list of all materials required under this Contract with indication of which materials require submittal for approval as outlined in the specifications and a schedule of anticipated date(s) of submittal for each.
4. The items listed herein are not intended to be an all-inclusive listing of the specified Contract Scope of Work, but merely highlight the major items of work. Review the scope of work closely and include all cost to provide all work as required by this bid package. Provide all work required by your scope of work which may be contained in other specifications, or on drawings whether or not specifically listed within this Proposal Form. Should a scope of work item be duplicated in another bid package, do not delete the item from your bid. Notify the Construction Manager immediately. Failure to include costs for a duplicated item will not alleviate the Trade Contractor's responsibility to provide full credit for the item should it be deleted from the bid package after a contract is awarded.

5. Gilbane shall have the right to assemble the craftsmen for orientation, quality, daily stretching, and safety related matters at no additional cost
6. Parking will be available on site in areas to be designated by the Construction Manager. Please refer to the Site Utilization Plan detailing parking in Lot A. A portion of the lot will be provided for parking, general lay-down, and storage containers.
7. Construction is to be sequenced and phased per the Gilbane project schedule included in the Project manual and the Phasing Drawings. Review these documents carefully. The school will remain active during construction, and cannot be disrupted. Work within the existing building is to occur as the schedule depicts. Every effort will be made to work around the school schedule, vacations and days off will be utilized.
8. Provide all labor necessary to unload, distribute, and re-handle his material as required until such time that material is in place.
9. All costs required for transporting, erecting, dismantling, and removal of temporary facilities and equipment required by this Trade Contractor are to be included in the base bid amount.
10. Trade contractors shall participate with the inspection walkthroughs as requested by the Construction Manager. Provide suitable access for inspectors to perform all tests or inspections. Trade Contractor supplied temporary ladders and lifts to perform their work are to be available for the use of all parties.
11. The site is very restricted and the building will be occupied during the work. Deliveries and storage must be coordinated with the Construction Manager in advance. On site storage will not be available without prior approval by the Construction Manager.
12. All equipment used on the Jobsite shall be in good working order and maintained and operated as designed and have state of the art noise, vibration and exhaust control
13. Layout from a bench mark provided by others is the responsibility of the Trade Contractor requiring the layout.
14. Immediately notify the Construction Manager of any delays to the schedule of this bid package scope which is being caused by the work of any other Trade Contractor on site. This requirement supersedes other notice provisions in the Contract Documents for this type of delay.
15. This Trade Contractor shall keep all access roadways free and clean from equipment, material, soil or objects which may inhibit the flow of traffic.
16. Daily cleanup is to be provided on a daily basis to a central location and the adequate cost for same is to be carried in the proposal response. Daily clean up is defined as properly removing all debris, neatly organizing remaining material, and broom sweeping work areas, etc. after completion of the day's work at a minimum of EVERY SINGLE DAY.
17. The schedule of values will contain line items for clean up, submittals, safety and as-builts and close out in addition to line items apportioning "the Work". Payments made against these items will be directly related to Trade contractor's Performance. A schedule of values must be submitted and approved prior to the first application for payment being submitted.

18. Electrical power for 110 v. power tools and its consumption cost is by others. Include all cost for electrical connection or hook up required is by this bid package.
19. Sets of documents are available at the Trade Contractor's expense. Contact Service Point at 203.624.0079.
20. Whenever the contract documents require a certified engineer's stamp, review or report, it shall be understood to mean an engineer licensed in the applicable discipline, fully insured and registered in the State of Connecticut.
21. Demobilize/remobilize as the construction schedule and/or weather conditions require at no extra cost.
22. Each Trade Contractor will perform a First Delivery Inspection of materials with the Construction Manager to confirm that materials meet the Project Specifications and approved submittals. These reports shall be turned in with the daily report no more than 24 hours after material arrival. Submission of the First Delivery Inspection Report is a condition of monthly payment. All delays that result from failure to confirm materials delivered with the Construction Manager are at the Trade Contractor's cost, including those of other Trade Contractors on this Project. The Construction Manager will provide a form for this use, which is to be jointly filled out by the Construction Manager and the Trade Contractor. It is the Trade Contractor's responsibility to perform subsequent delivery inspections to ensure compliance with Specifications. Include Benchmarking of initial installations in accordance with the Quality Plan in the Project Manual.
23. There will be no deviations from the submittal format established by the Project Specifications. It is the Trade Contractor's responsibility to complete Submittals in a timely fashion, and to monitor the status of the A/E review. The Trade Contractors shall provide a Submittal Schedule no later than ten (10) days following the receipt of the Notice of Award. All submittals must be received by Construction Manager within 60 days of award, or earlier as required to meet delivery schedules. Include in the schedule a listing for any equipment or materials where shop drawings will take more than 4 weeks to prepare, and for equipment or materials that will take more than 6 weeks to arrive following shop drawing approval.
24. Any payment for overtime work, if authorized as an extra, is for labor, and not for equipment provided on job during regular shift.
25. The successful Bidder shall be responsible for all winter conditions and temporary protection associated with the work of this bid package. If applicable, Include snow removal as necessary to perform your work, except access to the site and slabs, which is by others
26. Each Trade Contractor, where applicable, will receive, unload, and distribute, secure and install all materials furnished by others for installation under this scope. All fittings and hardware required for final connection and installation shall be by the installer.
27. The Construction Manager will arrange to provide temporary electrical power panels for hand tools (by –Electrical Trade Contractor) and water (by HVAC & Plumbing Trade Contractor) at the site for the Trade Contractor's use.

28. Trade Contractor must not use building or site sewage or drainage systems for equipment cleaning purposes.
29. There will be no watchman or security guard on site. All trade Contractors are responsible for security of materials, equipment, and work in place until acceptance as it relates to your work. This includes safety barriers and precautions during off-hours.
30. It is the trade contractor's responsibility to request a preconstruction meeting 30 days prior to commencement of work or 30 days prior to the start of shop drawings where coordination with other trades are required.
31. Specification Section 01 45 00 Paragraph 1.4, B indicates that the re-testing or re-inspection of deficient items are the cost responsibility of the CMR. This will be the cost responsibility of the Trade Contractor. The Trade Contractor shall ensure to submit requests for ALL inspections to the Construction Manager and shall ensure that the assembly to be inspected has been reviewed in advanced of the inspector. Any costs associated with re-inspection will be the trade contractor's responsibility
32. The trade contractor shall request approval from the Construction Manager to work overtime 72 (Construction Manager has 48 hour notice request to the owner) hours in advanced
33. Deduct changes utilizing the Unit Prices per Specification Section 01 20 00 Part 1.5 D – Unit Prices will be issued at a 10% reduction of the Contract Unit Price
34. Specification Section 01 25 00 – Paragraph 1.4 A specifically indicates that the owner will consider requests for equal or substitutions if made prior to the Construction Manager's Subcontractor Competitive Bid. The trade contractor must submit (in the format indicated) requests for substitution or equals a minimum of two (2) week prior to the bid date as a means of allowing for adequate time for review and consideration by the owner and A/E.
35. RFIs process under the Contract Modification Procedures – Specification Section 01 26 00 – The trade contractor shall be timely in reviewing documents. The Construction Manager has a 5 day notice period to inform the owner of potential changes following the Architect's response per Specification Section 01 26 00 – Paragraph 1.3, Part 6. The trade contract will have two (2) calendar days to provide such notice to the Construction Manager or the trade contractor waives the right to seek additional time or cost.
36. RFPs issued by the architect and submitted to the trade contractor by the Construction Manager shall be responded to within 7 calendar days.
37. Specification Section 01 29 76 – Paragraph 1.3 – Part 4 specifically notes SOV requirements of the Construction Manager to the owner. Item Nos. b, d, e, f, and h are specifically tied to the deliverables required by the trade contractors. These items shall be specifically itemized in the trade contractor's SOV to the Construction Manager. The trade contractors inability to submit or perform the referenced work will result in forfeiting the monthly value and a deduct change order will be processed.
38. A minimum of one safety meeting per month is required per Specification Section 01 31 19, 1.6.

39. Fire Stop Systems – A single source fire stop manufacturer will be selected by the Construction Manager from the list of providers noted in the Contract Documents. The trade contractor will be required to provide fire stop systems as it applies to the individual scope. The trade contractors shall also include fire stop / safe labeling and tagging each penetration or application with data including but not limited to Installer, Contractor, Location, System used, and date. Also, the trade contractor shall provide data log entries for use in generating an as-built plan including location.
40. Refer to perimeter fencing and gates as indicated on the Site Utilization Plan. The site contractor will provide all fencing and it is each trade contractor's responsibility to keep the gates closed when entering or exiting the site. The gates shall be closed at all times. This will be included as part of the initial orientation process but must be reinforced by the trade contractor's project manager and field supervisor.
41. The State will utilize PM Web for electronic documentation submission for all daily reports, safety reports, submittals, as-builts, RFIs, change related correspondence and general correspondence. The license costs is \$500 per trade contractor plus 20% each year (or any portion of a year) for maintenance. For example, if the license is purchased in February, 2012 and is needed through September of 2014, the cost would be \$800, \$500 for the license fee plus 20% (\$100) per year for maintenance for 3 years (\$300 total), even if the duration is only 31 months of usage.
42. Trade contractors will be required to enter daily reports in PM Web on a community computer provided and located by the Construction Manager. It is recommended that your field foreman is equipped with their own computer for efficiency in the event the community computer is not available due to use by other trade contractors during the work day.
43. All reference in the contract documents to the Construction Manager/CMR/General Contractor/Contractor as performing any field work or providing services in connection with any aspect of the Work shall be understood to mean the Trade Contractor. The Construction Manager will not layout, log, record, or otherwise provide actual work or service related to the Trade Contractor's scope of work, inclusive of Division 0 and Division 1 specifications.
44. Note specification section 01 78 30, 1.3, F; minimum warranty period is eighteen (18) months unless specified otherwise for a longer duration. The warranty period does not commence until final acceptance by the Owner. Do not assume a shorter warranty period regardless of a shorter period stipulated elsewhere in the documents and include all costs accordingly.
45. Gilbane has automated its monthly payment application process and solely utilizes an online web-based application provided by Textura LLC. Trade contractors will be required to participate and must implement Textura on the project. Textura will automatically generate the AIA G702/703 and Lien Release Documents. Any additional documentation required as part of the Gilbane application process must be uploaded in the form of a PDF prior to your submission. There is a nominal fee to use this service. These costs are summarized in the Textura brochure included as an attachment to this bid package. Include the costs of using this service in your bid. If you have any questions regarding Textura's Terms and Conditions, costs of service, or training implementation please contact Textura at 866-TEXTURA (839-8872).

46. Conduct an in-house kick-off meeting which must include the personnel that estimated the project and attended the scope review meeting with Gilbane and the personnel that will administer the project (project manager, lead field foreman, accounting, purchasing, etc.). The kick-off meeting must transfer the knowledge of the estimating team to the project administration team. Produce and submit for record the minutes of the meeting, complete with attendance sign-in sheet to the Construction Manager. In the event the Construction Manager is required to devote excessive amounts of time to educating trade contractor administrative personnel on the requirements of the project, the Trade Contractor may be billed for that time at the rates in the Construction Manager's contract with the Owner.

**SPECIFIC ITEMS:**

1. Provide all labor, materials, equipment and services required to complete all drywall and related work. The work includes, but is not limited to, all cold framed metal framing; rough carpentry, sheathing, integrated door assemblies, building insulation; through penetration fire stopping, fire resistive joint sealant work, joint sealants, door frame installation, door installation, hardware installation, access doors, metal framing, gypsum board; gypsum ceilings, fire protection specialties, projection screens, equipment, visual display boards, and window treatments in accordance with the Contract Documents.

2. Provide all work indicated on the drawing and as specified in the following Specification Sections. The work specified in the following specification sections is the sole responsibility of this Trade Contractor unless modified below:

- 054000 Cold Formed Metal Framing
- 061000 Rough Carpentry
- 062013 Exterior Finish Carpentry
- 072100 Thermal Insulation
- 078446 Fire Resistive Joint Systems
- 079200 Joint Sealants
- 079500 Expansion Control
- 081113 Hollow Metal Doors and Frames (install only)
- 081416 Flush Wood Doors (install only)
- 083113 Access Doors and Frames
- 087100 Door Hardware (install only)
- 092116 Gypsum Board Shaft Wall Assemblies
- 092216 Non-Structural Metal Framing
- 092900 Gypsum Board
- 098413 Fixed Sound Absorbing Panels
- 101100 Visual Display Boards
- 104415 Fire Protection Specialties
- 115000 Equipment
- 115213 Projection Screens
- 124940 Roller Shades

In addition, the Trade Contractor shall provide work specified elsewhere in the Specifications and specifically listed within this scope of work.

3. Provide all fire extinguishers and cabinets at all locations regardless of the type of wall construction. Include signs for these. Coordinate with applicable trades. Do not install fire extinguishers until the end of the project and/or as requested by the Construction Manager.

4. Provide maintain and service temporary fire extinguishers for the project per the Project Safety Plan. Provide thirty (30) fully charged 20lb. Type ABC extinguishers and stands. Locations as requested by the Construction Manager. Provide six (6) new, fully charged 10lb. Type ABC extinguishers for the Construction Manager's Office; include labor for wall mounting.
5. Construct all temporary walls, doors, frames and hardware as shown on the phasing drawings. Provide all the doors, frames and hardware associated with these temporary walls. This is inclusive of the walls, doors and frames noted on 2/PH3A
6. The permanent doors, frames and hardware will be furnished by others. Receive, unload, inventory, store, distribute and install all hollow metal door frames, hollow metal windows, hollow metal doors, wood doors and finish hardware. The inventory must be performed at the time of delivery. The doors, frames, hardware vendor will assist with the inventory. Sign all delivery slips after inventory is complete. Any discrepancies encountered after delivery slip is signed and accepted by this Trade Contractor are solely this Trade Contractor's responsibility, included all cost to replace missing items and any negative schedule impact costs. The hardware will be labeled by opening. Provide filling of all nail holes in wood door glazing stops after installation of glass. Glass is furnished and installed by others. Coordinate with BP08A for installation of the lock cylinders in aluminum entrances.
7. Include the setting of hollow metal frames in masonry assemblies. Include supplementary wood blocking shown on the drawings. Include spreaders at floor and at midpoint of all masonry frames. Do not remove until masonry work, including grouting of frame, is complete.
8. Return to project (4) separate times in the one year subsequent to occupancy to adjust hardware as required to ensure proper operation. (This is in addition to initial adjustment at the time of installation and at substantial completion of the project.)
9. Provide all in-wall/ceiling blocking indicated and or required. This shall include, but not be limited to, blocking required for doors, windows, curtainwall, millwork, casework, toilet accessories, toilet partitions, fire extinguishers, railing, shelving, hardware, and window treatment. All wood blocking is to be fire treated. Provide fire treated plywood and blocking in exterior wall around windows and storefronts as indicated in the contract documents. Coordinate the work with other trade contractors. Provide layouts of installed blocking when requested by others.
10. Provide all blocking at curtainwall, storefront, louvers and window heads and sills as shown.
11. Provide framing, sheathing, blocking and insulation associated with all details on A1.19, A1.20, A4.21, A4.22 and similar. Coordinate sheathing with roofer to ensure compatibility prior to installation. Also, provide all framing, sheathing, and insulation as required above the roof deck. Coordinate with the roofer for final wall heights which are dependent upon final tapered insulation heights. See details 4 & 8/A4.21 and 7/A4.22 as typical example of framing above the roof deck.
12. Provide trapeze suspension assemblies for ceiling assemblies where required to accommodate ductwork and other obstructions above the ceiling. Suspension systems must comply with all applicable seismic requirements per applicable building codes.



13. Provide all framing as necessary to support the gypsum board ceiling, soffits, and wall systems around obstructions.
14. Provide all drywall ceilings and/or drywall soffits as shown and/or inferable on the reflected ceiling drawings, finish schedule, specifications, and detail drawings. Where conflicts occur, include the ceilings of greater cost. Upon discovery of a conflict immediately notify the Construction Manager. Note and include the acoustic sealing requirement.
15. Receive and install access doors furnished by the others (reference Specification Section 083113). Provide all access doors and panels shown specifically on the drawings.
16. Provide all field engineering for layout of line and grade from line and grade points provided by the Construction Manager. This Trade Contractor shall permanently mark all floors with wall locations, both sides, and all door openings within the walls prior to erection of walls to allow layout and rough-in by other trades. Permanent markings shall be confined to areas that will be covered by the wall construction. No markings may extend into areas where the floor finish is sealed concrete. The mason contractor will be responsible for the layout of his work regardless of your layout work. The intent is to identify any discrepancies in dimensions and resolve them prior to partition work proceeding.
17. This Trade Contractor is responsible to correct any telegraphing of tape joints or poor quality of drywall seams after the application of primer or finish paint. A project benchmark will be established in accordance with the project Quality Plan. The Painter will coordinate with this Trade Contractor to ensure drywall assemblies are complete prior to the application of any paint. Any corrective work by this Trade Contractor which necessitates the repainting of a surface will be solely responsible for the repainting costs. All repainting will be performed by the project Painting Trade Contractor.
18. Provide framed openings in walls and ceilings for all opening, including, but not limited to, doors, borrowed lights, windows, window walls, fire extinguisher cabinets, toilet accessories, duct penetrations, return air openings, transfer ducts, diffusers, access panels, light fixtures, etc. Coordinate your work with other trade contractors.
19. Coordinate with other trades to ensure that all inserts, piping, conduit, fixtures, carriers, and the like are installed before closing up walls. This Trade Contractor shall also coordinate with other trades' inspections prior to closing up walls. This shall be coordinated through the Construction Manager. This Trade Contractor is responsible to sign-off on the In Wall Inspection Form prior to closing walls. Should a trade contractor sign-off on the In Wall Inspection Form and later required an in-wall item, all costs associated with installing that in-wall item shall be borne by that trade contractor.
20. The containment of dust and debris on this project is critical. This Trade Contractor is responsible for daily cleanup of the Work. Daily sweeping of all dirt and sanding debris, with wax based sweeping compound is required, as well as additional sweepings as requested by the Construction Manager. Include clean up of all unassignable trash in addition to your own daily clean up. This Trade Contractor shall perform a thorough clean up of the building once weekly.

21. Provide a minimum of eight (8) new 1 yard wheeled rubber hoppers, and ten (10) full size heavy duty garbage cans on wheeled bases. In addition provide five (5) 55 gallon steel garbage cans at the exterior of the buildings. Maintain and secure all of the waste containers for the duration of the project. Distribute the waste receptacles to the various work areas each day, continually collect and empty to the dumpsters, and redistribute all of the containers throughout the project as required throughout the course of each workday. Where bulk debris piles are made by the trades in lieu of placing garbage in the containers, remove the debris piles to the dumpster by the end of each workday, or more often as directed by the Construction Manager. The containers shall become the property of this Bid Package on completion of the project.
22. Provide weekly cleaning for Construction Manager's trailer for the duration of the Project. Include vacuum, wet mop, dusting, empty trash receptacles and cleaning of bathroom.
23. Provide 1 laborer 40 hours per week from 9/1/12 until 8/31/14 to be directed by the Construction Manager. This time will be charged against the allowance above.
24. Provide and maintain removable OSHA and Safety Plan compliant safety railing and protection of the elevator pits and all elevator landings.
25. Remove and replace perimeter protection cable system as necessary to access your work. Provide additional protection as required by OSHA and the Project Safety Plan during your operations.
26. Two (2) sections (maximum 12' wide) of your work (at the exterior walls) may be left out as directed by the Construction Manager to provide access for other Trade Contractors. This Trade Contractor is responsible for completion of this work (upon direction of Construction Manager) in such a way that it matches the original work surrounding the area and is done at no additional cost. Include the cost of two double sliding barn door style temporary doors with associated hardware and latches at all floors at both locations. Furnish and maintain a corral with removable rails, large enough for safe loading of materials at these openings and tie off point to allow for safe access beyond the guiderail protected point.
27. Storage of materials on floor slabs must be coordinated with the Construction Manager. Protect all gypsum panels from moisture accumulation and must be covered while stored. Gypsum panels with excessive moisture content shall be removed from the jobsite immediately and shall not be incorporated into the project.
28. Provide all lifts, staging, hoisting, etc., required to effectuate your work except as otherwise indicated herein.
29. Provide, maintain, remove and dispose of two temporary trash chutes for the duration of the addition and renovation work from second floor and roof level to ground level with OSHA and Project Safety Plan compliant access at each level. Include a weather tight enclosure with a latchable door at the second level and roof level. The minimum size shall be 3' diameter. Assume heavy duty PVC material. Provide all necessary fall protection at the roof level. Coordinate location and tie-back to the building with the Construction Manager and the masonry scaffolding, if applicable. Include initial installation at an area of the addition as directed by the Construction Manager. Include removal and reinstallation at an area of the renovation as directed by the Construction Manager. Removal and reinstallation will not be completed in the same mobilization.

30. Cutting or other modifications to structural steel will not be permitted without written authorization from the structural engineer.
31. Include all caulking and sealant in accordance with specification section 079200 Joint Sealants associated with this work and between this work and all adjacent work. Include caulking of door frames and access doors after installation.
32. Provide all fire stopping and fire safing assemblies for this bid package as specified in sections 078413 and 078446 and as shown and / or indicated on the drawings. Firestopping within sleeves is by the trade whose work passes through the sleeve. Penetrations made after the work of this bid package is in place will be firestopped by the trade contractor making the penetration.
33. Provide supplement lighting and power that may be required to perform any work of this bid package beyond what is indicated in General Conditions.
34. Provide fans and ventilation as may be required to aid in the drying of the taping compound. Heating and Cooling is by others.
35. Coordinate installation of your work with the Mechanical and Electrical Trade Contractors. Sign-off on coordination drawings. As a result of the coordination process, reflected ceiling plans may vary from original contract documents (i.e. light fixtures, diffusers, etc.). This Trade Contractor is responsible to incorporate these modifications at no additional cost.
36. Provide all closure plates at metal deck flutes as required to install your work.
37. Provide sound attenuation blankets and/or insulation within all partitions and above drywall ceilings as indicated.
38. Provide all clips and anchors required for lateral support whether shown or not.
39. Provide complete fire rated plywood lined walls to 8' AFF for all electrical, telephone equipment, and data equipment rooms. Plywood to be installed on all four walls. Provide stud backup framing in areas indicated on MEP drawings, see drawing COM2.1.1 for typical condition.
40. Provide all labor necessary to receive handle and unload and install all items furnished under this scope of work. Provide all hoisting, rigging, staging necessary.
41. Perform all factory and field testing specified and as required by the specifications or local authorities.
42. Remove and dispose of all packaging, bracing, protective coatings/ blankets, spacers, etc.
43. Work with any scratches, marks, dents, or other deformations will not be accepted. Onsite repair procedures must be pre-approved by the architect. Items with unacceptable repair or deformations shall be removed and replaced. Unacceptable work shall not be removed until receipt of an acceptable replacement.

44. Coordinate all Blinds and roller shades with surrounding construction and notify the Construction Manager of any conflicts prior to installation. Provide appropriate fasteners and brackets for the corresponding wall or pocket on which the blinds are being installed.
45. Provide all required expansion joint assemblies for the project, both interior and exterior to the building with the exception of the roof joints. Coordinate with the trade contractor installing the work in which the joint assembly is installed. Closely coordinate with the roofer to ensure a weather tight transition from roof joints to the joint assemblies provided under this scope of work. The roofer has primary responsibility for the weathertight transition between the roof expansion joints and the joint assemblies provided under this scope of work.
46. Provide, maintain and remove temporary weather protection at all exterior wall openings from the time roof sheathing begins to when the building is fully enclosed. Protection shall at a minimum consist of fire retardant poly nailed or screwed in place using wood lath. In renovation areas, protect openings when windows or doors are removed and maintain until new windows are installed.
47. Provide 3' x 20' plan table with shelf and 40 LF of heavy duty shelving constructed out of plywood or MDF for Construction Manager's trailer.
48. Provide a temporary enclosure for the main temporary power panel and the associated power distribution panels.
49. Protect new and existing roofs when working on or above roof areas. At a minimum provide plywood protection in areas under ladders, where material is stored and where debris can fall. Under scaffolding also provide sleepers in addition to plywood. Plywood should be placed in a manner and with sufficient protection underneath so as not to puncture roofing membrane.
50. Include temporary storage and re-installation of all built in casework and existing furniture in rooms A113 & A115 that will be removed by BP 02A for demolition of the exterior wall.
51. Provide all Fixed Sound Absorbing Panels as specified in section 098413 and as indicated in the contract documents.
52. Provide all Visual Display Surfaces as specified in section 101100.
53. Provide all Projection Screens as specified in section 115213 and as shown on the drawings. Provide all low voltage wiring. BP26A will provide all line voltage wiring and final electrical connections.
54. Provide all Roller Shades as specified in section 12494 and as indicated in the drawings. Provide all low voltage wiring. BP26A will provide all line voltage wiring and final electrical connections. See the 10 Series drawings with Room Finish Schedule as well as other drawings for the full extent of the work.
55. Provide all equipment as specified in equipment specification 115000. In addition, remove, store and replace all owner provided equipment as shown on the plans and indicated on drawing A12.09 as "relocate from existing shop". Inventory equipment prior to removing from existing spaces and store until needed for reinstallation after

renovations are complete. It is likely that adequate storage facilities are not available on site so this contractor is to include costs for off-site storage and transportation. Receive, unload, set in place and protect all owner finished equipment per A12.09 and specification 011100 section 1.6. MEP connections/disconnects will be done by the respective trades.

56. Provide entire wood framed floor in as shown on 8/A6.02.
57. Include replacement of entire existing gypsum ceiling pocket in rooms A121, A128 & A145.
58. Include all aluminum closure panels at drywall soffits. See 15/A2.11 for typical example.
59. Provide horizontal sound attenuation boards (typically 2 layers of ½” thick cement board) at roof as shown on the roof plans/details, mechanical plans/details and structural drawings.
60. Ensure drywall is finished to within ½” of the finish floor. Fill in gaps exceeding ½” and any factory tapered edges.
61. Provide wood framing and plywood floor at the Mezzanine. See S6.06 and other drawings for more information.

2. Description of Work Excluded

1. Hollow Metal Doors, Frames, Wood Doors and Door Hardware to be furnished by BP 08B, installed by this bid package. Aluminum door hardware to be installed by BP 08A
2. Roof expansion joint assemblies

**M. SPECIFICATIONS**

The following Specifications Sections, together with the Drawings and other related items of work as described herein, further define the Scope of Work of the Bid Package (Contract):

1. Specific work of this trade as defined in the following Specification Sections:
  - Gilbane Project Manual
  - All Division 01 – General Requirements
  - 054000 Cold Formed Metal Framing
  - 061000 Rough Carpentry
  - 062013 Exterior Finish Carpentry
  - 072100 Thermal Insulation
  - 078446 Fire Resistive Materials
  - 079200 Joint Sealants
  - 079500 Expansion Control
  - 081113 Hollow Metal Doors and Frames
  - 081416 Flush Wood Doors
  - 083113 Access Doors and Frames
  - 087100 Door Hardware
  - 092116 Gypsum Board Shaft Wall Assemblies
  - 092216 Non-Structural Metal Framing
  - 092900 Gypsum Board

098413 Fixed Sound Absorbing Panels  
101100 Visual Display Boards  
104415 Fire Protection Specialties  
115000 Equipment  
115213 Projection Screens  
124940 Roller Shades

2. Work related to this trade as defined in the following Specification Sections:

All other specification sections as listed in the Project Manual for the Additions and Renovation HC Wilcox Regional Vocational Technical School project, Table of Contents, dated Rev. 102010 as prepared by Tai Soo Kim Partners, LLC. Note this table of contents may be modified by Bid Supplements and Addenda.

**N. CONTRACT DRAWINGS**

1. The following drawings are included in the Scope of Work of this Bid Package.

All drawings as listed in Section 00 01 15 – List of Drawing Sheets with schedule titled Additions & Alterations HC Wilcox Technical High School, Meriden, CT, State Project No. BI-RT-843 Contract Drawing List, dated September 26, 2011. Note this list may be modified by Bid Supplements and Addenda.

**O.** The undersigned represents that this Proposal is made in good faith, without fraud, collusion, or connection of any kind with any other bidder of the same work, that he is competing in his own interest and in his own behalf, without connection of obligation to any undisclosed person, that no other person has any interest in regard to all conditions pertaining to the Work and in regard to the place where it is to be done, has made his own examination and estimates and from them makes this Proposal.

The undersigned represents that he has reviewed the Trade Contract Agreement issued as part of the bidding documents, agrees that if selected for award he will execute the Trade Contract Agreement without exceptions, exclusions, qualifications, clarifications and/or alterations, and is authorized to make such representation on behalf of the Bidder.

The undersigned represents that he has reviewed the insurance requirements in Article 6 of the Trade Contract Agreement, has included all costs to fully comply with same, and is authorized to make this representation on behalf of the Bidder.

Bidder: \_\_\_\_\_  
(Legal Signature) (Type/Print Name)  
\_\_\_\_\_  
(Title)

Firm: \_\_\_\_\_ Address: \_\_\_\_\_  
Business Phone No.: (\_\_\_\_) \_\_\_\_\_  
Business Fax No.: (\_\_\_\_) \_\_\_\_\_

This bidder is a (an): \_\_\_\_\_ Individual, Partnership, Corporation  
**Current Experience Modification Rating** \_\_\_\_\_ **Federal ID#** \_\_\_\_\_  
**OSHA Incident Rates: Recordable** \_\_\_\_\_

List here by title and number all licenses held by the bidder associated with the performance of this work.

License Title	License Number
_____	_____
_____	_____
_____	_____

Indicate the name of the health plan(s) to which benefits will be paid for all employees working on this project. \_\_\_\_\_

The full names, addresses and telephone numbers of all persons interested in this Proposal, as principals are as follows:  
\_\_\_\_\_  
\_\_\_\_\_

**NOTE:** This Proposal must bear the written signature of the Bidder.

- a. If the Bidder is an Individual doing business under a name other than his own name, the Proposal must so state, giving the address of the Individual.
- b. If the Bidder is a Partnership, the Proposal must so state, setting forth the names and addresses of all Partners, and must be signed by a Partner so designated as such.
- c. If the Bidder is a Corporation, the Proposal must be signed by a duly authorized officer or agent of such Corporation.

**BREAKDOWN OF HOURLY RATES**

**WORKERS TITLE:** \_\_\_\_\_

	<b>STRAIGHT TIME</b>	<b>ADD for 1 ½ TIME PREMIUM</b>	<b>ADD for DOUBLE TIME PREMIUM</b>
<b>BASE WAGE RATE</b>			
<b>F.I.C.A.</b>			
<b>F.U.T.A.</b>			
<b>S.U.T.A.</b>			
<b>GEN. LIABILITY INS.</b>			
<b>WORKER'S COMP. INS.</b>			
<b>WELFARE FUND</b>			
<b>PENSION FUND</b>			
<b>APPRENTICE FUND</b>			
<b>VACATION FUND</b>			
<b>ED. &amp; CULT. FUND</b>			
<b>DEFERRED INCOME FUND</b>			
<b>PAID HOLIDAYS</b>			
<b>INCIDENTALS</b>			
<b>OTHER:</b> _____			
<b>SUBTOTAL</b>			
<b>OVERHEAD &amp; PROFIT (15%)</b>			
<b>TOTAL</b>			

**SUBMITTED BY:** \_\_\_\_\_

**Not to be included in the wages above:**

<b>BOND PREMIUM</b> .....			
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**PROPOSAL FORM  
FOR  
ADDITIONS AND RENOVATIONS  
HC WILCOX REGIONAL VOCATIONAL TECHNICAL SCHOOL  
STATE PROJECT NO. BI-RT-843-CMR**



**GILBANE JOB NO. 11.5311.000  
BID PACKAGE No. 09B Ceramic Tile – SBE SET ASIDE**

**NOTE THAT THIS BID PACKAGE HAS BEEN SET ASIDE FOR SMALL BUSINESS ENTERPRISE (SBE)  
BIDS ONLY. BIDS BY NON-SBE CONTRACTORS WILL BE REJECTED.**

**PRE-BID CONFERENCE:**    October 11, 2011  
**TIME:**                            3:00 PM

**PROPOSAL DUE DATE:**    October 25, 2011  
**TIME:**                            2:00 PM

**LOCATION:**    HC Wilcox Technical School  
                    298 Oregon Road  
                    Meriden, CT 06451

**LOCATION:**    Gilbane Building Company  
                    208 New London Turnpike  
                    Glastonbury, CT 06033

**DEADLINE FOR SUBMISSION OF QUESTIONS:**    October 18, 2011

**To:**    Gilbane Building Company  
          208 New London Turnpike  
          Glastonbury, CT 06033  
          Attention: Patrick J. Delany, District Chief Purchasing Agent

FIRM NAME:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ the undersigned

**A.**    Proposes to furnish all labor, materials, equipment and services as required to satisfactorily complete all **Ceramic Tile Work** herein described as Bid Package **No. 09B** as required for the additions and alternations at HC Wilcox Regional Vocational Technical School Project, all in accordance with the Drawings and Specifications as prepared by Tai Soo Kim Partners, LLC, the Gilbane Project Manual, and this Proposal Form.

**B.**    All work required by the foregoing documents will be accomplished for the Lump Sum Bid Price of

\_\_\_\_\_ Dollars (\$) \_\_\_\_\_).  
(Show amount in both words and figures. In case of discrepancy, amount shown in words will govern.)

The Lump Sum Bid Price above INCLUDES all applicable sales and/or use taxes; INCLUDES all insurance premiums required to meet contractual insurance requirements; and INCLUDES all premiums for a Performance Bond and a Labor and Material Payment Bond in the sum of one hundred percent of the Contract price.

C. Bidder agrees that if written notice of the acceptance of this bid is mailed or delivered to the undersigned within one hundred eighty (180) days after the Proposal Due Date, or any time thereafter before it is withdrawn, the undersigned shall meet a representative of the Gilbane Glastonbury office or a mutually agreed upon location to execute the Contract. Performance and Payment Bonds and the appropriate insurance certificates will be delivered to the Construction Manager at the time of execution of the Contract. Failure to execute said contract within ten (10) days after receipt of Notice to Award may be considered a default under the obligation of the bid bond.

D. The above price includes all stipulations and requirements of the following Supplements:

- Supplement \_\_ dated \_\_\_\_\_
- Supplement \_\_ dated \_\_\_\_\_
- Supplement \_\_ dated \_\_\_\_\_
- Supplement \_\_ dated \_\_\_\_\_

which have been received and accepted by the undersigned. Note that it is incumbent of the bidder to include all Supplements issued in the bid. Failure to acknowledge a supplement does not relieve the bidder from the requirements of the supplement.

**E. MILESTONE SCHEDULE DATES**

See Gilbane Project Manual section 00 31 13 – Schedule for activity milestones, durations, and reference. This schedule represents the general milestones that need to be met to achieve the overall project completion dates, and provides guidance to the bidders to understand the time constraints the work must be performed under. The project detailed schedule, in accordance with the terms of the Contract and General Conditions, will be derived from a “Card Trick” scheduling session with mandatory attendance by all prime Trade Contractors.

- 1. Anticipated Date of Contract Award: ..... January 19, 2012
- 2. Commence Shop Drawings and Submittals..... January 19, 2012
- 3. Commence Work for the Proposal:..... November 2, 2012
- 4. Bid Package Substantial Completion:..... July 23, 2014
- 5. Project Substantial Completion..... November 5, 2014

**F. TRADE SUBCONTRACTORS AND MAJOR SUPPLIERS**

The following trade subcontractors are proposed for the item of work listed. Trade subcontractors are subject to review per the General Conditions.

ITEM OF WORK	TRADE SUBCONTRACTORS
_____	_____ EMR: _____
_____	_____ EMR: _____
_____	_____ EMR: _____
_____	_____ EMR: _____

**G. UTILIZATION OF MINORITY CONTRACTORS AND SUPPLIERS**

1. The Bidder will endeavor to obtain a minimum goal of twenty-five percent (25%) of the awarded amount to minority business trade subcontractors and/or suppliers certified by the **State of Connecticut**.
2. The successful Trade Contractor shall substantiate this participation within ten (10) days after receipt of Notice of Award. Refer to the General Instruction to Bidders for further information.
3. Indicate here the utilization of certified S/MBEs included in the base bid. Failure to comply with M/WBE participation goals may constitute a non-responsive proposal. **IF NO INDICATION IS GIVEN, IT SHALL BE INTERPRETED THAT ZERO M/WBE PARTICIPATION IS INCLUDED.**

This proposal includes \_\_\_\_\_% certified SBE participation.

This proposal includes \_\_\_\_\_% certified MBE participation.

4. S/MBE participation shall count toward stipulated contractual goals or requirements only as described in the General Instructions to Bidders.

**H. UNIT PRICES**

Unit Prices shall be used, where applicable, to make adjustments to the cost of the Work due to changes. All Unit Prices submitted shall be complete in-place prices (unless noted otherwise) and include all costs for overhead, profit, labor, materials, equipment, and any other incidentals related to the completion of the Work, and shall remain firm for the period of the contract. Unit prices listed are for additive work. Deductive unit prices will be calculated at no less than 85% of the additive unit price (100% if used in conjunction with an allowance).

**UNIT PRICES:**

Unglazed Ceramic Mosaic Tile (2x2).....	\$ _____	/SF
Glazed Ceramic Mosaic Tile (2x2).....	\$ _____	/SF
Granite Threshold (3'-0") .....	\$ _____	/EA
Waterproofing .....	\$ _____	/SF
Crack Suppression System.....	\$ _____	/SF
Precast Terrazzo Unit (24"x24").....	\$ _____	/EA
Precast Terrazzo Unit (2 1/2" x24").....	\$ _____	/EA
Resinous Flooring Field.....	\$ _____	/SF
Resinous Flooring Cove Base.....	\$ _____	/LF
Hydraulic Cement Underlayment .....	\$ _____	/BAG

**Changes in the Work.** All bidders are herein advised that they are to provide, in the space provided below, a written description of how they would price lump sum changes. It is understood that the Unit Prices which you would insert in this Proposal Form response would be one element of the Change pricing, however, it is necessary to determine up front and reach agreement on, your intended method of determining units of labor productivity and material pricing as well. Bidders are to be explicit as to what Manual(s), if any, are intended to be utilized. Once accepted by the Construction Manager, provide copies of all applicable pricing manuals for use by the Construction Manual in evaluating Change Order pricing.

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Provide labor rates which may be used, subject to review and approval, in pricing any extra work that may be required. Rates are to be complete billing rates and are to include actual wages, taxes, fringes, insurance, small tools and incidentals and **15%** overhead and profit (combined). Base price on current rates in effect at time of bid. As prevailing wages and fringes rate change, these increases will be added to the labor rates at actual cost. Increases in wage rates are subject to audit. Complete the attached Wage Rate Breakdown Form for each classification of worker anticipated to work on the Project.

**I. ALTERNATE PRICES**

An Alternate Price shall include all costs associated with the changes, omissions, additions or other adjustments to the Work of this Bid Package (Contract) which are described in the Alternate, or are reasonably inferable therefrom. Claims for extras resulting from changes caused by the acceptance or rejection of any Alternate will not be allowed. Alternate Prices shall also include all costs of overhead, profit and bonds associated with the work of the Alternate, whether additive or deductive.

The Drawings, Specifications and other Contract Documents shall be considered appropriately modified by either the acceptance or rejection of the various Alternates. The Owner and the Construction Manager expressly reserve the right to accept or reject any, or all, Alternate Prices, and in any sequence prior to or after award. Acceptance or rejection of any Alternate does not relieve the Bidder of timely completion of the Work within the time periods indicated.

ALTERNATES:

None.

**J. ALLOWANCES**

The Bidder includes the following Allowances and rates in the total Lump Sum Amount of the Base Bid for this Bid Package. Further to Article 10 in the General Conditions and unless noted otherwise below, the following allowance amounts include the Trade Contractor's cost of materials less applicable discounts, delivery to the site, applicable taxes, unloading, handling, installation, allowable overhead and profit. All other costs associated with completing the work described in the allowance is included in the base bid but outside of the allowance amount.

ALLOWANCES:

1. 100 man-hours of premium time portion of the labor rate to accelerate work in addition to the base scope requirements at the direction of the Construction Manager. Note that the Trade Contractor remains responsible to maintain the schedule and that this allowance will not be used for that purpose.  
Tile Setter Journeyman ..... \$ \_\_\_\_\_/Hr X 90 = \$ \_\_\_\_\_  
Tile Setter Foreman ..... \$ \_\_\_\_\_/Hr X 10 = \$ \_\_\_\_\_  
Total ..... \$ \_\_\_\_\_

2. 100 bags of floor leveling and 500 SF of crack bridging in addition to the base scope requirements at the direction of the Construction Manager. Note that the Trade Contractor remains responsible to provide the specified preparation work and this allowance will not be used for that purpose.
- Crack Suppression System.....\$ \_\_\_\_\_/SF X 500 = \$ \_\_\_\_\_  
 Hydraulic Cement Underlayment .....\$ \_\_\_\_\_/Bag X 100 = \$ \_\_\_\_\_  
 Total.....\$ \_\_\_\_\_

**K. COST AND QUANTITY BREAKDOWN**

In order to properly evaluate the Proposal, provide the following information. The Scope of Work to be awarded will not be influenced by the cost and quantity information requested here.

1. **COST BREAKDOWN**

- Total Material .....\$ \_\_\_\_\_  
 Total Labor Cost .....\$ \_\_\_\_\_  
 Total Subcontractor/Equipment Cost.....\$ \_\_\_\_\_  
 Total Applicable Sales and Use Taxes.....\$ \_\_\_\_\_  
 Allowances.....\$ \_\_\_\_\_  
 Total Bond Cost .....\$ \_\_\_\_\_  
 Total Bid .....\$ \_\_\_\_\_  
 Total Estimated On-Site Manhours ..... \_\_\_\_\_

2. **QUANTITY BREAKDOWN** (Note: The items listed below are not intended to be an all inclusive listing, but merely to highlight some items of work.)

**THE INFORMATION LISTED BELOW IN THE QUANTITY BREAKDOWN SECTION IS REQUIRED AT THE TIME OF BID SUBMISSION.**

Item	Quantity	Total Cost
Mobilization	_____ EA	\$ _____
Safety	L.S.	\$ _____
Ceramic Tile	_____ SF.	\$ _____
Terrazzo	_____ SF.	\$ _____
Resinous Flooring	_____ SF.	\$ _____
Floor Leveling	L.S.	\$ _____
Allowances	L.S.	\$ _____
Other	L.S.	\$ _____
Total Bid	L.S.	\$ _____

**L. SCOPE OF WORK**

1. **Description of Work Included**

Except for those items (if any) specifically noted in the section below entitled "Description of Work Excluded", the Work of this Bid Package shall **INCLUDE** all of the following:

- a. All items of work required by, and/or specified in, those Sections of the Specifications which are listed herein, under Section M SPECIFICATIONS.
- b. All items of work related to the "Scope of Work", which are shown on the Drawings listed herein under Section N Contract Drawings.
- c. The following "Significant Items of Work" are related to those required by the above referenced documents and are to be provided under, and hereby form a part of, the Scope of Work of this Bid Package (Contract). Should any conflict exist between this written scope of work and the scope of work inferred by the above referenced documents, this scope of work shall govern. All items are furnished and installed by this Trade Contractor unless noted otherwise.

### **GENERAL**

1. Include all costs for Trade Contractor personnel and all sub-trade contractor personnel for safety orientation and other safety related meetings, etc. for all labor forces working on this jobsite. This orientation is mandatory for all personnel working on-site and is expected to last approximately 1/2 hour. Safety orientations will be scheduled by the Construction Manager. ALL PERSONNEL (including truck drivers) MUST ATTEND THE SAFETY ORIENTATION PRIOR TO PERFORMING ANY WORK ON SITE. Also, each week, in addition to safety training, safety meetings, and tool box talks that the Trade Contractor provides to their employees, include attendance by all on-site personnel to attend a weekly safety talk that will be conducted by the Construction Manager. This talk will take place on a regular basis one day a week immediately following the lunch break and will last no longer than 10 minutes.
2. Retainage of 7.5% is intended to be withheld until Substantial Completion however "partial payments may be made if agreed to by the DCS and Gilbane."
3. This Trade Contractor will not be allowed to begin work on the project until the following items have been submitted: Certificate of Insurance, written Safety Program with Job Hazard Analysis, material status report and a list of all materials required under this Contract with indication of which materials require submittal for approval as outlined in the specifications and a schedule of anticipated date(s) of submittal for each.
4. The items listed herein are not intended to be an all-inclusive listing of the specified Contract Scope of Work, but merely highlight the major items of work. Review the scope of work closely and include all cost to provide all work as required by this bid package. Provide all work required by your scope of work which may be contained in other specifications, or on drawings whether or not specifically listed within this Proposal Form. Should a scope of work item be duplicated in another bid package, do not delete the item from your bid. Notify the Construction Manager immediately. Failure to include costs for a duplicated item will not alleviate the Trade Contractor's responsibility to provide full credit for the item should it be deleted from the bid package after a contract is awarded.
5. Gilbane shall have the right to assemble the craftsmen for orientation, quality, daily stretching, and safety related matters at no additional cost
6. Parking will be available on site in areas to be designated by the Construction Manager. Please refer to the Site Utilization Plan detailing parking in Lot A. A portion of the lot will be provided for parking, general lay-down, and storage containers.

7. Construction is to be sequenced and phased per the Gilbane project schedule included in the Project manual and the Phasing Drawings. Review these documents carefully. The school will remain active during construction, and cannot be disrupted. Work within the existing building is to occur as the schedule depicts. Every effort will be made to work around the school schedule, vacations and days off will be utilized.
8. Provide all labor necessary to unload, distribute, and re-handle his material as required until such time that material is in place.
9. All costs required for transporting, erecting, dismantling, and removal of temporary facilities and equipment required by this Trade Contractor are to be included in the base bid amount.
10. Trade contractors shall participate with the inspection walkthroughs as requested by the Construction Manager. Provide suitable access for inspectors to perform all tests or inspections. Trade Contractor supplied temporary ladders and lifts to perform their work are to be available for the use of all parties.
11. The site is very restricted and the building will be occupied during the work. Deliveries and storage must be coordinated with the Construction Manager in advance. On site storage will not be available without prior approval by the Construction Manager.
12. All equipment used on the Jobsite shall be in good working order and maintained and operated as designed and have state of the art noise, vibration and exhaust control
13. Layout from a bench mark provided by others is the responsibility of the Trade Contractor requiring the layout.
14. Immediately notify the Construction Manager of any delays to the schedule of this bid package scope which is being caused by the work of any other Trade Contractor on site. This requirement supersedes other notice provisions in the Contract Documents for this type of delay.
15. This Trade Contractor shall keep all access roadways free and clean from equipment, material, soil or objects which may inhibit the flow of traffic.
16. Daily cleanup is to be provided on a daily basis to a central location and the adequate cost for same is to be carried in the proposal response. Daily clean up is defined as properly removing all debris, neatly organizing remaining material, and broom sweeping work areas, etc. after completion of the day's work at a minimum of EVERY SINGLE DAY.
17. The schedule of values will contain line items for clean up, submittals, safety and as-builts and close out in addition to line items apportioning "the Work". Payments made against these items will be directly related to Trade contractor's Performance. A schedule of values must be submitted and approved prior to the first application for payment being submitted.
18. Electrical power for 110 v. power tools and its consumption cost is by others. Include all cost for electrical connection or hook up required is by this bid package.
19. Sets of documents are available at the Trade Contractor's expense. Contact Service Point at 203.624.0079.

20. Whenever the contract documents require a certified engineer's stamp, review or report, it shall be understood to mean an engineer licensed in the applicable discipline, fully insured and registered in the State of Connecticut.
21. Demobilize/remobilize as the construction schedule and/or weather conditions require at no extra cost.
22. Each Trade Contractor will perform a First Delivery Inspection of materials with the Construction Manager to confirm that materials meet the Project Specifications and approved submittals. These reports shall be turned in with the daily report no more than 24 hours after material arrival. Submission of the First Delivery Inspection Report is a condition of monthly payment. All delays that result from failure to confirm materials delivered with the Construction Manager are at the Trade Contractor's cost, including those of other Trade Contractors on this Project. The Construction Manager will provide a form for this use, which is to be jointly filled out by the Construction Manager and the Trade Contractor. It is the Trade Contractor's responsibility to perform subsequent delivery inspections to ensure compliance with Specifications. Include Benchmarking of initial installations in accordance with the Quality Plan in the Project Manual.
23. There will be no deviations from the submittal format established by the Project Specifications. It is the Trade Contractor's responsibility to complete Submittals in a timely fashion, and to monitor the status of the A/E review. The Trade Contractors shall provide a Submittal Schedule no later than ten (10) days following the receipt of the Notice of Award. All submittals must be received by Construction Manager within 60 days of award, or earlier as required to meet delivery schedules. Include in the schedule a listing for any equipment or materials where shop drawings will take more than 4 weeks to prepare, and for equipment or materials that will take more than 6 weeks to arrive following shop drawing approval.
24. Any payment for overtime work, if authorized as an extra, is for labor, and not for equipment provided on job during regular shift.
25. The successful Bidder shall be responsible for all winter conditions and temporary protection associated with the work of this bid package. If applicable, Include snow removal as necessary to perform your work, except access to the site and slabs, which is by others
26. Each Trade Contractor, where applicable, will receive, unload, and distribute, secure and install all materials furnished by others for installation under this scope. All fittings and hardware required for final connection and installation shall be by the installer.
27. The Construction Manager will arrange to provide temporary electrical power panels for hand tools (by –Electrical Trade Contractor) and water (by HVAC & Plumbing Trade Contractor) at the site for the Trade Contractor's use.
28. Trade Contractor must not use building or site sewage or drainage systems for equipment cleaning purposes.
29. There will be no watchman or security guard on site. All trade Contractors are responsible for security of materials, equipment, and work in place until acceptance as it relates to your work. This includes safety barriers and precautions during off-hours.



30. It is the trade contractor's responsibility to request a preconstruction meeting 30 days prior to commencement of work or 30 days prior to the start of shop drawings where coordination with other trades are required.
31. Specification Section 01 45 00 Paragraph 1.4, B indicates that the re-testing or re-inspection of deficient items are the cost responsibility of the CMR. This will be the cost responsibility of the Trade Contractor. The Trade Contractor shall ensure to submit requests for ALL inspections to the Construction Manager and shall ensure that the assembly to be inspected has been reviewed in advanced of the inspector. Any costs associated with re-inspection will be the trade contractor's responsibility
32. The trade contractor shall request approval from the Construction Manager to work overtime 72 (Construction Manager has 48 hour notice request to the owner) hours in advanced
33. Deduct changes utilizing the Unit Prices per Specification Section 01 20 00 Part 1.5 D – Unit Prices will be issued at a 10% reduction of the Contract Unit Price
34. Specification Section 01 25 00 – Paragraph 1.4 A specifically indicates that the owner will consider requests for equal or substitutions if made prior to the Construction Manager's Subcontractor Competitive Bid. The trade contractor must submit (in the format indicated) requests for substitution or equals a minimum of two (2) week prior to the bid date as a means of allowing for adequate time for review and consideration by the owner and A/E.
35. RFIs process under the Contract Modification Procedures – Specification Section 01 26 00 – The trade contractor shall be timely in reviewing documents. The Construction Manager has a 5 day notice period to inform the owner of potential changes following the Architect's response per Specification Section 01 26 00 – Paragraph 1.3, Part 6. The trade contract will have two (2) calendar days to provide such notice to the Construction Manager or the trade contractor waives the right to seek additional time or cost.
36. RFPs issued by the architect and submitted to the trade contractor by the Construction Manager shall be responded to within 7 calendar days.
37. Specification Section 01 29 76 – Paragraph 1.3 – Part 4 specifically notes SOV requirements of the Construction Manager to the owner. Item Nos. b, d, e, f, and h are specifically tied to the deliverables required by the trade contractors. These items shall be specifically itemized in the trade contractor's SOV to the Construction Manager. The trade contractors inability to submit or perform the referenced work will result in forfeiting the monthly value and a deduct change order will be processed.
38. A minimum of one safety meeting per month is required per Specification Section 01 31 19, 1.6.
39. Fire Stop Systems – A single source fire stop manufacturer will be selected by the Construction Manager from the list of providers noted in the Contract Documents. The trade contractor will be required to provide fire stop systems as it applies to the individual scope. The trade contractors shall also include fire stop / safe labeling and tagging each penetration or application with data including but not limited to Installer, Contractor, Location, System used, and date. Also, the trade contractor shall provide data log entries for use in generating an as-built plan including location.

40. Refer to perimeter fencing and gates as indicated on the Site Utilization Plan. The site contractor will provide all fencing and it is each trade contractor's responsibility to keep the gates closed when entering or exiting the site. The gates shall be closed at all times. This will be included as part of the initial orientation process but must be reinforced by the trade contractor's project manager and field supervisor.
41. The State will utilize PM Web for electronic documentation submission for all daily reports, safety reports, submittals, as-builts, RFIs, change related correspondence and general correspondence. The license costs is \$500 per trade contractor plus 20% each year (or any portion of a year) for maintenance. For example, if the license is purchased in February, 2012 and is needed through September of 2014, the cost would be \$800, \$500 for the license fee plus 20% (\$100) per year for maintenance for 3 years (\$300 total), even if the duration is only 31 months of usage.
42. Trade contractors will be required to enter daily reports in PM Web on a community computer provided and located by the Construction Manager. It is recommended that your field foreman is equipped with their own computer for efficiency in the event the community computer is not available due to use by other trade contractors during the work day.
43. All reference in the contract documents to the Construction Manager/CMR/General Contractor/Contractor as performing any field work or providing services in connection with any aspect of the Work shall be understood to mean the Trade Contractor. The Construction Manager will not layout, log, record, or otherwise provide actual work or service related to the Trade Contractor's scope of work, inclusive of Division 0 and Division 1 specifications.
44. Note specification section 01 78 30, 1.3, F; minimum warranty period is eighteen (18) months unless specified otherwise for a longer duration. The warranty period does not commence until final acceptance by the Owner. Do not assume a shorter warranty period regardless of a shorter period stipulated elsewhere in the documents and include all costs accordingly.
45. Gilbane has automated its monthly payment application process and solely utilizes an online web-based application provided by Textura LLC. Trade contractors will be required to participate and must implement Textura on the project. Textura will automatically generate the AIA G702/703 and Lien Release Documents. Any additional documentation required as part of the Gilbane application process must be uploaded in the form of a PDF prior to your submission. There is a nominal fee to use this service. These costs are summarized in the Textura brochure included as an attachment to this bid package. Include the costs of using this service in your bid. If you have any questions regarding Textura's Terms and Conditions, costs of service, or training implementation please contact Textura at 866-TEXTURA (839-8872).
46. Conduct an in-house kick-off meeting which must include the personnel that estimated the project and attended the scope review meeting with Gilbane and the personnel that will administer the project (project manager, lead field foreman, accounting, purchasing, etc.). The kick-off meeting must transfer the knowledge of the estimating team to the project administration team. Produce and submit for record the minutes of the meeting, complete with attendance sign-in sheet to the Construction Manager. In the event the Construction Manager is required to devote excessive amounts of time to educating trade

contractor administrative personnel on the requirements of the project, the Trade Contractor may be billed for that time at the rates in the Construction Manager's contract with the Owner.

**SPECIFIC ITEMS:**

1. Provide all labor, materials, equipment and services required to complete all tiling, terrazzo and resinous flooring and related accessories. This includes, but is not limited to slab preparation, subfloor, respective flooring material, and all wall tiling.
2. Provide all work indicated on the drawing and as specified in the following Specification Sections. The work specified in the following specification sections is the sole responsibility of this Trade Contractor unless modified below:
  - 035416 Hydraulic Cement Underlayment
  - 093000 Tiling
  - 096623 Precast Terrazzo Flooring
  - 096723 Resinous FlooringIn addition, the Trade Contractor shall provide work specified elsewhere in the Specifications and specifically listed within this scope of work.
3. Coordinate with others and inspect substrates prior to start of work and in a timely fashion to allow corrective work.
4. Provide all termination/trim and transition strips integral with the work of this bid package and to provide a finished installation as it relates to adjoining and adjacent work.
5. Provide all flash patching or grinding of concrete floors that meet specifications required to adhere to the manufactures recommendation for installation of the work of this bid package.
6. Provide all waterproofing, caulking, vapor retarder and sealant integral with the work of this bid package.
7. Provide any temporary lighting you may require which beyond the lighting provided per the General Conditions.
8. Provide proper protection of finished materials installed by other trades to prevent damage or stains during installation of your work. Any work damaged by this Trade Contractor shall be repaired solely at the expense of this Trade Contractor.
9. Provide all barriers and signage including temporary partitions and ventilation required to exhaust all fumes and odors. Include monitoring as required of work areas and adjacent areas using appropriate industrial hygiene equipment.
10. Scrape and fine broom sweep the floors prior to the start of work.
11. Remove and dispose of any hazardous waste that may be generated for the performance of your work. Material must be placed in appropriate containers necessary for transporting the material.
12. Provide and maintain protection of finished flooring by covering surfaces, wall to wall, with non-staining building construction paper and ¼" thick 4' X 8' sheets of masonite at

walk paths from door to door with all joints taped. Remove and dispose of protection as requested by the Construction Manager. Comply with specification requirements for protection.

13. Include all moisture testing as specified and per manufacturer recommendations. Provide Construction Manager with test results prior to proceeding with work.
14. Thoroughly block off ceramic floor tile once installed. Return to grout no later than 24 hours after installation. After tile has been grouted and cleaned, cover with non staining construction paper and tape seams and edges.
15. Provide all ceramic wall tile as shown on documents and allow for any recessed bathroom accessories and fixtures.
16. Clean all tile immediately following installation. Final cleaning at the end of the project is by others.
17. Provide stone and marble thresholds where required.
18. Include all floor preparation required for concrete slabs which meet the specified concrete tolerances. Fill and prepare slab shrinkage cracks and joints for floor finishes in this bid package.
19. Storage of resinous flooring materials shall be outside of the building in approved containment vessels.
20. Allow for expansion joint covers, floor drains and /or any other penetration through walls and floors.
21. Coordinate deliveries, onsite storage and lay down area with the Construction Manager.
22. It is not anticipated that all areas will be ready for flooring at one time. Include costs for several comeback installations.
23. Include costs to provide resinous flooring in accordance with schedule. There will be no additional costs additives or other preparatory measures for moisture levels exceeding manufactures recommendations.
24. Carefully review all asbestos and PCB abatement drawings. In areas where existing flooring material is scheduled to be abated, assume the slab will be bead blasted and that the entire area to receive your new work will require patching to a depth of up to ½". Include all costs accordingly.

2. Description of Work Excluded

1. Carpet and resilient work
2. New 16 gauge bent plate infill 6A/A6.04

**M. SPECIFICATIONS**

The following Specifications Sections, together with the Drawings and other related items of work as described herein, further define the Scope of Work of the Bid Package (Contract):

1. Specific work of this trade as defined in the following Specification Sections:

Gilbane Project Manual  
All Division 01 – General Requirements  
035416 Hydraulic Cement Underlayment  
093000 Tiling  
096623 Precast Terrazzo Flooring  
096723 Resinous Flooring

2. Work related to this trade as defined in the following Specification Sections:

All other specification sections as listed in the Project Manual for the Additions and Renovation HC Wilcox Regional Vocational Technical School project, Table of Contents, dated Rev. 102010 as prepared by Tai Soo Kim Partners, LLC. Note this table of contents may be modified by Bid Supplements and Addenda.

**N. CONTRACT DRAWINGS**

1. The following drawings are included in the Scope of Work of this Bid Package.

All drawings as listed in Section 00 01 15 – List of Drawing Sheets with schedule titled Additions & Alterations HC Wilcox Technical High School, Meriden, CT, State Project No. BI-RT-843 Contract Drawing List, dated September 26, 2011. Note this list may be modified by Bid Supplements and Addenda.

**O.** The undersigned represents that this Proposal is made in good faith, without fraud, collusion, or connection of any kind with any other bidder of the same work, that he is competing in his own interest and in his own behalf, without connection of obligation to any undisclosed person, that no other person has any interest in regard to all conditions pertaining to the Work and in regard to the place where it is to be done, has made his own examination and estimates and from them makes this Proposal.

The undersigned represents that he has reviewed the Trade Contract Agreement issued as part of the bidding documents, agrees that if selected for award he will execute the Trade Contract Agreement without exceptions, exclusions, qualifications, clarifications and/or alterations, and is authorized to make such representation on behalf of the Bidder.

The undersigned represents that he has reviewed the insurance requirements in Article 6 of the Trade Contract Agreement, has included all costs to fully comply with same, and is authorized to make this representation on behalf of the Bidder.

Bidder: \_\_\_\_\_  
(Legal Signature) (Type/Print Name)  
\_\_\_\_\_  
(Title)

Firm: \_\_\_\_\_ Address: \_\_\_\_\_  
Business Phone No.: (\_\_\_\_) \_\_\_\_\_  
Business Fax No.: (\_\_\_\_) \_\_\_\_\_

This bidder is a (an): \_\_\_\_\_ Individual, Partnership, Corporation  
**Current Experience Modification Rating** \_\_\_\_\_ **Federal ID#** \_\_\_\_\_  
**OSHA Incident Rates: Recordable** \_\_\_\_\_

List here by title and number all licenses held by the bidder associated with the performance of this work.

License Title	License Number
_____	_____
_____	_____
_____	_____

Indicate the name of the health plan(s) to which benefits will be paid for all employees working on this project. \_\_\_\_\_

The full names, addresses and telephone numbers of all persons interested in this Proposal, as principals are as follows:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**NOTE:** This Proposal must bear the written signature of the Bidder.

- a. If the Bidder is an Individual doing business under a name other than his own name, the Proposal must so state, giving the address of the Individual.
- b. If the Bidder is a Partnership, the Proposal must so state, setting forth the names and addresses of all Partners, and must be signed by a Partner so designated as such.
- c. If the Bidder is a Corporation, the Proposal must be signed by a duly authorized officer or agent of such Corporation.

**BREAKDOWN OF HOURLY RATES**

**WORKERS TITLE:** \_\_\_\_\_

	<b>STRAIGHT TIME</b>	<b>ADD for 1 ½ TIME PREMIUM</b>	<b>ADD for DOUBLE TIME PREMIUM</b>
<b>BASE WAGE RATE</b>			
<b>F.I.C.A.</b>			
<b>F.U.T.A.</b>			
<b>S.U.T.A.</b>			
<b>GEN. LIABILITY INS.</b>			
<b>WORKER'S COMP. INS.</b>			
<b>WELFARE FUND</b>			
<b>PENSION FUND</b>			
<b>APPRENTICE FUND</b>			
<b>VACATION FUND</b>			
<b>ED. &amp; CULT. FUND</b>			
<b>DEFERRED INCOME FUND</b>			
<b>PAID HOLIDAYS</b>			
<b>INCIDENTALS</b>			
<b>OTHER:</b> _____			
<b>SUBTOTAL</b>			
<b>OVERHEAD &amp; PROFIT (15%)</b>			
<b>TOTAL</b>			

**SUBMITTED BY:** \_\_\_\_\_

**Not to be included in the wages above:**

<b>BOND PREMIUM</b> .....			
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**PROPOSAL FORM  
FOR  
ADDITIONS AND RENOVATIONS  
HC WILCOX REGIONAL VOCATIONAL TECHNICAL SCHOOL  
STATE PROJECT NO. BI-RT-843-CMR**



**GILBANE JOB NO. 11.5311.000  
BID PACKAGE No. 09C Carpet, Resilient, & Wood Flooring – SBE SET ASIDE**

**NOTE THAT THIS BID PACKAGE HAS BEEN SET ASIDE FOR SMALL BUSINESS ENTERPRISE (SBE)  
BIDS ONLY. BIDS BY NON-SBE CONTRACTORS WILL BE REJECTED.**

**PRE-BID CONFERENCE:** October 11, 2011  
**TIME:** 3:00 PM

**PROPOSAL DUE DATE:** October 25, 2011  
**TIME:** 2:00 PM

**LOCATION:** HC Wilcox Technical School  
298 Oregon Road  
Meriden, CT 06451

**LOCATION:** Gilbane Building Company  
208 New London Turnpike  
Glastonbury, CT 06033

**DEADLINE FOR SUBMISSION OF QUESTIONS:** October 18, 2011

**To:** Gilbane Building Company  
208 New London Turnpike  
Glastonbury, CT 06033  
Attention: Patrick J. Delany, District Chief Purchasing Agent

FIRM NAME:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ the undersigned

**A.** Proposes to furnish all labor, materials, equipment and services as required to satisfactorily complete all **Carpet and Resilient Flooring** work herein described as Bid Package **No. 09C** as required for the additions and alternations at HC Wilcox Regional Vocational Technical School Project, all in accordance with the Drawings and Specifications as prepared by Tai Soo Kim Partners, LLC, the Gilbane Project Manual, and this Proposal Form.

**B.** All work required by the foregoing documents will be accomplished for the Lump Sum Bid Price of

\_\_\_\_\_ Dollars (\$) ).  
(Show amount in both words and figures. In case of discrepancy, amount shown in words will govern.)

The Lump Sum Bid Price above INCLUDES all applicable sales and/or use taxes; INCLUDES all insurance premiums required to meet contractual insurance requirements; and INCLUDES all premiums for a Performance Bond and a Labor and Material Payment Bond in the sum of one hundred percent of the Contract price.



C. Bidder agrees that if written notice of the acceptance of this bid is mailed or delivered to the undersigned within one hundred eighty (180) days after the Proposal Due Date, or any time thereafter before it is withdrawn, the undersigned shall meet a representative of the Gilbane Glastonbury office or a mutually agreed upon location to execute the Contract. Performance and Payment Bonds and the appropriate insurance certificates will be delivered to the Construction Manager at the time of execution of the Contract. Failure to execute said contract within ten (10) days after receipt of Notice to Award may be considered a default under the obligation of the bid bond.

D. The above price includes all stipulations and requirements of the following Supplements:

- Supplement \_\_ dated \_\_\_\_\_
- Supplement \_\_ dated \_\_\_\_\_
- Supplement \_\_ dated \_\_\_\_\_
- Supplement \_\_ dated \_\_\_\_\_

which have been received and accepted by the undersigned. Note that it is incumbent of the bidder to include all Supplements issued in the bid. Failure to acknowledge a supplement does not relieve the bidder from the requirements of the supplement.

**E. MILESTONE SCHEDULE DATES**

See Gilbane Project Manual section 00 31 13 – Schedule for activity milestones, durations, and reference. This schedule represents the general milestones that need to be met to achieve the overall project completion dates, and provides guidance to the bidders to understand the time constraints the work must be performed under. The project detailed schedule, in accordance with the terms of the Contract and General Conditions, will be derived from a “Card Trick” scheduling session with mandatory attendance by all prime Trade Contractors.

- 1. Anticipated Date of Contract Award: ..... January 19, 2012
- 2. Commence Shop Drawings and Submittals..... January 19, 2012
- 3. Commence Work for the Proposal:..... November 30, 2012
- 4. Bid Package Substantial Completion:..... August 7, 2014
- 5. Project Substantial Completion..... November 5, 2014

**F. TRADE SUBCONTRACTORS AND MAJOR SUPPLIERS**

The following trade subcontractors are proposed for the item of work listed. Trade subcontractors are subject to review per the General Conditions.

ITEM OF WORK	TRADE SUBCONTRACTORS
_____	_____ EMR:___
_____	_____ EMR:___
_____	_____ EMR:___
_____	_____ EMR:___

**G. UTILIZATION OF MINORITY CONTRACTORS AND SUPPLIERS**

1. The Bidder will endeavor to obtain a minimum goal of twenty-five percent (25%) of the awarded amount to minority business trade subcontractors and/or suppliers certified by the **State of Connecticut**.
2. The successful Trade Contractor shall substantiate this participation within ten (10) days after receipt of Notice of Award. Refer to the General Instruction to Bidders for further information.
3. Indicate here the utilization of certified S/MBEs included in the base bid. Failure to comply with M/WBE participation goals may constitute a non-responsive proposal. **IF NO INDICATION IS GIVEN, IT SHALL BE INTERPRETED THAT ZERO M/WBE PARTICIPATION IS INCLUDED.**

This proposal includes \_\_\_\_\_% certified SBE participation.

This proposal includes \_\_\_\_\_% certified MBE participation.

4. S/MBE participation shall count toward stipulated contractual goals or requirements only as described in the General Instructions to Bidders.

**H. UNIT PRICES**

Unit Prices shall be used, where applicable, to make adjustments to the cost of the Work due to changes. All Unit Prices submitted shall be complete in-place prices (unless noted otherwise) and include all costs for overhead, profit, labor, materials, equipment, and any other incidentals related to the completion of the Work, and shall remain firm for the period of the contract. Unit prices listed are for additive work. Deductive unit prices will be calculated at no less than 85% of the additive unit price (100% if used in conjunction with an allowance).

**UNIT PRICES:**

Maple 2 1/4" Strip Wood Flooring, finished .....	\$ _____	/SF
Southern Yellow Pine 4" x 8" Block Flooring, finished.....	\$ _____	/SF
4" Resilient Base.....	\$ _____	/LF
4' Resilient Stair Tread and riser .....	\$ _____	/EA
12" x 12" Rubber Floor Tile .....	\$ _____	/SF
12" x 12" Vinyl Composition Floor Tile .....	\$ _____	/SF
Resilient Athletic Flooring.....	\$ _____	/SF
Tufted Carpet .....	\$ _____	/SY
Surface Applied Vapor Reduction System .....	\$ _____	/SF
Hydraulic Cement Underlayment .....	\$ _____	/BAG

**Changes in the Work.** All bidders are herein advised that they are to provide, in the space provided below, a written description of how they would price lump sum changes. It is understood that the Unit Prices which you would insert in this Proposal Form response would be one element of the Change pricing, however, it is necessary to determine up front and reach agreement on, your intended method of determining units of labor productivity and material pricing as well. Bidders are to be explicit as to what Manual(s), if any, are intended to be utilized. Once accepted by the Construction Manager, provide copies of all applicable pricing manuals for use by the Construction Manual in evaluating Change Order pricing.

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Provide labor rates which may be used, subject to review and approval, in pricing any extra work that may be required. Rates are to be complete billing rates and are to include actual wages, taxes, fringes, insurance, small tools and incidentals and **15%** overhead and profit (combined). Base price on current rates in effect at time of bid. As prevailing wages and fringes rate change, these increases will be added to the labor rates at actual cost. Increases in wage rates are subject to audit. Complete the attached Wage Rate Breakdown Form for each classification of worker anticipated to work on the Project.

**I. ALTERNATE PRICES**

An Alternate Price shall include all costs associated with the changes, omissions, additions or other adjustments to the Work of this Bid Package (Contract) which are described in the Alternate, or are reasonably inferable therefrom. Claims for extras resulting from changes caused by the acceptance or rejection of any Alternate will not be allowed. Alternate Prices shall also include all costs of overhead, profit and bonds associated with the work of the Alternate, whether additive or deductive.

The Drawings, Specifications and other Contract Documents shall be considered appropriately modified by either the acceptance or rejection of the various Alternates. The Owner and the Construction Manager expressly reserve the right to accept or reject any, or all, Alternate Prices, and in any sequence prior to or after award. Acceptance or rejection of any Alternate does not relieve the Bidder of timely completion of the Work within the time periods indicated.

ALTERNATES:

None.

**J. ALLOWANCES**

The Bidder includes the following Allowances and rates in the total Lump Sum Amount of the Base Bid for this Bid Package. Further to Article 10 in the General Conditions and unless noted otherwise below, the following allowance amounts include the Trade Contractor's cost of materials less applicable discounts, delivery to the site, applicable taxes, unloading, handling, installation, allowable overhead and profit. All other costs associated with completing the work described in the allowance is included in the base bid but outside of the allowance amount.

ALLOWANCES:

- 200 man-hours of premium time portion of the labor rate to accelerate work in addition to the base scope requirements at the direction of the Construction Manager. Note that the Trade Contractor remains responsible to maintain the schedule and that this allowance will not be used for that purpose.

Carpenter Journeyman .....	\$ _____/Hr X 180 =	\$ _____
Carpenter Foreman .....	\$ _____/Hr X 20 =	\$ _____
Total .....		\$ _____

2. 200 bags of floor leveling in addition to the base scope requirements at the direction of the Construction Manager. Note that the Trade Contractor remains responsible to provide the specified preparation work and this allowance will not be used for that purpose.  
 Hydraulic Cement Underlayment ..... \$ \_\_\_\_\_/Bag X 200 = \$ \_\_\_\_\_
3. 500 SF VCT to replace VCT damage caused by others. This allowance will not be used for tile that is damaged due to lack of protection from this bid package.  
 12" x 12" Vinyl Composition Floor Tile ..... \$ \_\_\_\_\_/SF X 500 = \$ \_\_\_\_\_
4. Provide 14,000 SF of moisture vapor emission reduction control system for Resinous Flooring  
 Surface Applied Vapor Reduction System ..... \$ \_\_\_\_\_/SF X 14,000 = \$ \_\_\_\_\_
5. Provide 14,000 SF of moisture vapor emission reduction control system for Non-Resinous Flooring  
 Surface Applied Vapor Reduction System ..... \$ \_\_\_\_\_/SF X 14,000 = \$ \_\_\_\_\_

**K. COST AND QUANTITY BREAKDOWN**

In order to properly evaluate the Proposal, provide the following information. The Scope of Work to be awarded will not be influenced by the cost and quantity information requested here.

1. **COST BREAKDOWN**

- Total Material ..... \$ \_\_\_\_\_
- Total Labor Cost ..... \$ \_\_\_\_\_
- Total Subcontractor/Equipment Cost..... \$ \_\_\_\_\_
- Total Applicable Sales and Use Taxes..... \$ \_\_\_\_\_
- Allowances..... \$ \_\_\_\_\_
- Total Bond Cost ..... \$ \_\_\_\_\_
- Total Bid ..... \$ \_\_\_\_\_
- Total Estimated On-Site Manhours ..... \_\_\_\_\_

2. **QUANTITY BREAKDOWN** (Note: The items listed below are not intended to be an all inclusive listing, but merely to highlight some items of work.)

**THE INFORMATION LISTED BELOW IN THE QUANTITY BREAKDOWN SECTION IS REQUIRED AT THE TIME OF BID SUBMISSION.**

Item	Quantity	Total Cost
Mobilization	_____ EA	\$ _____
Safety	L.S	\$ _____
Maple 2 ¼" Strip Wood Flooring	_____ SF	\$ _____
Southern Yellow Pine 4" x 8" Block Flooring	_____ SF	\$ _____
4" Resilient Base	_____ LF	\$ _____
Resilient Stair Tread and riser	_____ Steps	\$ _____
12" x 12" Rubber Floor Tile	_____ SF	\$ _____
12" x 12" Vinyl Composition Floor Tile	_____ SF	\$ _____
Resilient Athletic Flooring	_____ SF	\$ _____

Item	Quantity	Total Cost
Tufted Carpet	_____ SY	\$ _____
Surface Applied Vapor Reduction System	_____ SF	\$ _____
Hydraulic Cement Underlayment	_____ Bags	\$ _____
Allowances	L.S.	\$ _____
Other	L.S.	\$ _____
Total Bid	L.S.	\$ _____

**L. SCOPE OF WORK**

1. Description of Work Included

Except for those items (if any) specifically noted in the section below entitled "Description of Work Excluded", the Work of this Bid Package shall INCLUDE all of the following:

- a. All items of work required by, and/or specified in, those Sections of the Specifications which are listed herein, under Section M SPECIFICATIONS.
- b. All items of work related to the "Scope of Work", which are shown on the Drawings listed herein under Section N Contract Drawings.
- c. The following "Significant Items of Work" are related to those required by the above referenced documents and are to be provided under, and hereby form a part of, the Scope of Work of this Bid Package (Contract). Should any conflict exist between this written scope of work and the scope of work inferred by the above referenced documents, this scope of work shall govern. All items are furnished and installed by this Trade Contractor unless noted otherwise.

**GENERAL**

- 1. Include all costs for Trade Contractor personnel and all sub-trade contractor personnel for safety orientation and other safety related meetings, etc. for all labor forces working on this jobsite. This orientation is mandatory for all personnel working on-site and is expected to last approximately 1/2 hour. Safety orientations will be scheduled by the Construction Manager. ALL PERSONNEL (including truck drivers) MUST ATTEND THE SAFETY ORIENTATION PRIOR TO PERFORMING ANY WORK ON SITE. Also, each week, in addition to safety training, safety meetings, and tool box talks that the Trade Contractor provides to their employees, include attendance by all on-site personnel to attend a weekly safety talk that will be conducted by the Construction Manager. This talk will take place on a regular basis one day a week immediately following the lunch break and will last no longer than 10 minutes.
- 2. Retainage of 7.5% is intended to be withheld until Substantial Completion however "partial payments may be made if agreed to by the DCS and Gilbane."
- 3. This Trade Contractor will not be allowed to begin work on the project until the following items have been submitted: Certificate of Insurance, written Safety Program with Job Hazard Analysis, material status report and a list of all materials required under this Contract with indication of which materials require submittal for approval as outlined in the specifications and a schedule of anticipated date(s) of submittal for each.

4. The items listed herein are not intended to be an all-inclusive listing of the specified Contract Scope of Work, but merely highlight the major items of work. Review the scope of work closely and include all cost to provide all work as required by this bid package. Provide all work required by your scope of work which may be contained in other specifications, or on drawings whether or not specifically listed within this Proposal Form. Should a scope of work item be duplicated in another bid package, do not delete the item from your bid. Notify the Construction Manager immediately. Failure to include costs for a duplicated item will not alleviate the Trade Contractor's responsibility to provide full credit for the item should it be deleted from the bid package after a contract is awarded.
5. Gilbane shall have the right to assemble the craftsmen for orientation, quality, daily stretching, and safety related matters at no additional cost
6. Parking will be available on site in areas to be designated by the Construction Manager. Please refer to the Site Utilization Plan detailing parking in Lot A. A portion of the lot will be provided for parking, general lay-down, and storage containers.
7. Construction is to be sequenced and phased per the Gilbane project schedule included in the Project manual and the Phasing Drawings. Review these documents carefully. The school will remain active during construction, and cannot be disrupted. Work within the existing building is to occur as the schedule depicts. Every effort will be made to work around the school schedule, vacations and days off will be utilized.
8. Provide all labor necessary to unload, distribute, and re-handle his material as required until such time that material is in place.
9. All costs required for transporting, erecting, dismantling, and removal of temporary facilities and equipment required by this Trade Contractor are to be included in the base bid amount.
10. Trade contractors shall participate with the inspection walkthroughs as requested by the Construction Manager. Provide suitable access for inspectors to perform all tests or inspections. Trade Contractor supplied temporary ladders and lifts to perform their work are to be available for the use of all parties.
11. The site is very restricted and the building will be occupied during the work. Deliveries and storage must be coordinated with the Construction Manager in advance. On site storage will not be available without prior approval by the Construction Manager.
12. All equipment used on the Jobsite shall be in good working order and maintained and operated as designed and have state of the art noise, vibration and exhaust control
13. Layout from a bench mark provided by others is the responsibility of the Trade Contractor requiring the layout.
14. Immediately notify the Construction Manager of any delays to the schedule of this bid package scope which is being caused by the work of any other Trade Contractor on site. This requirement supersedes other notice provisions in the Contract Documents for this type of delay.
15. This Trade Contractor shall keep all access roadways free and clean from equipment, material, soil or objects which may inhibit the flow of traffic.

16. Daily cleanup is to be provided on a daily basis to a central location and the adequate cost for same is to be carried in the proposal response. Daily clean up is defined as properly removing all debris, neatly organizing remaining material, and broom sweeping work areas, etc. after completion of the day's work at a minimum of EVERY SINGLE DAY.
17. The schedule of values will contain line items for clean up, submittals, safety and as-builts and close out in addition to line items apportioning "the Work". Payments made against these items will be directly related to Trade contractor's Performance. A schedule of values must be submitted and approved prior to the first application for payment being submitted.
18. Electrical power for 110 v. power tools and its consumption cost is by others. Include all cost for electrical connection or hook up required is by this bid package.
19. Sets of documents are available at the Trade Contractor's expense. Contact Service Point at 203.624.0079.
20. Whenever the contract documents require a certified engineer's stamp, review or report, it shall be understood to mean an engineer licensed in the applicable discipline, fully insured and registered in the State of Connecticut.
21. Demobilize/remobilize as the construction schedule and/or weather conditions require at no extra cost.
22. Each Trade Contractor will perform a First Delivery Inspection of materials with the Construction Manager to confirm that materials meet the Project Specifications and approved submittals. These reports shall be turned in with the daily report no more than 24 hours after material arrival. Submission of the First Delivery Inspection Report is a condition of monthly payment. All delays that result from failure to confirm materials delivered with the Construction Manager are at the Trade Contractor's cost, including those of other Trade Contractors on this Project. The Construction Manager will provide a form for this use, which is to be jointly filled out by the Construction Manager and the Trade Contractor. It is the Trade Contractor's responsibility to perform subsequent delivery inspections to ensure compliance with Specifications. Include Benchmarking of initial installations in accordance with the Quality Plan in the Project Manual.
23. There will be no deviations from the submittal format established by the Project Specifications. It is the Trade Contractor's responsibility to complete Submittals in a timely fashion, and to monitor the status of the A/E review. The Trade Contractors shall provide a Submittal Schedule no later than ten (10) days following the receipt of the Notice of Award. All submittals must be received by Construction Manager within 60 days of award, or earlier as required to meet delivery schedules. Include in the schedule a listing for any equipment or materials where shop drawings will take more than 4 weeks to prepare, and for equipment or materials that will take more than 6 weeks to arrive following shop drawing approval.
24. Any payment for overtime work, if authorized as an extra, is for labor, and not for equipment provided on job during regular shift.
25. The successful Bidder shall be responsible for all winter conditions and temporary protection associated with the work of this bid package. If applicable, Include snow

- removal as necessary to perform your work, except access to the site and slabs, which is by others
26. Each Trade Contractor, where applicable, will receive, unload, and distribute, secure and install all materials furnished by others for installation under this scope. All fittings and hardware required for final connection and installation shall be by the installer.
  27. The Construction Manager will arrange to provide temporary electrical power panels for hand tools (by –Electrical Trade Contractor) and water (by HVAC & Plumbing Trade Contractor) at the site for the Trade Contractor's use.
  28. Trade Contractor must not use building or site sewage or drainage systems for equipment cleaning purposes.
  29. There will be no watchman or security guard on site. All trade Contractors are responsible for security of materials, equipment, and work in place until acceptance as it relates to your work. This includes safety barriers and precautions during off-hours.
  30. It is the trade contractor's responsibility to request a preconstruction meeting 30 days prior to commencement of work or 30 days prior to the start of shop drawings where coordination with other trades are required.
  31. Specification Section 01 45 00 Paragraph 1.4, B indicates that the re-testing or re-inspection of deficient items are the cost responsibility of the CMR. This will be the cost responsibility of the Trade Contractor. The Trade Contractor shall ensure to submit requests for ALL inspections to the Construction Manager and shall ensure that the assembly to be inspected has been reviewed in advanced of the inspector. Any costs associated with re-inspection will be the trade contractor's responsibility
  32. The trade contractor shall request approval from the Construction Manager to work overtime 72 (Construction Manager has 48 hour notice request to the owner) hours in advanced
  33. Deduct changes utilizing the Unit Prices per Specification Section 01 20 00 Part 1.5 D – Unit Prices will be issued at a 10% reduction of the Contract Unit Price
  34. Specification Section 01 25 00 – Paragraph 1.4 A specifically indicates that the owner will consider requests for equal or substitutions if made prior to the Construction Manager's Subcontractor Competitive Bid. The trade contractor must submit (in the format indicated) requests for substitution or equals a minimum of two (2) week prior to the bid date as a means of allowing for adequate time for review and consideration by the owner and A/E.
  35. RFIs process under the Contract Modification Procedures – Specification Section 01 26 00 – The trade contractor shall be timely in reviewing documents. The Construction Manager has a 5 day notice period to inform the owner of potential changes following the Architect's response per Specification Section 01 26 00 – Paragraph 1.3, Part 6. The trade contract will have two (2) calendar days to provide such notice to the Construction Manager or the trade contractor waives the right to seek additional time or cost.
  36. RFPs issued by the architect and submitted to the trade contractor by the Construction Manager shall be responded to within 7 calendar days.



37. Specification Section 01 29 76 – Paragraph 1.3 – Part 4 specifically notes SOV requirements of the Construction Manager to the owner. Item Nos. b, d, e, f, and h are specifically tied to the deliverables required by the trade contractors. These items shall be specifically itemized in the trade contractor’s SOV to the Construction Manager. The trade contractors inability to submit or perform the referenced work will result in forfeiting the monthly value and a deduct change order will be processed.
38. A minimum of one safety meeting per month is required per Specification Section 01 31 19, 1.6.
39. Fire Stop Systems – A single source fire stop manufacturer will be selected by the Construction Manager from the list of providers noted in the Contract Documents. The trade contractor will be required to provide fire stop systems as it applies to the individual scope. The trade contractors shall also include fire stop / safe labeling and tagging each penetration or application with data including but not limited to Installer, Contractor, Location, System used, and date. Also, the trade contractor shall provide data log entries for use in generating an as-built plan including location.
40. Refer to perimeter fencing and gates as indicated on the Site Utilization Plan. The site contractor will provide all fencing and it is each trade contractor’s responsibility to keep the gates closed when entering or exiting the site. The gates shall be closed at all times. This will be included as part of the initial orientation process but must be reinforced by the trade contractor’s project manager and field supervisor.
41. The State will utilize PM Web for electronic documentation submission for all daily reports, safety reports, submittals, as-builts, RFIs, change related correspondence and general correspondence. The license costs is \$500 per trade contractor plus 20% each year (or any portion of a year) for maintenance. For example, if the license is purchased in February, 2012 and is needed through September of 2014, the cost would be \$800, \$500 for the license fee plus 20% (\$100) per year for maintenance for 3 years (\$300 total), even if the duration is only 31 months of usage.
42. Trade contractors will be required to enter daily reports in PM Web on a community computer provided and located by the Construction Manager. It is recommended that your field foreman is equipped with their own computer for efficiency in the event the community computer is not available due to use by other trade contractors during the work day.
43. All reference in the contract documents to the Construction Manager/CMR/General Contractor/Contractor as performing any field work or providing services in connection with any aspect of the Work shall be understood to mean the Trade Contractor. The Construction Manager will not layout, log, record, or otherwise provide actual work or service related to the Trade Contractor’s scope of work, inclusive of Division 0 and Division 1 specifications.
44. Note specification section 01 78 30, 1.3, F; minimum warranty period is eighteen (18) months unless specified otherwise for a longer duration. The warranty period does not commence until final acceptance by the Owner. Do not assume a shorter warranty period regardless of a shorter period stipulated elsewhere in the documents and include all costs accordingly.

45. Gilbane has automated its monthly payment application process and solely utilizes an online web-based application provided by Textura LLC. Trade contractors will be required to participate and must implement Textura on the project. Textura will automatically generate the AIA G702/703 and Lien Release Documents. Any additional documentation required as part of the Gilbane application process must be uploaded in the form of a PDF prior to your submission. There is a nominal fee to use this service. These costs are summarized in the Textura brochure included as an attachment to this bid package. Include the costs of using this service in your bid. If you have any questions regarding Textura's Terms and Conditions, costs of service, or training implementation please contact Textura at 866-TEXTURA (839-8872).
46. Conduct an in-house kick-off meeting which must include the personnel that estimated the project and attended the scope review meeting with Gilbane and the personnel that will administer the project (project manager, lead field foreman, accounting, purchasing, etc.). The kick-off meeting must transfer the knowledge of the estimating team to the project administration team. Produce and submit for record the minutes of the meeting, complete with attendance sign-in sheet to the Construction Manager. In the event the Construction Manager is required to devote excessive amounts of time to educating trade contractor administrative personnel on the requirements of the project, the Trade Contractor may be billed for that time at the rates in the Construction Manager's contract with the Owner.

**SPECIFIC ITEMS:**

1. Provide all labor, materials, equipment and services required to complete all flash patching, slab crack bridging, preparation work, wood floor refinishing, strip wood floor, block wood floor, resilient base, VCT, static dissipative VCT, rubber tile, rubber stair treads and riser, sheet, carpeting, resilient athletic flooring and all related accessories.
2. Provide all work indicated on the drawing and as specified in the following Specification Sections. The work specified in the following specification sections is the sole responsibility of this Trade Contractor unless modified below:
  - 035416 Hydraulic Cement Underlayment
  - 072600 Surface Applied Vapor Reduction System
  - 090160 Wood Flooring Restoration
  - 096400 Wood Flooring
  - 096513 Resilient Base and Accessories
  - 096519 Resilient Tile Flooring
  - 096566 Resilient Athletic Flooring
  - 096816 Sheet CarpetingIn addition, the Trade Contractor shall provide work specified elsewhere in the Specifications and specifically listed within this scope of work.
3. Coordinate all inspect substrates prior to start of work and in a timely fashion to allow corrective work.
4. Provide all termination/trim and transition strips integral with the work of this bid package and to provide a finished installation as it relates to adjoining and adjacent work.
5. Provide all flash patching or grinding of concrete floors that meet specification concrete tolerances as required to adhere to the manufactures recommendation for installation of

- the work of this bid package. Flash patching shall be in accordance with specification section 035416 Hydraulic Cement Underlayment.
6. Provide all waterproofing, caulking, vapor retarder and sealant integral with the work of this bid package. Waterproofing shall be in accordance with specification section 072600 Surface Applied Vapor Reduction System.
  7. Any temporary lighting required by this Trade Contractor beyond the lighting provided per the General Conditions is the responsibility of this Trade Contractor.
  8. Provide proper protection of finished materials installed by other trades to prevent damage or stains during installation of your work. Any work damaged by this Trade Contractor shall be repaired solely at the expense of this Trade Contractor.
  9. Provide all barriers and signage including temporary partitions and ventilation required to exhaust all fumes and odors. Include monitoring as required of work areas and adjacent areas using appropriate industrial hygiene equipment.
  10. Scrape and fine broom sweep the floors prior to the start of work.
  11. Remove and dispose of any hazardous waste that may be generated for the performance of your work. Material must be placed in appropriate containers necessary for transporting the material.
  12. Provide and maintain protection of finished flooring by covering surfaces, wall to wall, with non-staining building construction paper and ¼" thick 4' X 8' sheets of masonite at walk paths from door to door with all joints taped. Remove and dispose of protection as requested by the Construction Manager. Comply with specification requirements for protection.
  13. Include all moisture testing as specified and per manufacturer recommendations. Provide Construction Manager with test results prior to proceeding with work.
  14. Coordinate deliveries, onsite storage and lay down area with the Construction Manager.
  15. It is not anticipated that all areas will be ready for flooring at one time. Include costs for several comeback installations.
  16. Provide all **FINAL** sealing and waxing of resilient tile per the specifications and manufacturers recommendation prepare the flooring for commercial use. Include cleaning tile prior to applying sealer and cleaning in between coats as needed.
  17. Provide all flooring as scheduled in elevator.
  18. Inspect drywall and masonry prior to installing vinyl base and alert the Construction Manager's field superintendent immediately if area is rough and has unsuitable substrate. If the work of this Trade Contractor is installed over such an area, this Trade Contractor will be held responsible to repair.
  19. Include removal, relocation, storage, and reinstallation of the bleachers in Gymnasium C102 for refinishing and game striping of the floor.

20. Provide all wood sleepers and plywood for the stage in Multipurpose Room A153. Wood sleepers and plywood shall be in accordance with specification section 061000 Rough Carpentry. Provide the strip wood flooring on the stage and also include the bullnose, steps and front apron, inclusive of finish, as detailed in 4/A9.02 and 5/A9.02. The apron runs from column line A28 to just past column line A25 as shown in elevation 1C/A8.10. The wood panel to the left and right of the stage as well as the wood trim at the top of the wood panels is by BP06A Millwork. Coordinate with BP06A and BP05B to provide a neat transition between your work and theirs.
21. Carefully review all asbestos and PCB abatement drawings. In areas where existing flooring material is scheduled to be abated, assume the slab will be bead blasted and that the entire area to receive your new work will require patching to a depth of up to ½". Include all costs accordingly.

2. Description of Work Excluded

1. Millwork
2. New 16 gauge bent plate infill as noted in 6A/A6.04
3. Abatement of hazardous materials
4. Ceramic and terrazzo tile work

**M. SPECIFICATIONS**

The following Specifications Sections, together with the Drawings and other related items of work as described herein, further define the Scope of Work of the Bid Package (Contract):

1. Specific work of this trade as defined in the following Specification Sections:

Gilbane Project Manual  
All Division 01 – General Requirements  
035416 Hydraulic Cement Underlayment  
072600 Surface Applied Vapor Reduction System  
090160 Wood Flooring Restoration  
096400 Wood Flooring  
096513 Resilient Base and Accessories  
096519 Resilient Tile Flooring  
096566 Resilient Athletic Flooring  
096816 Sheet Carpeting

2. Work related to this trade as defined in the following Specification Sections:

All other specification sections as listed in the Project Manual for the Additions and Renovation HC Wilcox Regional Vocational Technical School project, Table of Contents, dated Rev. 102010 as prepared by Tai Soo Kim Partners, LLC. Note this table of contents may be modified by Bid Supplements and Addenda.

**N. CONTRACT DRAWINGS**

1. The following drawings are included in the Scope of Work of this Bid Package.

All drawings as listed in Section 00 01 15 – List of Drawing Sheets with schedule titled Additions & Alterations HC Wilcox Technical High School, Meriden, CT, State Project No. BI-RT-843 Contract Drawing List, dated September 26, 2011. Note this list may be modified by Bid Supplements and Addenda.

**O.** The undersigned represents that this Proposal is made in good faith, without fraud, collusion, or connection of any kind with any other bidder of the same work, that he is competing in his own interest and in his own behalf, without connection of obligation to any undisclosed person, that no other person has any interest in regard to all conditions pertaining to the Work and in regard to the place where it is to be done, has made his own examination and estimates and from them makes this Proposal.

The undersigned represents that he has reviewed the Trade Contract Agreement issued as part of the bidding documents, agrees that if selected for award he will execute the Trade Contract Agreement without exceptions, exclusions, qualifications, clarifications and/or alterations, and is authorized to make such representation on behalf of the Bidder.

The undersigned represents that he has reviewed the insurance requirements in Article 6 of the Trade Contract Agreement, has included all costs to fully comply with same, and is authorized to make this representation on behalf of the Bidder.

Bidder: \_\_\_\_\_  
(Legal Signature) (Type/Print Name)  
\_\_\_\_\_  
(Title)

Firm: \_\_\_\_\_ Address: \_\_\_\_\_  
Business Phone No.: (\_\_\_\_) \_\_\_\_\_  
Business Fax No.: (\_\_\_\_) \_\_\_\_\_

This bidder is a (an): \_\_\_\_\_ Individual, Partnership, Corporation  
**Current Experience Modification Rating** \_\_\_\_\_ **Federal ID#** \_\_\_\_\_  
**OSHA Incident Rates: Recordable** \_\_\_\_\_

List here by title and number all licenses held by the bidder associated with the performance of this work.

License Title	License Number
_____	_____
_____	_____
_____	_____

Indicate the name of the health plan(s) to which benefits will be paid for all employees working on this project. \_\_\_\_\_

The full names, addresses and telephone numbers of all persons interested in this Proposal, as principals are as follows:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**NOTE:** This Proposal must bear the written signature of the Bidder.

- a. If the Bidder is an Individual doing business under a name other than his own name, the Proposal must so state, giving the address of the Individual.
- b. If the Bidder is a Partnership, the Proposal must so state, setting forth the names and addresses of all Partners, and must be signed by a Partner so designated as such.
- c. If the Bidder is a Corporation, the Proposal must be signed by a duly authorized officer or agent of such Corporation.

**BREAKDOWN OF HOURLY RATES**

**WORKERS TITLE:** \_\_\_\_\_

	<b>STRAIGHT TIME</b>	<b>ADD for 1 ½ TIME PREMIUM</b>	<b>ADD for DOUBLE TIME PREMIUM</b>
<b>BASE WAGE RATE</b>			
<b>F.I.C.A.</b>			
<b>F.U.T.A.</b>			
<b>S.U.T.A.</b>			
<b>GEN. LIABILITY INS.</b>			
<b>WORKER'S COMP. INS.</b>			
<b>WELFARE FUND</b>			
<b>PENSION FUND</b>			
<b>APPRENTICE FUND</b>			
<b>VACATION FUND</b>			
<b>ED. &amp; CULT. FUND</b>			
<b>DEFERRED INCOME FUND</b>			
<b>PAID HOLIDAYS</b>			
<b>INCIDENTALS</b>			
<b>OTHER:</b> _____			
<b>SUBTOTAL</b>			
<b>OVERHEAD &amp; PROFIT (15%)</b>			
<b>TOTAL</b>			

**SUBMITTED BY:** \_\_\_\_\_

**Not to be included in the wages above:**

<b>BOND PREMIUM</b> .....			
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**PROPOSAL FORM  
FOR  
ADDITIONS AND RENOVATIONS  
HC WILCOX REGIONAL VOCATIONAL TECHNICAL SCHOOL  
STATE PROJECT NO. BI-RT-843-CMR**



**GILBANE JOB NO. 11.5311.000  
BID PACKAGE No. 09D Acoustic Ceilings – SBE Set-Aside**

**NOTE THAT THIS BID PACKAGE HAS BEEN SET ASIDE FOR SMALL BUSINESS ENTERPRISE (SBE)  
BIDS ONLY. BIDS BY NON-SBE CONTRACTORS WILL BE REJECTED.**

**PRE-BID CONFERENCE:**    October 11, 2011  
**TIME:**                            3:00 PM

**PROPOSAL DUE DATE:**    October 25, 2011  
**TIME:**                            2:00 PM

**LOCATION:**    HC Wilcox Technical School  
                    298 Oregon Road  
                    Meriden, CT 06451

**LOCATION:**    Gilbane Building Company  
                    208 New London Turnpike  
                    Glastonbury, CT 06033

**DEADLINE FOR SUBMISSION OF QUESTIONS:**    October 18, 2011

**To:**    Gilbane Building Company  
          208 New London Turnpike  
          Glastonbury, CT 06033  
          Attention: Patrick J. Delany, District Chief Purchasing Agent

FIRM NAME:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ the undersigned

**A.**    Proposes to furnish all labor, materials, equipment and services as required to satisfactorily complete all **Acoustic Ceilings Work** herein described as Bid Package **No. 09D** as required for the additions and alternations at HC Wilcox Regional Vocational Technical School Project, all in accordance with the Drawings and Specifications as prepared by Tai Soo Kim Partners, LLC, the Gilbane Project Manual, and this Proposal Form.

**B.**    All work required by the foregoing documents will be accomplished for the Lump Sum Bid Price of

\_\_\_\_\_ Dollars (\$) \_\_\_\_\_).  
(Show amount in both words and figures. In case of discrepancy, amount shown in words will govern.)

The Lump Sum Bid Price above INCLUDES all applicable sales and/or use taxes; INCLUDES all insurance premiums required to meet contractual insurance requirements; and INCLUDES all premiums for a Performance Bond and a Labor and Material Payment Bond in the sum of one hundred percent of the Contract price.

C. Bidder agrees that if written notice of the acceptance of this bid is mailed or delivered to the undersigned within one hundred eighty (180) days after the Proposal Due Date, or any time thereafter before it is withdrawn, the undersigned shall meet a representative of the Gilbane Glastonbury office or a mutually agreed upon location to execute the Contract. Performance and Payment Bonds and the appropriate insurance certificates will be delivered to the Construction Manager at the time of execution of the Contract. Failure to execute said contract within ten (10) days after receipt of Notice to Award may be considered a default under the obligation of the bid bond.

D. The above price includes all stipulations and requirements of the following Supplements:

- Supplement \_\_ dated \_\_\_\_\_
- Supplement \_\_ dated \_\_\_\_\_
- Supplement \_\_ dated \_\_\_\_\_
- Supplement \_\_ dated \_\_\_\_\_

which have been received and accepted by the undersigned. Note that it is incumbent of the bidder to include all Supplements issued in the bid. Failure to acknowledge a supplement does not relieve the bidder from the requirements of the supplement.

**E. MILESTONE SCHEDULE DATES**

See Gilbane Project Manual section 00 31 13 – Schedule for activity milestones, durations, and reference. This schedule represents the general milestones that need to be met to achieve the overall project completion dates, and provides guidance to the bidders to understand the time constraints the work must be performed under. The project detailed schedule, in accordance with the terms of the Contract and General Conditions, will be derived from a “Card Trick” scheduling session with mandatory attendance by all prime Trade Contractors.

- 1. Anticipated Date of Contract Award: ..... January 19, 2012
- 2. Commence Shop Drawings and Submittals..... January 19, 2012
- 3. Commence Work for the Proposal:..... October 31, 2012
- 4. Bid Package Substantial Completion:..... August 5, 2014
- 5. Project Substantial Completion..... November 5, 2014

**F. TRADE SUBCONTRACTORS AND MAJOR SUPPLIERS**

The following trade subcontractors are proposed for the item of work listed. Trade subcontractors are subject to review per the General Conditions.

ITEM OF WORK	TRADE SUBCONTRACTORS
_____	_____ EMR:___
_____	_____ EMR:___
_____	_____ EMR:___
_____	_____ EMR:___



**G. UTILIZATION OF MINORITY CONTRACTORS AND SUPPLIERS**

1. The Bidder will endeavor to obtain a minimum goal of twenty-five percent (25%) of the awarded amount to minority business trade subcontractors and/or suppliers certified by the **State of Connecticut**.
2. The successful Trade Contractor shall substantiate this participation within ten (10) days after receipt of Notice of Award. Refer to the General Instruction to Bidders for further information.
3. Indicate here the utilization of certified S/MBEs included in the base bid. Failure to comply with M/WBE participation goals may constitute a non-responsive proposal. **IF NO INDICATION IS GIVEN, IT SHALL BE INTERPRETED THAT ZERO M/WBE PARTICIPATION IS INCLUDED.**

This proposal includes \_\_\_\_\_% certified SBE participation.

This proposal includes \_\_\_\_\_% certified MBE participation.

4. S/MBE participation shall count toward stipulated contractual goals or requirements only as described in the General Instructions to Bidders.

**H. UNIT PRICES**

Unit Prices shall be used, where applicable, to make adjustments to the cost of the Work due to changes. All Unit Prices submitted shall be complete in-place prices (unless noted otherwise) and include all costs for overhead, profit, labor, materials, equipment, and any other incidentals related to the completion of the Work, and shall remain firm for the period of the contract. Unit prices listed are for additive work. Deductive unit prices will be calculated at no less than 85% of the additive unit price (100% if used in conjunction with an allowance).

**UNIT PRICES:**

1.	ACT-1 ceiling tile installed, no grid .....	\$ _____	/SF
2.	ACT-1 ceiling tile and grid, installed.....	\$ _____	/SF
3.	ACT-2 ceiling tile installed, no grid .....	\$ _____	/SF
4.	ACT-2 ceiling tile and grid, installed.....	\$ _____	/SF
5.	ACT-3 ceiling tile installed, no grid .....	\$ _____	/SF
6.	ACT-3 ceiling tile and grid, installed.....	\$ _____	/SF
7.	Linear Metal Ceiling whole assembly installed.....	\$ _____	/SF
8.	WP-1 whole assembly installed .....	\$ _____	/SF

**Changes in the Work.** All bidders are herein advised that they are to provide, in the space provided below, a written description of how they would price lump sum changes. It is understood that the Unit Prices which you would insert in this Proposal Form response would be one element of the Change pricing, however, it is necessary to determine up front and reach agreement on, your intended method of determining units of labor productivity and material pricing as well. Bidders are to be explicit as to what Manual(s), if any, are intended to be utilized. Once accepted by the Construction Manager, provide copies of all applicable pricing manuals for use by the Construction Manual in evaluating Change Order pricing.

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Provide labor rates which may be used, subject to review and approval, in pricing any extra work that may be required. Rates are to be complete billing rates and are to include actual wages, taxes, fringes, insurance, small tools and incidentals and **15%** overhead and profit (combined). Base price on current rates in effect at time of bid. As prevailing wages and fringes rate change, these increases will be added to the labor rates at actual cost. Increases in wage rates are subject to audit. Complete the attached Wage Rate Breakdown Form for each classification of worker anticipated to work on the Project.

**I. ALTERNATE PRICES**

An Alternate Price shall include all costs associated with the changes, omissions, additions or other adjustments to the Work of this Bid Package (Contract) which are described in the Alternate, or are reasonably inferable therefrom. Claims for extras resulting from changes caused by the acceptance or rejection of any Alternate will not be allowed. Alternate Prices shall also include all costs of overhead, profit and bonds associated with the work of the Alternate, whether additive or deductive.

The Drawings, Specifications and other Contract Documents shall be considered appropriately modified by either the acceptance or rejection of the various Alternates. The Owner and the Construction Manager expressly reserve the right to accept or reject any, or all, Alternate Prices, and in any sequence prior to or after award. Acceptance or rejection of any Alternate does not relieve the Bidder of timely completion of the Work within the time periods indicated.

ALTERNATES:

None.

**J. ALLOWANCES**

The Bidder includes the following Allowances and rates in the total Lump Sum Amount of the Base Bid for this Bid Package. Further to Article 10 in the General Conditions and unless noted otherwise below, the following allowance amounts include the Trade Contractor's cost of materials less applicable discounts, delivery to the site, applicable taxes, unloading, handling, installation, allowable overhead and profit. All other costs associated with completing the work described in the allowance is included in the base bid but outside of the allowance amount.

ALLOWANCES:

- 1. 100 man-hours of premium time portion of the labor rate to accelerate work in addition to the base scope requirements at the direction of the Construction Manager. Note that the Trade Contractor remains responsible to maintain the schedule and that this allowance will not be used for that purpose.

Carpenter Journeyman .....\$ \_\_\_\_\_/Hr X 90 = \$ \_\_\_\_\_  
Carpenter Foreman .....\$ \_\_\_\_\_/Hr X 10 = \$ \_\_\_\_\_  
Total .....\$ \_\_\_\_\_

- 2. 500 man-hours to remove and replace ceilings in addition to the base scope requirements at the direction of the Construction Manager.

Carpenter Journeyman .....\$ \_\_\_\_\_/Hr X 450 = \$ \_\_\_\_\_  
Carpenter Foreman .....\$ \_\_\_\_\_/Hr X 50 = \$ \_\_\_\_\_  
Total .....\$ \_\_\_\_\_

3. 1,000 SF of ACT-1 ceiling tile and grid, installed to replace damaged ceilings in existing areas during remove and replace operations for others. This is in addition to the base scope requirements at the direction of the Construction Manager.  
 ACT-1 ceiling tile and grid, installed .....\$ \_\_\_\_\_/SF X 1,000 = \$ \_\_\_\_\_

**K. COST AND QUANTITY BREAKDOWN**

In order to properly evaluate the Proposal, provide the following information. The Scope of Work to be awarded will not be influenced by the cost and quantity information requested here.

1. **COST BREAKDOWN**

Total Material .....\$ \_\_\_\_\_  
 Total Labor Cost .....\$ \_\_\_\_\_  
 Total Subcontractor/Equipment Cost.....\$ \_\_\_\_\_  
 Total Applicable Sales and Use Taxes.....\$ \_\_\_\_\_  
 Allowances.....\$ \_\_\_\_\_  
 Total Bond Cost .....\$ \_\_\_\_\_  
 Total Bid .....\$ \_\_\_\_\_  
 Total Estimated On-Site Manhours ..... \_\_\_\_\_

2. **QUANTITY BREAKDOWN** (Note: The items listed below are not intended to be an all inclusive listing, but merely to highlight some items of work.)

**THE INFORMATION LISTED BELOW IN THE QUANTITY BREAKDOWN SECTION IS REQUIRED AT THE TIME OF BID SUBMISSION.**

Item	Quantity	Total Cost
Mobilization	_____ EA	\$ _____
Safety	L.S.	\$ _____
ACT-1 (Grid & Tile)	_____ SF	\$ _____
ACT-2 (Grid & Tile)	_____ SF	\$ _____
ACT-3 (Grid & Tile)	_____ SF	\$ _____
Linear Metal Ceilings	_____ SF	\$ _____
WP-1	_____ SF	\$ _____
Cubicles	L.S.	\$ _____
Axiom Perimeter Trim	_____ SF	\$ _____
Allowances	L.S.	\$ _____
Other	L.S.	\$ _____
Total Bid	L.S.	\$ _____

## **L. SCOPE OF WORK**

### **1. Description of Work Included**

Except for those items (if any) specifically noted in the section below entitled "Description of Work Excluded", the Work of this Bid Package shall INCLUDE all of the following:

- a. All items of work required by, and/or specified in, those Sections of the Specifications which are listed herein, under Section M SPECIFICATIONS.
- b. All items of work related to the "Scope of Work", which are shown on the Drawings listed herein under Section N Contract Drawings.
- c. The following "Significant Items of Work" are related to those required by the above referenced documents and are to be provided under, and hereby form a part of, the Scope of Work of this Bid Package (Contract). Should any conflict exist between this written scope of work and the scope of work inferred by the above referenced documents, this scope of work shall govern. All items are furnished and installed by this Trade Contractor unless noted otherwise.

### **GENERAL**

1. Include all costs for Trade Contractor personnel and all sub-trade contractor personnel for safety orientation and other safety related meetings, etc. for all labor forces working on this jobsite. This orientation is mandatory for all personnel working on-site and is expected to last approximately 1/2 hour. Safety orientations will be scheduled by the Construction Manager. ALL PERSONNEL (including truck drivers) MUST ATTEND THE SAFETY ORIENTATION PRIOR TO PERFORMING ANY WORK ON SITE. Also, each week, in addition to safety training, safety meetings, and tool box talks that the Trade Contractor provides to their employees, include attendance by all on-site personnel to attend a weekly safety talk that will be conducted by the Construction Manager. This talk will take place on a regular basis one day a week immediately following the lunch break and will last no longer than 10 minutes.
2. Retainage of 7.5% is intended to be withheld until Substantial Completion however "partial payments may be made if agreed to by the DCS and Gilbane."
3. This Trade Contractor will not be allowed to begin work on the project until the following items have been submitted: Certificate of Insurance, written Safety Program with Job Hazard Analysis, material status report and a list of all materials required under this Contract with indication of which materials require submittal for approval as outlined in the specifications and a schedule of anticipated date(s) of submittal for each.
4. The items listed herein are not intended to be an all-inclusive listing of the specified Contract Scope of Work, but merely highlight the major items of work. Review the scope of work closely and include all cost to provide all work as required by this bid package. Provide all work required by your scope of work which may be contained in other specifications, or on drawings whether or not specifically listed within this Proposal Form. Should a scope of work item be duplicated in another bid package, do not delete the item from your bid. Notify the Construction Manager immediately. Failure to include costs for a duplicated item will not alleviate the Trade Contractor's responsibility to provide full credit for the item should it be deleted from the bid package after a contract is awarded.

5. Gilbane shall have the right to assemble the craftsmen for orientation, quality, daily stretching, and safety related matters at no additional cost
6. Parking will be available on site in areas to be designated by the Construction Manager. Please refer to the Site Utilization Plan detailing parking in Lot A. A portion of the lot will be provided for parking, general lay-down, and storage containers.
7. Construction is to be sequenced and phased per the Gilbane project schedule included in the Project manual and the Phasing Drawings. Review these documents carefully. The school will remain active during construction, and cannot be disrupted. Work within the existing building is to occur as the schedule depicts. Every effort will be made to work around the school schedule, vacations and days off will be utilized.
8. Provide all labor necessary to unload, distribute, and re-handle his material as required until such time that material is in place.
9. All costs required for transporting, erecting, dismantling, and removal of temporary facilities and equipment required by this Trade Contractor are to be included in the base bid amount.
10. Trade contractors shall participate with the inspection walkthroughs as requested by the Construction Manager. Provide suitable access for inspectors to perform all tests or inspections. Trade Contractor supplied temporary ladders and lifts to perform their work are to be available for the use of all parties.
11. The site is very restricted and the building will be occupied during the work. Deliveries and storage must be coordinated with the Construction Manager in advance. On site storage will not be available without prior approval by the Construction Manager.
12. All equipment used on the Jobsite shall be in good working order and maintained and operated as designed and have state of the art noise, vibration and exhaust control
13. Layout from a bench mark provided by others is the responsibility of the Trade Contractor requiring the layout.
14. Immediately notify the Construction Manager of any delays to the schedule of this bid package scope which is being caused by the work of any other Trade Contractor on site. This requirement supersedes other notice provisions in the Contract Documents for this type of delay.
15. This Trade Contractor shall keep all access roadways free and clean from equipment, material, soil or objects which may inhibit the flow of traffic.
16. Daily cleanup is to be provided on a daily basis to a central location and the adequate cost for same is to be carried in the proposal response. Daily clean up is defined as properly removing all debris, neatly organizing remaining material, and broom sweeping work areas, etc. after completion of the day's work at a minimum of EVERY SINGLE DAY.
17. The schedule of values will contain line items for clean up, submittals, safety and as-builts and close out in addition to line items apportioning "the Work". Payments made against these items will be directly related to Trade contractor's Performance. A schedule of values must be submitted and approved prior to the first application for payment being submitted.

18. Electrical power for 110 v. power tools and its consumption cost is by others. Include all cost for electrical connection or hook up required is by this bid package.
19. Sets of documents are available at the Trade Contractor's expense. Contact Service Point at 203.624.0079.
20. Whenever the contract documents require a certified engineer's stamp, review or report, it shall be understood to mean an engineer licensed in the applicable discipline, fully insured and registered in the State of Connecticut.
21. Demobilize/remobilize as the construction schedule and/or weather conditions require at no extra cost.
22. Each Trade Contractor will perform a First Delivery Inspection of materials with the Construction Manager to confirm that materials meet the Project Specifications and approved submittals. These reports shall be turned in with the daily report no more than 24 hours after material arrival. Submission of the First Delivery Inspection Report is a condition of monthly payment. All delays that result from failure to confirm materials delivered with the Construction Manager are at the Trade Contractor's cost, including those of other Trade Contractors on this Project. The Construction Manager will provide a form for this use, which is to be jointly filled out by the Construction Manager and the Trade Contractor. It is the Trade Contractor's responsibility to perform subsequent delivery inspections to ensure compliance with Specifications. Include Benchmarking of initial installations in accordance with the Quality Plan in the Project Manual.
23. There will be no deviations from the submittal format established by the Project Specifications. It is the Trade Contractor's responsibility to complete Submittals in a timely fashion, and to monitor the status of the A/E review. The Trade Contractors shall provide a Submittal Schedule no later than ten (10) days following the receipt of the Notice of Award. All submittals must be received by Construction Manager within 60 days of award, or earlier as required to meet delivery schedules. Include in the schedule a listing for any equipment or materials where shop drawings will take more than 4 weeks to prepare, and for equipment or materials that will take more than 6 weeks to arrive following shop drawing approval.
24. Any payment for overtime work, if authorized as an extra, is for labor, and not for equipment provided on job during regular shift.
25. The successful Bidder shall be responsible for all winter conditions and temporary protection associated with the work of this bid package. If applicable, Include snow removal as necessary to perform your work, except access to the site and slabs, which is by others
26. Each Trade Contractor, where applicable, will receive, unload, and distribute, secure and install all materials furnished by others for installation under this scope. All fittings and hardware required for final connection and installation shall be by the installer.
27. The Construction Manager will arrange to provide temporary electrical power panels for hand tools (by –Electrical Trade Contractor) and water (by HVAC & Plumbing Trade Contractor) at the site for the Trade Contractor's use.

28. Trade Contractor must not use building or site sewage or drainage systems for equipment cleaning purposes.
29. There will be no watchman or security guard on site. All trade Contractors are responsible for security of materials, equipment, and work in place until acceptance as it relates to your work. This includes safety barriers and precautions during off-hours.
30. It is the trade contractor's responsibility to request a preconstruction meeting 30 days prior to commencement of work or 30 days prior to the start of shop drawings where coordination with other trades are required.
31. Specification Section 01 45 00 Paragraph 1.4, B indicates that the re-testing or re-inspection of deficient items are the cost responsibility of the CMR. This will be the cost responsibility of the Trade Contractor. The Trade Contractor shall ensure to submit requests for ALL inspections to the Construction Manager and shall ensure that the assembly to be inspected has been reviewed in advanced of the inspector. Any costs associated with re-inspection will be the trade contractor's responsibility
32. The trade contractor shall request approval from the Construction Manager to work overtime 72 (Construction Manager has 48 hour notice request to the owner) hours in advanced
33. Deduct changes utilizing the Unit Prices per Specification Section 01 20 00 Part 1.5 D – Unit Prices will be issued at a 10% reduction of the Contract Unit Price
34. Specification Section 01 25 00 – Paragraph 1.4 A specifically indicates that the owner will consider requests for equal or substitutions if made prior to the Construction Manager's Subcontractor Competitive Bid. The trade contractor must submit (in the format indicated) requests for substitution or equals a minimum of two (2) week prior to the bid date as a means of allowing for adequate time for review and consideration by the owner and A/E.
35. RFIs process under the Contract Modification Procedures – Specification Section 01 26 00 – The trade contractor shall be timely in reviewing documents. The Construction Manager has a 5 day notice period to inform the owner of potential changes following the Architect's response per Specification Section 01 26 00 – Paragraph 1.3, Part 6. The trade contract will have two (2) calendar days to provide such notice to the Construction Manager or the trade contractor waives the right to seek additional time or cost.
36. RFPs issued by the architect and submitted to the trade contractor by the Construction Manager shall be responded to within 7 calendar days.
37. Specification Section 01 29 76 – Paragraph 1.3 – Part 4 specifically notes SOV requirements of the Construction Manager to the owner. Item Nos. b, d, e, f, and h are specifically tied to the deliverables required by the trade contractors. These items shall be specifically itemized in the trade contractor's SOV to the Construction Manager. The trade contractors inability to submit or perform the referenced work will result in forfeiting the monthly value and a deduct change order will be processed.
38. A minimum of one safety meeting per month is required per Specification Section 01 31 19, 1.6.

39. Fire Stop Systems – A single source fire stop manufacturer will be selected by the Construction Manager from the list of providers noted in the Contract Documents. The trade contractor will be required to provide fire stop systems as it applies to the individual scope. The trade contractors shall also include fire stop / safe labeling and tagging each penetration or application with data including but not limited to Installer, Contractor, Location, System used, and date. Also, the trade contractor shall provide data log entries for use in generating an as-built plan including location.
40. Refer to perimeter fencing and gates as indicated on the Site Utilization Plan. The site contractor will provide all fencing and it is each trade contractor's responsibility to keep the gates closed when entering or exiting the site. The gates shall be closed at all times. This will be included as part of the initial orientation process but must be reinforced by the trade contractor's project manager and field supervisor.
41. The State will utilize PM Web for electronic documentation submission for all daily reports, safety reports, submittals, as-builts, RFIs, change related correspondence and general correspondence. The license costs is \$500 per trade contractor plus 20% each year (or any portion of a year) for maintenance. For example, if the license is purchased in February, 2012 and is needed through September of 2014, the cost would be \$800, \$500 for the license fee plus 20% (\$100) per year for maintenance for 3 years (\$300 total), even if the duration is only 31 months of usage.
42. Trade contractors will be required to enter daily reports in PM Web on a community computer provided and located by the Construction Manager. It is recommended that your field foreman is equipped with their own computer for efficiency in the event the community computer is not available due to use by other trade contractors during the work day.
43. All reference in the contract documents to the Construction Manager/CMR/General Contractor/Contractor as performing any field work or providing services in connection with any aspect of the Work shall be understood to mean the Trade Contractor. The Construction Manager will not layout, log, record, or otherwise provide actual work or service related to the Trade Contractor's scope of work, inclusive of Division 0 and Division 1 specifications.
44. Note specification section 01 78 30, 1.3, F; minimum warranty period is eighteen (18) months unless specified otherwise for a longer duration. The warranty period does not commence until final acceptance by the Owner. Do not assume a shorter warranty period regardless of a shorter period stipulated elsewhere in the documents and include all costs accordingly.
45. Gilbane has automated its monthly payment application process and solely utilizes an online web-based application provided by Textura LLC. Trade contractors will be required to participate and must implement Textura on the project. Textura will automatically generate the AIA G702/703 and Lien Release Documents. Any additional documentation required as part of the Gilbane application process must be uploaded in the form of a PDF prior to your submission. There is a nominal fee to use this service. These costs are summarized in the Textura brochure included as an attachment to this bid package. Include the costs of using this service in your bid. If you have any questions regarding Textura's Terms and Conditions, costs of service, or training implementation please contact Textura at 866-TEXTURA (839-8872).



46. Conduct an in-house kick-off meeting which must include the personnel that estimated the project and attended the scope review meeting with Gilbane and the personnel that will administer the project (project manager, lead field foreman, accounting, purchasing, etc.). The kick-off meeting must transfer the knowledge of the estimating team to the project administration team. Produce and submit for record the minutes of the meeting, complete with attendance sign-in sheet to the Construction Manager. In the event the Construction Manager is required to devote excessive amounts of time to educating trade contractor administrative personnel on the requirements of the project, the Trade Contractor may be billed for that time at the rates in the Construction Manager's contract with the Owner.

**SPECIFIC ITEMS:**

1. Provide all labor, material, equipment and services required to complete all acoustical ceilings, linear metal ceilings, wood panel ceilings and cubicle work.
2. Provide all work indicated on the drawing and as specified in the following Specification Sections. The work specified in the following specification sections is the sole responsibility of this Trade Contractor unless modified below:
  - 079200 Joint Sealants
  - 095113 Acoustic Panel and Wire Ceilings
  - 095423 Linear Metal Ceilings
  - 095429 Wood Panel Ceiling Canopies
  - 102123 CubiclesIn addition, the Trade Contractor shall provide work specified elsewhere in the Specifications and specifically listed within this scope of work.
3. Cut and fit the acoustical ceiling systems around all edge conditions and penetrations including but not limited to diffusers, lights, sprinkler heads, projection screens, etc. Provide framing and supports for same as necessary.
4. Include cutting the ceilings tiles for all trades to allow for the installation of their items that penetrate a field of tile including sprinkler heads, speakers, electrical devices, etc. All cuts must be completely hidden once the escutcheons/heads are installed by the sprinkler or other contractor.
5. Coordinate installation of your work with the Mechanical and Electrical Trade Contractors. Sign-off on coordination drawings. The BP23A HVAC Trade Contractor shall provide all support and bracing for radiant panels. Coordinate as necessary and include all trims and transitions as required. Include the aluminum closure and fiberglass batt insulation as shown in detail 2/A4.22 and other similar details.
6. As a result of the coordination process, reflected ceiling plans may vary from original contract documents (i.e. light fixtures, diffusers, etc.). This Trade Contractor is responsible to incorporate these modifications at no additional cost.
7. Assist in the coordination and the layout of related work and work located within all ceilings installed by this bid package including, but not necessarily limited to, light fixtures, diffusers, exhaust registers, sprinklers, grills, alarm system components, and radiant ceiling panels, all of which to be furnished and installed by others.

8. Coordinate your work as it relates to the installation of projection screens, projectors, and any other protuberances. Projectors and projection screens will be provided and installed by others.
9. Provide ceilings as shown on the reflected ceiling drawings, finish schedules, specifications and detail drawings.
10. Hanger tabs are not provided at the metal deck. Include installation of ceiling hanger prior to spray fireproofing of decks. Hangers are to be installed and bent up for safety.
11. Provide all retention clips as indicated on the drawings and/or as required by the specifications..
12. Suspension systems must comply with all applicable State of Connecticut Seismic Codes.
13. Installation of ceiling tile will be performed in phases as follows:
  - a. Cuts for other trades
  - b. Perimeter cuts
  - c. Field installation
  - d. One pass back through the building, as requested by the Construction Manager, to re-install and adjust tile removed by others. Include 10 full days for a two man crew to perform this work. As part of this work this Trade Contractor shall identify and submit to the Construction Manager a break down by Trade Contractor for the missing and damaged tile.
14. Provide all lifts, staging, hoisting, rigging, etc., required to effectuate the Work.
15. Provide trapeze suspension assemblies where required to accommodate ductwork and other obstructions above the ceiling.
16. Provide expansion joints in ceiling at seismic joint locations noted on the contract documents and/or as required by the specifications.
17. Include all caulking and sealant associated with this work and between this work and adjacent work. Caulking and sealant work shall be as specified in section 079200 Joint Sealants.
18. Provide all sound attenuation blankets required above acoustical ceilings.
19. Provide linear metal ceilings as shown on drawings, schedules and specifications.
20. Provide all cubicles per specification section 102123.
21. Provide all wood panel ceiling canopies as shown on contract documents.
22. Include rework of the existing ceiling grid and tiles in rooms A121, A128 & A145 as a result of the new soffit being installed.
23. Include the temporary ACT in the temp admin/guidance suite per 2/PH3A.
24. Provide temporary ACT ceilings in the temporary egress corridors shown on the phasing plan even if not specifically called out. Utilize ACT-1 for temporary ceilings.

2. Description of Work Excluded

Gypsum board ceilings and soffits

**M. SPECIFICATIONS**

The following Specifications Sections, together with the Drawings and other related items of work as described herein, further define the Scope of Work of the Bid Package (Contract):

1. Specific work of this trade as defined in the following Specification Sections:
  - Gilbane Project Manual
  - All Division 01 – General Requirements
  - 095113 Acoustic Panel and Wire Ceilings
  - 095423 Linear Metal Ceilings
  - 095429 Wood Panel Ceiling Canopies
  - 102123 Cubicles

2. Work related to this trade as defined in the following Specification Sections:

All other specification sections as listed in the Project Manual for the Additions and Renovation HC Wilcox Regional Vocational Technical School project, Table of Contents, dated Rev. 102010 as prepared by Tai Soo Kim Partners, LLC. Note this table of contents may be modified by Bid Supplements and Addenda.

**N. CONTRACT DRAWINGS**

1. The following drawings are included in the Scope of Work of this Bid Package.

All drawings as listed in Section 00 01 15 – List of Drawing Sheets with schedule titled Additions & Alterations HC Wilcox Technical High School, Meriden, CT, State Project No. BI-RT-843 Contract Drawing List, dated September 26, 2011. Note this list may be modified by Bid Supplements and Addenda.

**O.** The undersigned represents that this Proposal is made in good faith, without fraud, collusion, or connection of any kind with any other bidder of the same work, that he is competing in his own interest and in his own behalf, without connection of obligation to any undisclosed person, that no other person has any interest in regard to all conditions pertaining to the Work and in regard to the place where it is to be done, has made his own examination and estimates and from them makes this Proposal.

The undersigned represents that he has reviewed the Trade Contract Agreement issued as part of the bidding documents, agrees that if selected for award he will execute the Trade Contract Agreement without exceptions, exclusions, qualifications, clarifications and/or alterations, and is authorized to make such representation on behalf of the Bidder.

The undersigned represents that he has reviewed the insurance requirements in Article 6 of the Trade Contract Agreement, has included all costs to fully comply with same, and is authorized to make this representation on behalf of the Bidder.

Bidder: \_\_\_\_\_  
(Legal Signature) (Type/Print Name)  
\_\_\_\_\_  
(Title)

Firm: \_\_\_\_\_ Address: \_\_\_\_\_  
Business Phone No.: (\_\_\_\_) \_\_\_\_\_  
Business Fax No.: (\_\_\_\_) \_\_\_\_\_

This bidder is a (an): \_\_\_\_\_ Individual, Partnership, Corporation  
**Current Experience Modification Rating** \_\_\_\_\_ **Federal ID#** \_\_\_\_\_  
**OSHA Incident Rates: Recordable** \_\_\_\_\_

List here by title and number all licenses held by the bidder associated with the performance of this work.

License Title	License Number
_____	_____
_____	_____
_____	_____

Indicate the name of the health plan(s) to which benefits will be paid for all employees working on this project. \_\_\_\_\_

The full names, addresses and telephone numbers of all persons interested in this Proposal, as principals are as follows:  
\_\_\_\_\_  
\_\_\_\_\_

**NOTE:** This Proposal must bear the written signature of the Bidder.

- a. If the Bidder is an Individual doing business under a name other than his own name, the Proposal must so state, giving the address of the Individual.
- b. If the Bidder is a Partnership, the Proposal must so state, setting forth the names and addresses of all Partners, and must be signed by a Partner so designated as such.
- c. If the Bidder is a Corporation, the Proposal must be signed by a duly authorized officer or agent of such Corporation.

**BREAKDOWN OF HOURLY RATES**

**WORKERS TITLE:** \_\_\_\_\_

	<b>STRAIGHT TIME</b>	<b>ADD for 1 ½ TIME PREMIUM</b>	<b>ADD for DOUBLE TIME PREMIUM</b>
<b>BASE WAGE RATE</b>			
<b>F.I.C.A.</b>			
<b>F.U.T.A.</b>			
<b>S.U.T.A.</b>			
<b>GEN. LIABILITY INS.</b>			
<b>WORKER'S COMP. INS.</b>			
<b>WELFARE FUND</b>			
<b>PENSION FUND</b>			
<b>APPRENTICE FUND</b>			
<b>VACATION FUND</b>			
<b>ED. &amp; CULT. FUND</b>			
<b>DEFERRED INCOME FUND</b>			
<b>PAID HOLIDAYS</b>			
<b>INCIDENTALS</b>			
<b>OTHER:</b> _____			
<b>SUBTOTAL</b>			
<b>OVERHEAD &amp; PROFIT (15%)</b>			
<b>TOTAL</b>			

**SUBMITTED BY:** \_\_\_\_\_

**Not to be included in the wages above:**

<b>BOND PREMIUM</b> .....			
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**PROPOSAL FORM  
FOR  
ADDITIONS AND RENOVATIONS  
HC WILCOX REGIONAL VOCATIONAL TECHNICAL SCHOOL  
STATE PROJECT NO. BI-RT-843-CMR**



**GILBANE JOB NO. 11.5311.000  
BID PACKAGE No. 09E PAINTING & WALLCOVERING – SBE Set-Aside**

**NOTE THAT THIS BID PACKAGE HAS BEEN SET ASIDE FOR SMALL BUSINESS ENTERPRISE (SBE)  
BIDS ONLY. BIDS BY NON-SBE CONTRACTORS WILL BE REJECTED.**

**PRE-BID CONFERENCE:**   **October 11, 2011**  
**TIME:**                   **3:00 PM**

**PROPOSAL DUE DATE:**   **October 25, 2011**  
**TIME:**                   **2:00 PM**

**LOCATION:** HC Wilcox Technical School  
              **298 Oregon Road**  
              **Meriden, CT 06451**

**LOCATION:** Gilbane Building Company  
              **208 New London Turnpike**  
              **Glastonbury, CT 06033**

**DEADLINE FOR SUBMISSION OF QUESTIONS: October 18, 2011**

**To:** Gilbane Building Company  
      208 New London Turnpike  
      Glastonbury, CT 06033  
      Attention: Patrick J. Delany, District Chief Purchasing Agent

**FIRM NAME:**

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ the undersigned

**A.** Proposes to furnish all labor, materials, equipment and services as required to satisfactorily complete all **Painting & Wallcovering** work herein described as Bid Package **No. 09E** as required for the additions and alternations at HC Wilcox Regional Vocational Technical School Project, all in accordance with the Drawings and Specifications as prepared by Tai Soo Kim Partners, LLC, the Gilbane Project Manual, and this Proposal Form.

**B.** All work required by the foregoing documents will be accomplished for the Lump Sum Bid Price of \_\_\_\_\_

\_\_\_\_\_ Dollars (\$) ).  
(Show amount in both words and figures. In case of discrepancy, amount shown in words will govern.)

The Lump Sum Bid Price above INCLUDES all applicable sales and/or use taxes; INCLUDES all insurance premiums required to meet contractual insurance requirements; and INCLUDES all premiums for a Performance Bond and a Labor and Material Payment Bond in the sum of one hundred percent of the Contract price.

C. Bidder agrees that if written notice of the acceptance of this bid is mailed or delivered to the undersigned within one hundred eighty (180) days after the Proposal Due Date, or any time thereafter before it is withdrawn, the undersigned shall meet a representative of the Gilbane Glastonbury office or a mutually agreed upon location to execute the Contract. Performance and Payment Bonds and the appropriate insurance certificates will be delivered to the Construction Manager at the time of execution of the Contract. Failure to execute said contract within ten (10) days after receipt of Notice to Award may be considered a default under the obligation of the bid bond.

D. The above price includes all stipulations and requirements of the following Supplements:

- Supplement \_\_\_ dated \_\_\_\_\_
- Supplement \_\_\_ dated \_\_\_\_\_
- Supplement \_\_\_ dated \_\_\_\_\_
- Supplement \_\_\_ dated \_\_\_\_\_

which have been received and accepted by the undersigned. Note that it is incumbent of the bidder to include all Supplements issued in the bid. Failure to acknowledge a supplement does not relieve the bidder from the requirements of the supplement.

E. **MILESTONE SCHEDULE DATES**

See Gilbane Project Manual section 00 31 13 – Schedule for activity milestones, durations, and reference. This schedule represents the general milestones that need to be met to achieve the overall project completion dates, and provides guidance to the bidders to understand the time constraints the work must be performed under. The project detailed schedule, in accordance with the terms of the Contract and General Conditions, will be derived from a “Card Trick” scheduling session with mandatory attendance by all prime Trade Contractors.

- 1. Anticipated Date of Contract Award: ..... January 19, 2012
- 2. Commence Shop Drawings and Submittals..... January 19, 2012
- 3. Commence Work for the Proposal:..... October 26, 2012
- 4. Bid Package Substantial Completion:..... August 7, 2014
- 5. Project Substantial Completion..... November 5, 2014

F. **TRADE SUBCONTRACTORS AND MAJOR SUPPLIERS**

The following trade subcontractors are proposed for the item of work listed. Trade subcontractors are subject to review per the General Conditions.

ITEM OF WORK	TRADE SUBCONTRACTORS
_____	_____ EMR:___
_____	_____ EMR:___
_____	_____ EMR:___
_____	_____ EMR:___

**G. UTILIZATION OF MINORITY CONTRACTORS AND SUPPLIERS**

1. The Bidder will endeavor to obtain a minimum goal of twenty-five percent (25%) of the awarded amount to minority business trade subcontractors and/or suppliers certified by the **State of Connecticut**.
2. The successful Trade Contractor shall substantiate this participation within ten (10) days after receipt of Notice of Award. Refer to the General Instruction to Bidders for further information.
3. Indicate here the utilization of certified S/MBEs included in the base bid. Failure to comply with M/WBE participation goals may constitute a non-responsive proposal. **IF NO INDICATION IS GIVEN, IT SHALL BE INTERPRETED THAT ZERO M/WBE PARTICIPATION IS INCLUDED.**

This proposal includes \_\_\_\_\_% certified SBE participation.

This proposal includes \_\_\_\_\_% certified MBE participation.

4. S/MBE participation shall count toward stipulated contractual goals or requirements only as described in the General Instructions to Bidders.

**H. UNIT PRICES**

Unit Prices shall be used, where applicable, to make adjustments to the cost of the Work due to changes. All Unit Prices submitted shall be complete in-place prices (unless noted otherwise) and include all costs for overhead, profit, labor, materials, equipment, and any other incidentals related to the completion of the Work, and shall remain firm for the period of the contract. Unit prices listed are for additive work. Deductive unit prices will be calculated at no less than 85% of the additive unit price (100% if used in conjunction with an allowance).

**UNIT PRICES:**

- |     |   |          |     |
|-----|---|----------|-----|
| 1.  | Interior/Exterior Block Fill (099120, 2.3, A).....                  | \$ _____ | /SF |
| 2.  | Exterior Concrete and Masonry Primer (099120, 2.4, A).....          | \$ _____ | /SF |
| 3.  | Exterior Ferrous Metal Primer (099120, 2.B).....                    | \$ _____ | /SF |
| 4.  | Interior Concrete and Masonry Primer (099120, 2.5, A).....          | \$ _____ | /SF |
| 5.  | Interior Gypsum Wallboard Primer (099120, 2.5, B).....              | \$ _____ | /SF |
| 6.  | Interior Ferrous Metal Primer (099120, 2.5, C).....                 | \$ _____ | /SF |
| 7.  | Interior Non-Ferrous Metal Primer (099120, 2.5, D).....             | \$ _____ | /SF |
| 8.  | Interior Plastic Primer (099120, 2.E).....                          | \$ _____ | /SF |
| 9.  | Exterior Full-Gloss Acrylic Enamel (099120, 2.6, A).....            | \$ _____ | /SF |
| 10. | Exterior Semi-Gloss Acrylic Enamel (099120, 2.6, B).....            | \$ _____ | /SF |
| 11. | Exterior Flat Acrylic Enamel (099120, 2.6, C).....                  | \$ _____ | /SF |
| 12. | Interior Flat Acrylic Paint (099120, 2.7, A).....                   | \$ _____ | /SF |
| 13. | Interior Low-Luster Acrylic Enamel (099120, 2.7, B).....            | \$ _____ | /SF |
| 14. | Interior Semi-Gloss Acrylic Enamel (099120, 2.7, C).....            | \$ _____ | /SF |
| 15. | Interior Semi-Gloss Epoxy Resin (099120, 2.7, D).....               | \$ _____ | /SF |
| 16. | Interior Full-Gloss Acrylic Enamel (099120, 2.7, E).....            | \$ _____ | /SF |
| 17. | Interior Full-Gloss Industrial Acrylic Enamel (099120, 2.7, F)..... | \$ _____ | /SF |
| 18. | Multicolor Coating Base Coat (099419, 2.3, A).....                  | \$ _____ | /SF |



19. Multicolor Coating Pattern Coat (099419, 2.3, A) ..... \$ \_\_\_\_\_ /SF

**Changes in the Work.** All bidders are herein advised that they are to provide, in the space provided below, a written description of how they would price lump sum changes. It is understood that the Unit Prices which you would insert in this Proposal Form response would be one element of the Change pricing, however, it is necessary to determine up front and reach agreement on, your intended method of determining units of labor productivity and material pricing as well. Bidders are to be explicit as to what Manual(s), if any, are intended to be utilized. Once accepted by the Construction Manager, provide copies of all applicable pricing manuals for use by the Construction Manual in evaluating Change Order pricing.

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Provide labor rates which may be used, subject to review and approval, in pricing any extra work that may be required. Rates are to be complete billing rates and are to include actual wages, taxes, fringes, insurance, small tools and incidentals and **15%** overhead and profit (combined). Base price on current rates in effect at time of bid. As prevailing wages and fringes rate change, these increases will be added to the labor rates at actual cost. Increases in wage rates are subject to audit. Complete the attached Wage Rate Breakdown Form for each classification of worker anticipated to work on the Project.

**I. ALTERNATE PRICES**

An Alternate Price shall include all costs associated with the changes, omissions, additions or other adjustments to the Work of this Bid Package (Contract) which are described in the Alternate, or are reasonably inferable therefrom. Claims for extras resulting from changes caused by the acceptance or rejection of any Alternate will not be allowed. Alternate Prices shall also include all costs of overhead, profit and bonds associated with the work of the Alternate, whether additive or deductive.

The Drawings, Specifications and other Contract Documents shall be considered appropriately modified by either the acceptance or rejection of the various Alternates. The Owner and the Construction Manager expressly reserve the right to accept or reject any, or all, Alternate Prices, and in any sequence prior to or after award. Acceptance or rejection of any Alternate does not relieve the Bidder of timely completion of the Work within the time periods indicated.

ALTERNATES:

None.

**J. ALLOWANCES**

The Bidder includes the following Allowances and rates in the total Lump Sum Amount of the Base Bid for this Bid Package. Further to Article 10 in the General Conditions and unless noted otherwise below, the following allowance amounts include the Trade Contractor's cost of materials less applicable discounts, delivery to the site,

applicable taxes, unloading, handling, installation, allowable overhead and profit. All other costs associated with completing the work described in the allowance is included in the base bid but outside of the allowance amount.

**ALLOWANCES:**

- 100 man-hours of premium time portion of the labor rate to accelerate work in addition to the base scope requirements at the direction of the Construction Manager. Note that the Trade Contractor remains responsible to maintain the schedule and that this allowance will not be used for that purpose.

Painter Journeyman..... \$ \_\_\_\_\_/Hr X 90 = \$ \_\_\_\_\_  
 Painter Foreman ..... \$ \_\_\_\_\_/Hr X 10 = \$ \_\_\_\_\_  
 Total ..... \$ \_\_\_\_\_

- 200 man-hours and 50 gallons of Interior Low-Luster Acrylic Enamel (099120, 2.7, B) for touch-up painting of damages caused by others. This allowance will not be utilized to correct defective work by this Trade Contractor.

Painter Journeyman..... \$ \_\_\_\_\_/Hr X 200 = \$ \_\_\_\_\_  
 Interior Low-Luster Acrylic Enamel ..... \$ \_\_\_\_\_/Gal X 50 = \$ \_\_\_\_\_  
 Total ..... \$ \_\_\_\_\_

**K. COST AND QUANTITY BREAKDOWN**

In order to properly evaluate the Proposal, provide the following information. The Scope of Work to be awarded will not be influenced by the cost and quantity information requested here.

- COST BREAKDOWN**

Total Material ..... \$ \_\_\_\_\_  
 Total Labor Cost ..... \$ \_\_\_\_\_  
 Total Subcontractor/Equipment Cost..... \$ \_\_\_\_\_  
 Total Applicable Sales and Use Taxes..... \$ \_\_\_\_\_  
 Allowances..... \$ \_\_\_\_\_  
 Total Bond Cost ..... \$ \_\_\_\_\_  
 Total Bid ..... \$ \_\_\_\_\_  
 Total Estimated On-Site Manhours..... \_\_\_\_\_

- QUANTITY BREAKDOWN** (Note: The items listed below are not intended to be an all inclusive listing, but merely to highlight some items of work.)

**THE INFORMATION LISTED BELOW IN THE QUANTITY BREAKDOWN SECTION IS REQUIRED AT THE TIME OF BID SUBMISSION.**

Item	Quantity	Total Cost
Mobilization	_____ EA	\$ _____
Safety	L.S	\$ _____
Exterior Flat Surfaces Paint	_____ SF	\$ _____

Item	Quantity	Total Cost
Exterior Metals Paint	_____ SF	\$ _____
Interior Walls & Ceilings	_____ SF	\$ _____
Multicolor Interior Finishing	_____ SF	\$ _____
Floor Sealer	_____ SF	\$ _____
Allowances	L.S.	\$ _____
Other	L.S.	\$ _____
Total Bid	L.S.	\$ _____

**L. SCOPE OF WORK**

1. Description of Work Included

Except for those items (if any) specifically noted in the section below entitled "Description of Work Excluded", the Work of this Bid Package shall INCLUDE all of the following:

- a. All items of work required by, and/or specified in, those Sections of the Specifications which are listed herein, under Section M SPECIFICATIONS.
- b. All items of work related to the "Scope of Work", which are shown on the Drawings listed herein under Section N Contract Drawings.
- c. The following "Significant Items of Work" are related to those required by the above referenced documents and are to be provided under, and hereby form a part of, the Scope of Work of this Bid Package (Contract). Should any conflict exist between this written scope of work and the scope of work inferred by the above referenced documents, this scope of work shall govern. All items are furnished and installed by this Trade Contractor unless noted otherwise.

**GENERAL**

- 1. Include all costs for Trade Contractor personnel and all sub-trade contractor personnel for safety orientation and other safety related meetings, etc. for all labor forces working on this jobsite. This orientation is mandatory for all personnel working on-site and is expected to last approximately 1/2 hour. Safety orientations will be scheduled by the Construction Manager. ALL PERSONNEL (including truck drivers) MUST ATTEND THE SAFETY ORIENTATION PRIOR TO PERFORMING ANY WORK ON SITE. Also, each week, in addition to safety training, safety meetings, and tool box talks that the Trade Contractor provides to their employees, include attendance by all on-site personnel to attend a weekly safety talk that will be conducted by the Construction Manager. This talk will take place on a regular basis one day a week immediately following the lunch break and will last no longer than 10 minutes.
- 2. Retainage of 7.5% is intended to be withheld until Substantial Completion however "partial payments may be made if agreed to by the DCS and Gilbane."
- 3. This Trade Contractor will not be allowed to begin work on the project until the following items have been submitted: Certificate of Insurance, written Safety Program with Job Hazard Analysis, material status report and a list of all materials required under this Contract with indication of which materials require submittal for approval as outlined in the specifications and a schedule of anticipated date(s) of submittal for each.

4. The items listed herein are not intended to be an all-inclusive listing of the specified Contract Scope of Work, but merely highlight the major items of work. Review the scope of work closely and include all cost to provide all work as required by this bid package. Provide all work required by your scope of work which may be contained in other specifications, or on drawings whether or not specifically listed within this Proposal Form. Should a scope of work item be duplicated in another bid package, do not delete the item from your bid. Notify the Construction Manager immediately. Failure to include costs for a duplicated item will not alleviate the Trade Contractor's responsibility to provide full credit for the item should it be deleted from the bid package after a contract is awarded.
5. Gilbane shall have the right to assemble the craftsmen for orientation, quality, daily stretching, and safety related matters at no additional cost
6. Parking will be available on site in areas to be designated by the Construction Manager. Please refer to the Site Utilization Plan detailing parking in Lot A. A portion of the lot will be provided for parking, general lay-down, and storage containers.
7. Construction is to be sequenced and phased per the Gilbane project schedule included in the Project manual and the Phasing Drawings. Review these documents carefully. The school will remain active during construction, and cannot be disrupted. Work within the existing building is to occur as the schedule depicts. Every effort will be made to work around the school schedule, vacations and days off will be utilized.
8. Provide all labor necessary to unload, distribute, and re-handle his material as required until such time that material is in place.
9. All costs required for transporting, erecting, dismantling, and removal of temporary facilities and equipment required by this Trade Contractor are to be included in the base bid amount.
10. Trade contractors shall participate with the inspection walkthroughs as requested by the Construction Manager. Provide suitable access for inspectors to perform all tests or inspections. Trade Contractor supplied temporary ladders and lifts to perform their work are to be available for the use of all parties.
11. The site is very restricted and the building will be occupied during the work. Deliveries and storage must be coordinated with the Construction Manager in advance. On site storage will not be available without prior approval by the Construction Manager.
12. All equipment used on the Jobsite shall be in good working order and maintained and operated as designed and have state of the art noise, vibration and exhaust control
13. Layout from a bench mark provided by others is the responsibility of the Trade Contractor requiring the layout.
14. Immediately notify the Construction Manager of any delays to the schedule of this bid package scope which is being caused by the work of any other Trade Contractor on site. This requirement supersedes other notice provisions in the Contract Documents for this type of delay.
15. This Trade Contractor shall keep all access roadways free and clean from equipment, material, soil or objects which may inhibit the flow of traffic.

16. Daily cleanup is to be provided on a daily basis to a central location and the adequate cost for same is to be carried in the proposal response. Daily clean up is defined as properly removing all debris, neatly organizing remaining material, and broom sweeping work areas, etc. after completion of the day's work at a minimum of EVERY SINGLE DAY.
17. The schedule of values will contain line items for clean up, submittals, safety and as-builts and close out in addition to line items apportioning "the Work". Payments made against these items will be directly related to Trade contractor's Performance. A schedule of values must be submitted and approved prior to the first application for payment being submitted.
18. Electrical power for 110 v. power tools and its consumption cost is by others. Include all cost for electrical connection or hook up required is by this bid package.
19. Sets of documents are available at the Trade Contractor's expense. Contact Service Point at 203.624.0079.
20. Whenever the contract documents require a certified engineer's stamp, review or report, it shall be understood to mean an engineer licensed in the applicable discipline, fully insured and registered in the State of Connecticut.
21. Demobilize/remobilize as the construction schedule and/or weather conditions require at no extra cost.
22. Each Trade Contractor will perform a First Delivery Inspection of materials with the Construction Manager to confirm that materials meet the Project Specifications and approved submittals. These reports shall be turned in with the daily report no more than 24 hours after material arrival. Submission of the First Delivery Inspection Report is a condition of monthly payment. All delays that result from failure to confirm materials delivered with the Construction Manager are at the Trade Contractor's cost, including those of other Trade Contractors on this Project. The Construction Manager will provide a form for this use, which is to be jointly filled out by the Construction Manager and the Trade Contractor. It is the Trade Contractor's responsibility to perform subsequent delivery inspections to ensure compliance with Specifications. Include Benchmarking of initial installations in accordance with the Quality Plan in the Project Manual.
23. There will be no deviations from the submittal format established by the Project Specifications. It is the Trade Contractor's responsibility to complete Submittals in a timely fashion, and to monitor the status of the A/E review. The Trade Contractors shall provide a Submittal Schedule no later than ten (10) days following the receipt of the Notice of Award. All submittals must be received by Construction Manager within 60 days of award, or earlier as required to meet delivery schedules. Include in the schedule a listing for any equipment or materials where shop drawings will take more than 4 weeks to prepare, and for equipment or materials that will take more than 6 weeks to arrive following shop drawing approval.
24. Any payment for overtime work, if authorized as an extra, is for labor, and not for equipment provided on job during regular shift.
25. The successful Bidder shall be responsible for all winter conditions and temporary protection associated with the work of this bid package. If applicable, Include snow

- removal as necessary to perform your work, except access to the site and slabs, which is by others
26. Each Trade Contractor, where applicable, will receive, unload, and distribute, secure and install all materials furnished by others for installation under this scope. All fittings and hardware required for final connection and installation shall be by the installer.
  27. The Construction Manager will arrange to provide temporary electrical power panels for hand tools (by –Electrical Trade Contractor) and water (by HVAC & Plumbing Trade Contractor) at the site for the Trade Contractor's use.
  28. Trade Contractor must not use building or site sewage or drainage systems for equipment cleaning purposes.
  29. There will be no watchman or security guard on site. All trade Contractors are responsible for security of materials, equipment, and work in place until acceptance as it relates to your work. This includes safety barriers and precautions during off-hours.
  30. It is the trade contractor's responsibility to request a preconstruction meeting 30 days prior to commencement of work or 30 days prior to the start of shop drawings where coordination with other trades are required.
  31. Specification Section 01 45 00 Paragraph 1.4, B indicates that the re-testing or re-inspection of deficient items are the cost responsibility of the CMR. This will be the cost responsibility of the Trade Contractor. The Trade Contractor shall ensure to submit requests for ALL inspections to the Construction Manager and shall ensure that the assembly to be inspected has been reviewed in advanced of the inspector. Any costs associated with re-inspection will be the trade contractor's responsibility
  32. The trade contractor shall request approval from the Construction Manager to work overtime 72 (Construction Manager has 48 hour notice request to the owner) hours in advanced
  33. Deduct changes utilizing the Unit Prices per Specification Section 01 20 00 Part 1.5 D – Unit Prices will be issued at a 10% reduction of the Contract Unit Price
  34. Specification Section 01 25 00 – Paragraph 1.4 A specifically indicates that the owner will consider requests for equal or substitutions if made prior to the Construction Manager's Subcontractor Competitive Bid. The trade contractor must submit (in the format indicated) requests for substitution or equals a minimum of two (2) week prior to the bid date as a means of allowing for adequate time for review and consideration by the owner and A/E.
  35. RFIs process under the Contract Modification Procedures – Specification Section 01 26 00 – The trade contractor shall be timely in reviewing documents. The Construction Manager has a 5 day notice period to inform the owner of potential changes following the Architect's response per Specification Section 01 26 00 – Paragraph 1.3, Part 6. The trade contract will have two (2) calendar days to provide such notice to the Construction Manager or the trade contractor waives the right to seek additional time or cost.

36. RFPs issued by the architect and submitted to the trade contractor by the Construction Manager shall be responded to within 7 calendar days.
37. Specification Section 01 29 76 – Paragraph 1.3 – Part 4 specifically notes SOV requirements of the Construction Manager to the owner. Item Nos. b, d, e, f, and h are specifically tied to the deliverables required by the trade contractors. These items shall be specifically itemized in the trade contractor’s SOV to the Construction Manager. The trade contractors inability to submit or perform the referenced work will result in forfeiting the monthly value and a deduct change order will be processed.
38. A minimum of one safety meeting per month is required per Specification Section 01 31 19, 1.6.
39. Fire Stop Systems – A single source fire stop manufacturer will be selected by the Construction Manager from the list of providers noted in the Contract Documents. The trade contractor will be required to provide fire stop systems as it applies to the individual scope. The trade contractors shall also include fire stop / safe labeling and tagging each penetration or application with data including but not limited to Installer, Contractor, Location, System used, and date. Also, the trade contractor shall provide data log entries for use in generating an as-built plan including location.
40. Refer to perimeter fencing and gates as indicated on the Site Utilization Plan. The site contractor will provide all fencing and it is each trade contractor’s responsibility to keep the gates closed when entering or exiting the site. The gates shall be closed at all times. This will be included as part of the initial orientation process but must be reinforced by the trade contractor’s project manager and field supervisor.
41. The State will utilize PM Web for electronic documentation submission for all daily reports, safety reports, submittals, as-builts, RFIs, change related correspondence and general correspondence. The license costs is \$500 per trade contractor plus 20% each year (or any portion of a year) for maintenance. For example, if the license is purchased in February, 2012 and is needed through September of 2014, the cost would be \$800, \$500 for the license fee plus 20% (\$100) per year for maintenance for 3 years (\$300 total), even if the duration is only 31 months of usage.
42. Trade contractors will be required to enter daily reports in PM Web on a community computer provided and located by the Construction Manager. It is recommended that your field foreman is equipped with their own computer for efficiency in the event the community computer is not available due to use by other trade contractors during the work day.
43. All reference in the contract documents to the Construction Manager/CMR/General Contractor/Contractor as performing any field work or providing services in connection with any aspect of the Work shall be understood to mean the Trade Contractor. The Construction Manager will not layout, log, record, or otherwise provide actual work or service related to the Trade Contractor’s scope of work, inclusive of Division 0 and Division 1 specifications.
44. Note specification section 01 78 30, 1.3, F; minimum warranty period is eighteen (18) months unless specified otherwise for a longer duration. The warranty period does not commence until final acceptance by the Owner. Do not assume a shorter warranty period

regardless of a shorter period stipulated elsewhere in the documents and include all costs accordingly.

45. Gilbane has automated its monthly payment application process and solely utilizes an online web-based application provided by Textura LLC. Trade contractors will be required to participate and must implement Textura on the project. Textura will automatically generate the AIA G702/703 and Lien Release Documents. Any additional documentation required as part of the Gilbane application process must be uploaded in the form of a PDF prior to your submission. There is a nominal fee to use this service. These costs are summarized in the Textura brochure included as an attachment to this bid package. Include the costs of using this service in your bid. If you have any questions regarding Textura's Terms and Conditions, costs of service, or training implementation please contact Textura at 866-TEXTURA (839-8872).
46. Conduct an in-house kick-off meeting which must include the personnel that estimated the project and attended the scope review meeting with Gilbane and the personnel that will administer the project (project manager, lead field foreman, accounting, purchasing, etc.). The kick-off meeting must transfer the knowledge of the estimating team to the project administration team. Produce and submit for record the minutes of the meeting, complete with attendance sign-in sheet to the Construction Manager. In the event the Construction Manager is required to devote excessive amounts of time to educating trade contractor administrative personnel on the requirements of the project, the Trade Contractor may be billed for that time at the rates in the Construction Manager's contract with the Owner.

**SPECIFIC ITEMS:**

1. Provide all labor, material, equipment, and services required to complete all painting work, including but not limited to the painting of drywall ceilings, exposed structure, soffits and walls, floors, doors and frames, CMU, and exposed steel in accordance with the drawings and specifications and as indicated herein.
2. Provide all work as specified in the following Specification Sections and as shown on the drawings (all drawings). The work specified in the following specification sections is the sole responsibility of this Trade Contractor unless modified below:  
099120 PAINTING  
099419 MULTICOLOR INTERIOR FINISHING  
In addition, the Trade Contractor shall provide work specified elsewhere in the
4. Paint hollow metal frames, hollow metal doors and side lites.
5. Paint exposed miscellaneous metals including exterior steel rails, guardrails, stair pans roof ladders, pit ladder and ships ladder that do not have factory applied finish.
6. Paint steel structures including canopy steel, columns, beams, tees, tubes brackets and channels.
7. Paint wood base and chair rail that does not call for a shop applied finish.



8. Paint exposed access panels and electrical panels as installed by other trades.
9. Paint reveals, light coves and soffits in drywall partitions and ceilings.
10. Protect all adjacent work and finishes from over-spray. All costs generated by the failure to meet this requirement shall be the responsibility of this Trade Contractor. Remove protection from area after completion and repair all damaged areas as necessary and/or required. Also include protection of workers and property.
11. Notify the Construction Manager upon completion of each coat so the Construction Manager can inspect, confirm and record that the work was completed. Each coat must be verified by the Construction Manager prior to applying subsequent coats. Failure to obtain approval before proceeding will require this Trade Contractor to apply additional coats as directed by the Construction Manager.
12. Provide and maintain all supplemental lighting and fans that may be required to complete this work.
13. Coordinate painting of doors and frames with door/hardware installer.
14. Provide caulking around door frames, wood base and chair rail and any standing or running trim.
15. Store and/or dispose of any hazardous waste(s), as may be generated during the course of the painting activities, in accordance with all applicable federal, state and local regulations and with Project Safety Plan.
16. Spot paint with appropriate sealer for marks that can bleed through final finish. Touch up all pre-primed items as recommended by the painting manufacturer.
17. Do not paint over any fire rating labels or equipment. If tape is used to protect labels during painting, tape shall be removed immediately after painting. Remove all factory-installed protection or tape over equipment and door/ frame labels to expose after finish painting. Protect and remove protection of sprinkler heads, heat detectors, lights, etc during painting process.
18. Prior to starting work, inspect surfaces to receive painting and report any deficiencies in writing to the Construction Manager. No additional costs will be paid to this Trade Contractor resulting from failure to make such notification and the starting of painting work will be construed as acceptance of surfaces and conditions.
19. Any conflict between finish schedule, drawings and Specifications, the higher quality and quantity of the two will prevail.
20. Coordinate with all trades whose work precedes and/or follows the Work of this bid package to ensure appropriate sequencing of the Work. All costs associated corrective work required due to the lack of coordination by this Trade Contractor shall be borne by this Trade Contractor.

2. Description of Work Excluded

1. Painting of shop/factory finished materials

**M. SPECIFICATIONS**

The following Specifications Sections, together with the Drawings and other related items of work as described herein, further define the Scope of Work of the Bid Package (Contract):

1. Specific work of this trade as defined in the following Specification Sections:

Gilbane Project Manual

All Division 01 – General Requirements

099120 PAINTING

099419 MULTICOLOR INTERIOR FINISHING

2. Work related to this trade as defined in the following Specification Sections:

All other specification sections as listed in the Project Manual for the Additions and Renovation HC Wilcox Regional Vocational Technical School project, Table of Contents, dated Rev. 102010 as prepared by Tai Soo Kim Partners, LLC. Note this table of contents may be modified by Bid Supplements and Addenda.

**N. CONTRACT DRAWINGS**

1. The following drawings are included in the Scope of Work of this Bid Package.

All drawings as listed in Section 00 01 15 – List of Drawing Sheets with schedule titled Additions & Alterations HC Wilcox Technical High School, Meriden, CT, State Project No. BI-RT-843 Contract Drawing List, dated September 26, 2011. Note this list may be modified by Bid Supplements and Addenda.

O. The undersigned represents that this Proposal is made in good faith, without fraud, collusion, or connection of any kind with any other bidder of the same work, that he is competing in his own interest and in his own behalf, without connection of obligation to any undisclosed person, that no other person has any interest in regard to all conditions pertaining to the Work and in regard to the place where it is to be done, has made his own examination and estimates and from them makes this Proposal.

The undersigned represents that he has reviewed the Trade Contract Agreement issued as part of the bidding documents, agrees that if selected for award he will execute the Trade Contract Agreement without exceptions, exclusions, qualifications, clarifications and/or alterations, and is authorized to make such representation on behalf of the Bidder.

The undersigned represents that he has reviewed the insurance requirements in Article 6 of the Trade Contract Agreement, has included all costs to fully comply with same, and is authorized to make this representation on behalf of the Bidder.

Bidder: \_\_\_\_\_  
(Legal Signature) (Type/Print Name)  
\_\_\_\_\_  
(Title)

Firm: \_\_\_\_\_ Address: \_\_\_\_\_  
Business Phone No.: (\_\_\_\_) \_\_\_\_\_  
Business Fax No.: (\_\_\_\_) \_\_\_\_\_

This bidder is a (an): \_\_\_\_\_ Individual, Partnership, Corporation  
**Current Experience Modification Rating** \_\_\_\_\_ **Federal ID#** \_\_\_\_\_  
**OSHA Incident Rates: Recordable** \_\_\_\_\_

List here by title and number all licenses held by the bidder associated with the performance of this work.

License Title	License Number
_____	_____
_____	_____
_____	_____

Indicate the name of the health plan(s) to which benefits will be paid for all employees working on this project. \_\_\_\_\_

The full names, addresses and telephone numbers of all persons interested in this Proposal, as principals are as follows:  
\_\_\_\_\_  
\_\_\_\_\_

**NOTE:** This Proposal must bear the written signature of the Bidder.

- a. If the Bidder is an Individual doing business under a name other than his own name, the Proposal must so state, giving the address of the Individual.
- b. If the Bidder is a Partnership, the Proposal must so state, setting forth the names and addresses of all Partners, and must be signed by a Partner so designated as such.
- c. If the Bidder is a Corporation, the Proposal must be signed by a duly authorized officer or agent of such Corporation.

**BREAKDOWN OF HOURLY RATES**

**WORKERS TITLE:** \_\_\_\_\_

	<b>STRAIGHT TIME</b>	<b>ADD for 1 ½ TIME PREMIUM</b>	<b>ADD for DOUBLE TIME PREMIUM</b>
<b>BASE WAGE RATE</b>			
<b>F.I.C.A.</b>			
<b>F.U.T.A.</b>			
<b>S.U.T.A.</b>			
<b>GEN. LIABILITY INS.</b>			
<b>WORKER'S COMP. INS.</b>			
<b>WELFARE FUND</b>			
<b>PENSION FUND</b>			
<b>APPRENTICE FUND</b>			
<b>VACATION FUND</b>			
<b>ED. &amp; CULT. FUND</b>			
<b>DEFERRED INCOME FUND</b>			
<b>PAID HOLIDAYS</b>			
<b>INCIDENTALS</b>			
<b>OTHER:</b> _____			
<b>SUBTOTAL</b>			
<b>OVERHEAD &amp; PROFIT (15%)</b>			
<b>TOTAL</b>			

**SUBMITTED BY:** \_\_\_\_\_

**Not to be included in the wages above:**

<b>BOND PREMIUM</b> .....			
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**PROPOSAL FORM  
FOR  
ADDITIONS AND RENOVATIONS  
HC WILCOX REGIONAL VOCATIONAL TECHNICAL SCHOOL  
STATE PROJECT NO. BI-RT-843-CMR**



**GILBANE JOB NO. 11.5311.000  
BID PACKAGE No. 10A Signage**

**PRE-BID CONFERENCE: October 11, 2011  
TIME: 3:00 PM**

**PROPOSAL DUE DATE: October 25, 2011  
TIME: 2:00 PM**

**LOCATION: HC Wilcox Technical School  
298 Oregon Road  
Meriden, CT 06451**

**LOCATION: Gilbane Building Company  
208 New London Turnpike  
Glastonbury, CT 06033**

**DEADLINE FOR SUBMISSION OF QUESTIONS: October 18, 2011**

**To:** Gilbane Building Company  
208 New London Turnpike  
Glastonbury, CT 06033  
Attention: Patrick J. Delany, District Chief Purchasing Agent

FIRM NAME:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ the undersigned

**A.** Proposes to furnish all labor, materials, equipment and services as required to satisfactorily complete all **Signage Work** herein described as Bid Package **No. 10A** as required for the additions and alternations at HC Wilcox Regional Vocational Technical School Project, all in accordance with the Drawings and Specifications as prepared by Tai Soo Kim Partners, LLC, the Gilbane Project Manual, and this Proposal Form.

**B.** All work required by the foregoing documents will be accomplished for the Lump Sum Bid Price of \_\_\_\_\_ Dollars (\$) \_\_\_\_\_).  
(Show amount in both words and figures. In case of discrepancy, amount shown in words will govern.)

The Lump Sum Bid Price above INCLUDES all applicable sales and/or use taxes; INCLUDES all insurance premiums required to meet contractual insurance requirements; and INCLUDES all premiums for a Performance Bond and a Labor and Material Payment Bond in the sum of one hundred percent of the Contract price.

**C.** Bidder agrees that if written notice of the acceptance of this bid is mailed or delivered to the undersigned within one hundred eighty (180) days after the Proposal Due Date, or any time thereafter before it is withdrawn, the undersigned shall meet a representative of the Gilbane Glastonbury office or a mutually agreed upon location to

execute the Contract. Performance and Payment Bonds and the appropriate insurance certificates will be delivered to the Construction Manager at the time of execution of the Contract. Failure to execute said contract within ten (10) days after receipt of Notice to Award may be considered a default under the obligation of the bid bond.

**D. The above price includes all stipulations and requirements of the following Supplements:**

- Supplement \_\_ dated \_\_\_\_\_
- Supplement \_\_ dated \_\_\_\_\_
- Supplement \_\_ dated \_\_\_\_\_
- Supplement \_\_ dated \_\_\_\_\_

which have been received and accepted by the undersigned. Note that it is incumbent of the bidder to include all Supplements issued in the bid. Failure to acknowledge a supplement does not relieve the bidder from the requirements of the supplement.

**E. MILESTONE SCHEDULE DATES**

See Gilbane Project Manual section 00 31 13 – Schedule for activity milestones, durations, and reference. This schedule represents the general milestones that need to be met to achieve the overall project completion dates, and provides guidance to the bidders to understand the time constraints the work must be performed under. The project detailed schedule, in accordance with the terms of the Contract and General Conditions, will be derived from a “Card Trick” scheduling session with mandatory attendance by all prime Trade Contractors.

- 1. Anticipated Date of Contract Award: ..... January 19, 2012
- 2. Commence Shop Drawings and Submittals..... January 19, 2012
- 3. Commence Work for the Proposal:..... December 3, 2012
- 4. Bid Package Substantial Completion:..... August 4, 2014
- 5. Project Substantial Completion..... November 5, 2014

**F. TRADE SUBCONTRACTORS AND MAJOR SUPPLIERS**

The following trade subcontractors are proposed for the item of work listed. Trade subcontractors are subject to review per the General Conditions.

ITEM OF WORK	TRADE SUBCONTRACTORS
_____	_____ EMR:___
_____	_____ EMR:___
_____	_____ EMR:___
_____	_____ EMR:___

**G. UTILIZATION OF MINORITY CONTRACTORS AND SUPPLIERS**

- 1. The Bidder will endeavor to obtain a portion of the awarded amount from small business enterprises and minority business trade subcontractors and/or suppliers certified by the **State of Connecticut**.

2. The successful Trade Contractor shall substantiate this participation within ten (10) days after receipt of Notice of Award. Refer to the General Instruction to Bidders for further information.

3. Indicate here the utilization of certified S/MBEs included in the base bid. Failure to comply with M/WBE participation goals may constitute a non-responsive proposal. IF NO INDICATION IS GIVEN, IT SHALL BE INTERPRETED THAT ZERO M/WBE PARTICIPATION IS INCLUDED.

This proposal includes \_\_\_\_\_% certified SBE participation.

This proposal includes \_\_\_\_\_% certified MBE participation.

4. S/MBE participation shall count toward stipulated contractual goals or requirements only as described in the General Instructions to Bidders.

**H. UNIT PRICES**

Unit Prices shall be used, where applicable, to make adjustments to the cost of the Work due to changes. All Unit Prices submitted shall be complete in-place prices (unless noted otherwise) and include all costs for overhead, profit, labor, materials, equipment, and any other incidentals related to the completion of the Work, and shall remain firm for the period of the contract. Unit prices listed are for additive work. Deductive unit prices will be calculated at no less than 85% of the additive unit price (100% if used in conjunction with an allowance).

**UNIT PRICES:**

- 1. 4" x 8" Panel Sign..... \$ \_\_\_\_\_ /EA
- 2. 4" x 4" Panel Sign..... \$ \_\_\_\_\_ /EA

**Changes in the Work.** All bidders are herein advised that they are to provide, in the space provided below, a written description of how they would price lump sum changes. It is understood that the Unit Prices which you would insert in this Proposal Form response would be one element of the Change pricing, however, it is necessary to determine up front and reach agreement on, your intended method of determining units of labor productivity and material pricing as well. Bidders are to be explicit as to what Manual(s), if any, are intended to be utilized. Once accepted by the Construction Manager, provide copies of all applicable pricing manuals for use by the Construction Manual in evaluating Change Order pricing.

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Provide labor rates which may be used, subject to review and approval, in pricing any extra work that may be required. Rates are to be complete billing rates and are to include actual wages, taxes, fringes, insurance, small tools and incidentals and **15%** overhead and profit (combined). Base price on current rates in effect at time of bid. As prevailing wages and fringes rate change, these increases will be added to the labor rates at actual cost. Increases in wage rates are subject to audit. Complete the attached Wage Rate Breakdown Form for each classification of worker anticipated to work on the Project.

**I. ALTERNATE PRICES**

An Alternate Price shall include all costs associated with the changes, omissions, additions or other adjustments to the Work of this Bid Package (Contract) which are described in the Alternate, or are reasonably inferable therefrom. Claims for extras resulting from changes caused by the acceptance or rejection of any Alternate will not be allowed. Alternate Prices shall also include all costs of overhead, profit and bonds associated with the work of the Alternate, whether additive or deductive.

The Drawings, Specifications and other Contract Documents shall be considered appropriately modified by either the acceptance or rejection of the various Alternates. The Owner and the Construction Manager expressly reserve the right to accept or reject any, or all, Alternate Prices, and in any sequence prior to or after award. Acceptance or rejection of any Alternate does not relieve the Bidder of timely completion of the Work within the time periods indicated.

ALTERNATES:

None.

**J. ALLOWANCES**

The Bidder includes the following Allowances and rates in the total Lump Sum Amount of the Base Bid for this Bid Package. Further to Article 10 in the General Conditions and unless noted otherwise below, the following allowance amounts include the Trade Contractor's cost of materials less applicable discounts, delivery to the site, applicable taxes, unloading, handling, installation, allowable overhead and profit. All other costs associated with completing the work described in the allowance is included in the base bid but outside of the allowance amount.

ALLOWANCES:

1. 100 4" x 8" Panel Signs for temporary signage and additional permanent signs as requested by the Construction Manager.  
4" x 8" Panel Sign.....\$ \_\_\_\_\_/EA X 100 = \$ \_\_\_\_\_

**K. COST AND QUANTITY BREAKDOWN**

In order to properly evaluate the Proposal, provide the following information. The Scope of Work to be awarded will not be influenced by the cost and quantity information requested here.

1. COST BREAKDOWN

Total Material .....\$ \_\_\_\_\_  
Total Labor Cost .....\$ \_\_\_\_\_  
Total Subcontractor/Equipment Cost.....\$ \_\_\_\_\_  
Total Applicable Sales and Use Taxes.....\$ \_\_\_\_\_  
Allowances.....\$ \_\_\_\_\_  
Total Bond Cost .....\$ \_\_\_\_\_  
Total Bid .....\$ \_\_\_\_\_  
Total Estimated On-Site Manhours ..... \_\_\_\_\_



2. **QUANTITY BREAKDOWN** (Note: The items listed below are not intended to be an all inclusive listing, but merely to highlight some items of work.)

**THE INFORMATION LISTED BELOW IN THE QUANTITY BREAKDOWN SECTION IS REQUIRED AT THE TIME OF BID SUBMISSION.**

Item	Quantity	Total Cost
Mobilization	_____ EA	\$ _____
Safety	L.S.	\$ _____
Panel Signs	_____ EA.	\$ _____
Electronic Message Signage	_____ EA	\$ _____
Plaques	_____ EA	\$ _____
Allowances	L.S.	\$ _____
Other	L.S.	\$ _____
Total Bid	L.S.	\$ _____

**L. SCOPE OF WORK**

1. Description of Work Included

Except for those items (if any) specifically noted in the section below entitled "Description of Work Excluded", the Work of this Bid Package shall **INCLUDE** all of the following:

- a. All items of work required by, and/or specified in, those Sections of the Specifications which are listed herein, under Section M SPECIFICATIONS.
- b. All items of work related to the "Scope of Work", which are shown on the Drawings listed herein under Section N Contract Drawings.
- c. The following "Significant Items of Work" are related to those required by the above referenced documents and are to be provided under, and hereby form a part of, the Scope of Work of this Bid Package (Contract). Should any conflict exist between this written scope of work and the scope of work inferred by the above referenced documents, this scope of work shall govern. All items are furnished and installed by this Trade Contractor unless noted otherwise.

**GENERAL**

- 1. Include all costs for Trade Contractor personnel and all sub-trade contractor personnel for safety orientation and other safety related meetings, etc. for all labor forces working on this jobsite. This orientation is mandatory for all personnel working on-site and is expected to last approximately 1/2 hour. Safety orientations will be scheduled by the Construction Manager. ALL PERSONNEL (including truck drivers) MUST ATTEND THE SAFETY ORIENTATION PRIOR TO PERFORMING ANY WORK ON SITE. Also, each week, in addition to safety training, safety meetings, and tool box talks that the Trade Contractor provides to their employees, include attendance by all on-site personnel to attend a weekly safety talk that will be conducted by the Construction Manager. This talk will take place on a regular basis one day a week immediately following the lunch break and will last no longer than 10 minutes.

2. Retainage of 7.5% is intended to be withheld until Substantial Completion however “partial payments may be made if agreed to by the DCS and Gilbane.”
3. This Trade Contractor will not be allowed to begin work on the project until the following items have been submitted: Certificate of Insurance, written Safety Program with Job Hazard Analysis, material status report and a list of all materials required under this Contract with indication of which materials require submittal for approval as outlined in the specifications and a schedule of anticipated date(s) of submittal for each.
4. The items listed herein are not intended to be an all-inclusive listing of the specified Contract Scope of Work, but merely highlight the major items of work. Review the scope of work closely and include all cost to provide all work as required by this bid package. Provide all work required by your scope of work which may be contained in other specifications, or on drawings whether or not specifically listed within this Proposal Form. Should a scope of work item be duplicated in another bid package, do not delete the item from your bid. Notify the Construction Manager immediately. Failure to include costs for a duplicated item will not alleviate the Trade Contractor’s responsibility to provide full credit for the item should it be deleted from the bid package after a contract is awarded.
5. Gilbane shall have the right to assemble the craftsmen for orientation, quality, daily stretching, and safety related matters at no additional cost
6. Parking will be available on site in areas to be designated by the Construction Manager. Please refer to the Site Utilization Plan detailing parking in Lot A. A portion of the lot will be provided for parking, general lay-down, and storage containers.
7. Construction is to be sequenced and phased per the Gilbane project schedule included in the Project manual and the Phasing Drawings. Review these documents carefully. The school will remain active during construction, and cannot be disrupted. Work within the existing building is to occur as the schedule depicts. Every effort will be made to work around the school schedule, vacations and days off will be utilized.
8. Provide all labor necessary to unload, distribute, and re-handle his material as required until such time that material is in place.
9. All costs required for transporting, erecting, dismantling, and removal of temporary facilities and equipment required by this Trade Contractor are to be included in the base bid amount.
10. Trade contractors shall participate with the inspection walkthroughs as requested by the Construction Manager. Provide suitable access for inspectors to perform all tests or inspections. Trade Contractor supplied temporary ladders and lifts to perform their work are to be available for the use of all parties.
11. The site is very restricted and the building will be occupied during the work. Deliveries and storage must be coordinated with the Construction Manager in advance. On site storage will not be available without prior approval by the Construction Manager.
12. All equipment used on the Jobsite shall be in good working order and maintained and operated as designed and have state of the art noise, vibration and exhaust control
13. Layout from a bench mark provided by others is the responsibility of the Trade Contractor requiring the layout.

14. Immediately notify the Construction Manager of any delays to the schedule of this bid package scope which is being caused by the work of any other Trade Contractor on site. This requirement supersedes other notice provisions in the Contract Documents for this type of delay.
15. This Trade Contractor shall keep all access roadways free and clean from equipment, material, soil or objects which may inhibit the flow of traffic.
16. Daily cleanup is to be provided on a daily basis to a central location and the adequate cost for same is to be carried in the proposal response. Daily clean up is defined as properly removing all debris, neatly organizing remaining material, and broom sweeping work areas, etc. after completion of the day's work at a minimum of EVERY SINGLE DAY.
17. The schedule of values will contain line items for clean up, submittals, safety and as-builts and close out in addition to line items apportioning "the Work". Payments made against these items will be directly related to Trade contractor's Performance. A schedule of values must be submitted and approved prior to the first application for payment being submitted.
18. Electrical power for 110 v. power tools and its consumption cost is by others. Include all cost for electrical connection or hook up required is by this bid package.
19. Sets of documents are available at the Trade Contractor's expense. Contact Service Point at 203.624.0079.
20. Whenever the contract documents require a certified engineer's stamp, review or report, it shall be understood to mean an engineer licensed in the applicable discipline, fully insured and registered in the State of Connecticut.
21. Demobilize/remobilize as the construction schedule and/or weather conditions require at no extra cost.
22. Each Trade Contractor will perform a First Delivery Inspection of materials with the Construction Manager to confirm that materials meet the Project Specifications and approved submittals. These reports shall be turned in with the daily report no more than 24 hours after material arrival. Submission of the First Delivery Inspection Report is a condition of monthly payment. All delays that result from failure to confirm materials delivered with the Construction Manager are at the Trade Contractor's cost, including those of other Trade Contractors on this Project. The Construction Manager will provide a form for this use, which is to be jointly filled out by the Construction Manager and the Trade Contractor. It is the Trade Contractor's responsibility to perform subsequent delivery inspections to ensure compliance with Specifications. Include Benchmarking of initial installations in accordance with the Quality Plan in the Project Manual.
23. There will be no deviations from the submittal format established by the Project Specifications. It is the Trade Contractor's responsibility to complete Submittals in a timely fashion, and to monitor the status of the A/E review. The Trade Contractors shall provide a Submittal Schedule no later than ten (10) days following the receipt of the Notice of Award. All submittals must be received by Construction Manager within 60 days of award, or earlier as required to meet delivery schedules. Include in the schedule a listing for any equipment or materials where shop drawings will take more than 4 weeks

- to prepare, and for equipment or materials that will take more than 6 weeks to arrive following shop drawing approval.
24. Any payment for overtime work, if authorized as an extra, is for labor, and not for equipment provided on job during regular shift.
  25. The successful Bidder shall be responsible for all winter conditions and temporary protection associated with the work of this bid package. If applicable, Include snow removal as necessary to perform your work, except access to the site and slabs, which is by others
  26. Each Trade Contractor, where applicable, will receive, unload, and distribute, secure and install all materials furnished by others for installation under this scope. All fittings and hardware required for final connection and installation shall be by the installer.
  27. The Construction Manager will arrange to provide temporary electrical power panels for hand tools (by –Electrical Trade Contractor) and water (by HVAC & Plumbing Trade Contractor) at the site for the Trade Contractor's use.
  28. Trade Contractor must not use building or site sewage or drainage systems for equipment cleaning purposes.
  29. There will be no watchman or security guard on site. All trade Contractors are responsible for security of materials, equipment, and work in place until acceptance as it relates to your work. This includes safety barriers and precautions during off-hours.
  30. It is the trade contractor's responsibility to request a preconstruction meeting 30 days prior to commencement of work or 30 days prior to the start of shop drawings where coordination with other trades are required.
  31. Specification Section 01 45 00 Paragraph 1.4, B indicates that the re-testing or re-inspection of deficient items are the cost responsibility of the CMR. This will be the cost responsibility of the Trade Contractor. The Trade Contractor shall ensure to submit requests for ALL inspections to the Construction Manager and shall ensure that the assembly to be inspected has been reviewed in advanced of the inspector. Any costs associated with re-inspection will be the trade contractor's responsibility
  32. The trade contractor shall request approval from the Construction Manager to work overtime 72 (Construction Manager has 48 hour notice request to the owner) hours in advanced
  33. Deduct changes utilizing the Unit Prices per Specification Section 01 20 00 Part 1.5 D – Unit Prices will be issued at a 10% reduction of the Contract Unit Price
  34. Specification Section 01 25 00 – Paragraph 1.4 A specifically indicates that the owner will consider requests for equal or substitutions if made prior to the Construction Manager's Subcontractor Competitive Bid. The trade contractor must submit (in the format indicated) requests for substitution or equals a minimum of two (2) week prior to the bid date as a means of allowing for adequate time for review and consideration by the owner and A/E.

35. RFIs process under the Contract Modification Procedures – Specification Section 01 26 00 – The trade contractor shall be timely in reviewing documents. The Construction Manager has a 5 day notice period to inform the owner of potential changes following the Architect’s response per Specification Section 01 26 00 – Paragraph 1.3, Part 6. The trade contract will have two (2) calendar days to provide such notice to the Construction Manager or the trade contractor waives the right to seek additional time or cost.
36. RFPs issued by the architect and submitted to the trade contractor by the Construction Manager shall be responded to within 7 calendar days.
37. Specification Section 01 29 76 – Paragraph 1.3 – Part 4 specifically notes SOV requirements of the Construction Manager to the owner. Item Nos. b, d, e, f, and h are specifically tied to the deliverables required by the trade contractors. These items shall be specifically itemized in the trade contractor’s SOV to the Construction Manager. The trade contractors inability to submit or perform the referenced work will result in forfeiting the monthly value and a deduct change order will be processed.
38. A minimum of one safety meeting per month is required per Specification Section 01 31 19, 1.6.
39. Fire Stop Systems – A single source fire stop manufacturer will be selected by the Construction Manager from the list of providers noted in the Contract Documents. The trade contractor will be required to provide fire stop systems as it applies to the individual scope. The trade contractors shall also include fire stop / safe labeling and tagging each penetration or application with data including but not limited to Installer, Contractor, Location, System used, and date. Also, the trade contractor shall provide data log entries for use in generating an as-built plan including location.
40. Refer to perimeter fencing and gates as indicated on the Site Utilization Plan. The site contractor will provide all fencing and it is each trade contractor’s responsibility to keep the gates closed when entering or exiting the site. The gates shall be closed at all times. This will be included as part of the initial orientation process but must be reinforced by the trade contractor’s project manager and field supervisor.
41. The State will utilize PM Web for electronic documentation submission for all daily reports, safety reports, submittals, as-builts, RFIs, change related correspondence and general correspondence. The license costs is \$500 per trade contractor plus 20% each year (or any portion of a year) for maintenance. For example, if the license is purchased in February, 2012 and is needed through September of 2014, the cost would be \$800, \$500 for the license fee plus 20% (\$100) per year for maintenance for 3 years (\$300 total), even if the duration is only 31 months of usage.
42. Trade contractors will be required to enter daily reports in PM Web on a community computer provided and located by the Construction Manager. It is recommended that your field foreman is equipped with their own computer for efficiency in the event the community computer is not available due to use by other trade contractors during the work day.
43. All reference in the contract documents to the Construction Manager/CMR/General Contractor/Contractor as performing any field work or providing services in connection with any aspect of the Work shall be understood to mean the Trade Contractor. The Construction Manager will not layout, log, record, or otherwise provide actual work or

service related to the Trade Contractor's scope of work, inclusive of Division 0 and Division 1 specifications.

44. Note specification section 01 78 30, 1.3, F; minimum warranty period is eighteen (18) months unless specified otherwise for a longer duration. The warranty period does not commence until final acceptance by the Owner. Do not assume a shorter warranty period regardless of a shorter period stipulated elsewhere in the documents and include all costs accordingly.
45. Gilbane has automated its monthly payment application process and solely utilizes an online web-based application provided by Textura LLC. Trade contractors will be required to participate and must implement Textura on the project. Textura will automatically generate the AIA G702/703 and Lien Release Documents. Any additional documentation required as part of the Gilbane application process must be uploaded in the form of a PDF prior to your submission. There is a nominal fee to use this service. These costs are summarized in the Textura brochure included as an attachment to this bid package. Include the costs of using this service in your bid. If you have any questions regarding Textura's Terms and Conditions, costs of service, or training implementation please contact Textura at 866-TEXTURA (839-8872).
46. Conduct an in-house kick-off meeting which must include the personnel that estimated the project and attended the scope review meeting with Gilbane and the personnel that will administer the project (project manager, lead field foreman, accounting, purchasing, etc.). The kick-off meeting must transfer the knowledge of the estimating team to the project administration team. Produce and submit for record the minutes of the meeting, complete with attendance sign-in sheet to the Construction Manager. In the event the Construction Manager is required to devote excessive amounts of time to educating trade contractor administrative personnel on the requirements of the project, the Trade Contractor may be billed for that time at the rates in the Construction Manager's contract with the Owner.

**SPECIFIC ITEMS:**

1. Provide all labor, materials, equipment and services required to complete all interior and exterior building signage work, exterior electronic messaging signage and all related accessories and frames.
2. Provide all work indicated on the drawing and as specified in the following Specification Sections. The work specified in the following specification sections is the sole responsibility of this Trade Contractor unless modified below:  
101400 Signage  
101463 Electronic Message Signage  
In addition, the Trade Contractor shall provide work specified elsewhere in the Specifications and specifically listed within this scope of work.
3. Coordinate all signage work with surrounding construction, examine the substrates and conditions under which the signs are to be installed and notify the Construction Manager of any conflicts, concerns or discrepancies prior to installation.
4. Provide all adhesives, miscellaneous supports, closures, trim, fasteners and attachments as necessary for the proper installation of this work.

5. Provide a complete submittal package to obtain the Architect's approval and deliver their equipment and material to the required point of use in a timely manner so as to maintain the project schedule as prepared by the Construction Manager. Submit samples of each type of sign and each color finish. Submit instructions for and details of attachment methods for actual project substrates.
6. Install signs level, plumb and at the proper heights to comply with ADA requirements.
7. This Trade Contractor shall provide his own means of installation. This Trade Contractor shall include all costs associated with complying with the Project Safety Plan.
8. All deliveries and storage areas must be coordinated with the Construction Manager. This Trade Contractor is responsible for any measures to ensure the protection and security of his materials and to move materials if they are interfering with the progress of other trades.
9. This work may be installed after other finishes have been completed. This Trade Contractor shall exercise extreme care not to damage completed work. Clean area of your debris and drill material immediately and dispose into a dumpster provided by others. Provide protection of adjacent surfaces and materials while performing this scope of work. All costs generated by the failure to meet this requirement shall be the responsibility of this Trade Contractor. Remove protection from area after completion and repair all damaged areas as necessary and/or required. Provide and maintain protection for all equipment and material provided under this contract. Refinish/touch up any surfaces damaged during construction and protect all existing construction adjacent to the work of this bid package. Also include protection of workers and property.
10. This Trade Contractor is instructed to carefully review all drawings and specifications for related work within other specifications and on the drawings which is required to provide a complete Scope of Work in accordance with the plans and specifications.
11. Provide all sealants and caulking required within the work of this bid package, and between this work and the work of other Trade Contractors. Joint sealant is to be custom color. Caulking and sealants shall be in accordance with Section 079200 Joint Sealants.
12. Provide all blocking exterior of drywall assemblies as required for your work. All work shall be in accordance with specification section 06 10 00 Rough Carpentry. Blocking within drywall assemblies will be provided by the Drywall Trade Contractor contingent on timely receipt of approved signage shop drawings showing the precise locations of required blocking. This Trade Contractor shall include all blocking and anchoring required at all other surfaces aside from drywall.
13. Shop drawings shall be fabrication drawings that show the full extent of how each item is to be fabricated and installed in every detail.
14. Provide field cutouts and grommets required for all MEP items installed in or through signage. Any signage that requires an electrical connection shall be provided complete with whips and connections that coordinate with what is being provided by the Electrical Trade Contractor.
15. Provide all trim scribes, fillers, shims, fasteners, brackets and standards necessary to provide complete installation.

16. Work with any scratches, marks, dents, or other deformations will not be accepted. Onsite repair procedures must be pre-approved by the architect. Items with unacceptable repair or deformations shall be removed and replaced. Unacceptable work shall not be removed until receipt of an acceptable replacement.
17. In the event of conflicts between the Sign Schedule (located on the door and frame schedule) and/or the drawings and/or the Specifications, the higher quantity and degree of finish shall prevail. Advise the Construction Manager of discrepancies immediately.
18. Provide all signs included in the remarks section of the door and frame schedule.
19. Provide communication wire from site electronic message sign back to data room. Conduit for communication wire, conduit for power and power wiring by bid package 26A.
20. Provide full size paper signs replicating the actual sign at all locations to receive new signage. Install paper signs at the permanent signage location for review and approval of the Architect and code officials. Once approval is received, replace paper signs with permanent signs.

2. Description of Work Excluded

1. Traffic Signage per specification 101401 by bid package 31A
2. Electrical and data connections
3. Electronic sign masonry

**M. SPECIFICATIONS**

The following Specifications Sections, together with the Drawings and other related items of work as described herein, further define the Scope of Work of the Bid Package (Contract):

1. Specific work of this trade as defined in the following Specification Sections:  
Gilbane Project Manual  
All Division 01 – General Requirements  
101400 Signage  
101463 Electronic Message Signage
2. Work related to this trade as defined in the following Specification Sections:

All other specification sections as listed in the Project Manual for the Additions and Renovation HC Wilcox Regional Vocational Technical School project, Table of Contents, dated Rev. 102010 as prepared by Tai Soo Kim Partners, LLC. Note this table of contents may be modified by Bid Supplements and Addenda.

**N. CONTRACT DRAWINGS**

1. The following drawings are included in the Scope of Work of this Bid Package.

All drawings as listed in Section 00 01 15 – List of Drawing Sheets with schedule titled Additions & Alterations HC Wilcox Technical High School, Meriden, CT, State Project No. BI-RT-843 Contract Drawing List, dated September 26, 2011. Note this list may be modified by Bid Supplements and Addenda.



**O.** The undersigned represents that this Proposal is made in good faith, without fraud, collusion, or connection of any kind with any other bidder of the same work, that he is competing in his own interest and in his own behalf, without connection of obligation to any undisclosed person, that no other person has any interest in regard to all conditions pertaining to the Work and in regard to the place where it is to be done, has made his own examination and estimates and from them makes this Proposal.

The undersigned represents that he has reviewed the Trade Contract Agreement issued as part of the bidding documents, agrees that if selected for award he will execute the Trade Contract Agreement without exceptions, exclusions, qualifications, clarifications and/or alterations, and is authorized to make such representation on behalf of the Bidder.

The undersigned represents that he has reviewed the insurance requirements in Article 6 of the Trade Contract Agreement, has included all costs to fully comply with same, and is authorized to make this representation on behalf of the Bidder.

Bidder: \_\_\_\_\_  
(Legal Signature) (Type/Print Name)  
\_\_\_\_\_  
(Title)

Firm: \_\_\_\_\_ Address: \_\_\_\_\_  
Business Phone No.: (\_\_\_\_) \_\_\_\_\_  
Business Fax No.: (\_\_\_\_) \_\_\_\_\_

This bidder is a (an): \_\_\_\_\_ Individual, Partnership, Corporation  
**Current Experience Modification Rating** \_\_\_\_\_ **Federal ID#** \_\_\_\_\_  
**OSHA Incident Rates: Recordable** \_\_\_\_\_

List here by title and number all licenses held by the bidder associated with the performance of this work.

License Title	License Number
_____	_____
_____	_____
_____	_____

Indicate the name of the health plan(s) to which benefits will be paid for all employees working on this project. \_\_\_\_\_

The full names, addresses and telephone numbers of all persons interested in this Proposal, as principals are as follows:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**NOTE:** This Proposal must bear the written signature of the Bidder.

- a. If the Bidder is an Individual doing business under a name other than his own name, the Proposal must so state, giving the address of the Individual.
- b. If the Bidder is a Partnership, the Proposal must so state, setting forth the names and addresses of all Partners, and must be signed by a Partner so designated as such.
- c. If the Bidder is a Corporation, the Proposal must be signed by a duly authorized officer or agent of such Corporation.

**BREAKDOWN OF HOURLY RATES**

**WORKERS TITLE:** \_\_\_\_\_

	<b>STRAIGHT TIME</b>	<b>ADD for 1 ½ TIME PREMIUM</b>	<b>ADD for DOUBLE TIME PREMIUM</b>
<b>BASE WAGE RATE</b>			
<b>F.I.C.A.</b>			
<b>F.U.T.A.</b>			
<b>S.U.T.A.</b>			
<b>GEN. LIABILITY INS.</b>			
<b>WORKER'S COMP. INS.</b>			
<b>WELFARE FUND</b>			
<b>PENSION FUND</b>			
<b>APPRENTICE FUND</b>			
<b>VACATION FUND</b>			
<b>ED. &amp; CULT. FUND</b>			
<b>DEFERRED INCOME FUND</b>			
<b>PAID HOLIDAYS</b>			
<b>INCIDENTALS</b>			
<b>OTHER:</b> _____			
<b>SUBTOTAL</b>			
<b>OVERHEAD &amp; PROFIT (15%)</b>			
<b>TOTAL</b>			

**SUBMITTED BY:** \_\_\_\_\_

**Not to be included in the wages above:**

<b>BOND PREMIUM</b> .....			
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**PROPOSAL FORM  
FOR  
ADDITIONS AND RENOVATIONS  
HC WILCOX REGIONAL VOCATIONAL TECHNICAL SCHOOL  
STATE PROJECT NO. BI-RT-843-CMR**



**GILBANE JOB NO. 11.5311.000  
BID PACKAGE No. 10B Toilet Compartment & Accessories**

**PRE-BID CONFERENCE:** October 11, 2011  
**TIME:** 3:00 PM

**PROPOSAL DUE DATE:** October 25, 2011  
**TIME:** 2:00 PM

**LOCATION:** HC Wilcox Technical School  
298 Oregon Road  
Meriden, CT 06451

**LOCATION:** Gilbane Building Company  
208 New London Turnpike  
Glastonbury, CT 06033

**DEADLINE FOR SUBMISSION OF QUESTIONS:** October 18, 2011

**To:** Gilbane Building Company  
208 New London Turnpike  
Glastonbury, CT 06033  
Attention: Patrick J. Delany, District Chief Purchasing Agent

FIRM NAME:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

the undersigned

**A.** Proposes to furnish all labor, materials, equipment and services as required to satisfactorily complete all **Toilets Compartments & Accessories Work** herein described as Bid Package No. **10B** as required for the additions and alternations at HC Wilcox Regional Vocational Technical School Project, all in accordance with the Drawings and Specifications as prepared by Tai Soo Kim Partners, LLC, the Gilbane Project Manual, and this Proposal Form.

**B.** All work required by the foregoing documents will be accomplished for the Lump Sum Bid Price of

\_\_\_\_\_ Dollars (\$) \_\_\_\_\_).  
(Show amount in both words and figures. In case of discrepancy, amount shown in words will govern.)

The Lump Sum Bid Price above INCLUDES all applicable sales and/or use taxes; INCLUDES all insurance premiums required to meet contractual insurance requirements; and INCLUDES all premiums for a Performance Bond and a Labor and Material Payment Bond in the sum of one hundred percent of the Contract price.

**C.** Bidder agrees that if written notice of the acceptance of this bid is mailed or delivered to the undersigned within one hundred eighty (180) days after the Proposal Due Date, or any time thereafter before it is withdrawn, the

undersigned shall meet a representative of the Gilbane Glastonbury office or a mutually agreed upon location to execute the Contract. Performance and Payment Bonds and the appropriate insurance certificates will be delivered to the Construction Manager at the time of execution of the Contract. Failure to execute said contract within ten (10) days after receipt of Notice to Award may be considered a default under the obligation of the bid bond.

**D. The above price includes all stipulations and requirements of the following Supplements:**

- Supplement \_\_\_ dated \_\_\_\_\_
- Supplement \_\_\_ dated \_\_\_\_\_
- Supplement \_\_\_ dated \_\_\_\_\_
- Supplement \_\_\_ dated \_\_\_\_\_

which have been received and accepted by the undersigned. Note that it is incumbent of the bidder to include all Supplements issued in the bid. Failure to acknowledge a supplement does not relieve the bidder from the requirements of the supplement.

**E. MILESTONE SCHEDULE DATES**

See Gilbane Project Manual section 00 31 13 – Schedule for activity milestones, durations, and reference. This schedule represents the general milestones that need to be met to achieve the overall project completion dates, and provides guidance to the bidders to understand the time constraints the work must be performed under. The project detailed schedule, in accordance with the terms of the Contract and General Conditions, will be derived from a “Card Trick” scheduling session with mandatory attendance by all prime Trade Contractors.

- 1. Anticipated Date of Contract Award: ..... January 19, 2012
- 2. Commence Shop Drawings and Submittals..... January 19, 2012
- 3. Commence Work for the Proposal:..... November 16, 2012
- 4. Bid Package Substantial Completion:..... July 29, 2014
- 5. Project Substantial Completion..... November 5, 2014

**F. TRADE SUBCONTRACTORS AND MAJOR SUPPLIERS**

The following trade subcontractors are proposed for the item of work listed. Trade subcontractors are subject to review per the General Conditions.

ITEM OF WORK	TRADE SUBCONTRACTORS
_____	_____ EMR:___
_____	_____ EMR:___
_____	_____ EMR:___
_____	_____ EMR:___

**G. UTILIZATION OF MINORITY CONTRACTORS AND SUPPLIERS**

- 1. The Bidder will endeavor to obtain a minimum goal of five percent (5%) of the awarded amount to small business enterprises, with five percent (5%) of the awarded amount to minority business trade subcontractors and/or suppliers certified by the **State of Connecticut**.

2. The successful Trade Contractor shall substantiate this participation within ten (10) days after receipt of Notice of Award. Refer to the General Instruction to Bidders for further information.
3. Indicate here the utilization of certified S/MBEs included in the base bid. Failure to comply with M/WBE participation goals may constitute a non-responsive proposal. IF NO INDICATION IS GIVEN, IT SHALL BE INTERPRETED THAT ZERO M/WBE PARTICIPATION IS INCLUDED.  
  
This proposal includes \_\_\_\_\_% certified SBE participation.  
  
This proposal includes \_\_\_\_\_% certified MBE participation.
4. S/MBE participation shall count toward stipulated contractual goals or requirements only as described in the General Instructions to Bidders.

**H. UNIT PRICES**

Unit Prices shall be used, where applicable, to make adjustments to the cost of the Work due to changes. All Unit Prices submitted shall be complete in-place prices (unless noted otherwise) and include all costs for overhead, profit, labor, materials, equipment, and any other incidentals related to the completion of the Work, and shall remain firm for the period of the contract. Unit prices listed are for additive work. Deductive unit prices will be calculated at no less than 85% of the additive unit price (100% if used in conjunction with an allowance).

UNIT PRICES:

1. Toilet tissue (1) ..... \$ \_\_\_\_\_ /EA.
2. Soap Dispenser (2)..... \$ \_\_\_\_\_ /EA
3. Emergency Pull String ..... \$ \_\_\_\_\_ /EA
4. 18” Grab Bar (5) ..... \$ \_\_\_\_\_ /EA
5. 24” Grab Bar ..... \$ \_\_\_\_\_ /EA
6. 30” Grab Bar ..... \$ \_\_\_\_\_ /EA
7. 36” Grab Bar ..... \$ \_\_\_\_\_ /EA
8. Swing Up Grab Bar (6) ..... \$ \_\_\_\_\_ /EA
9. Sanitary Napkin Disposal Unit (Surface Mounted) (7A)..... \$ \_\_\_\_\_ /EA
10. Sanitary Napkin Disposal Unit (Partition Mounted) (7B) ..... \$ \_\_\_\_\_ /EA
11. Paper Towel Dispense & Waste Receptacle Unit (8) ..... \$ \_\_\_\_\_ /EA
12. Framed Mirror (9) ..... \$ \_\_\_\_\_ /EA

**Changes in the Work.** All bidders are herein advised that they are to provide, in the space provided below, a written description of how they would price lump sum changes. It is understood that the Unit Prices which you would insert in this Proposal Form response would be one element of the Change pricing, however, it is necessary to determine up front and reach agreement on, your intended method of determining units of labor productivity and material pricing as well. Bidders are to be explicit as to what Manual(s), if any, are intended to be utilized. Once accepted by the Construction Manager, provide copies of all applicable pricing manuals for use by the Construction Manual in evaluating Change Order pricing.

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Provide labor rates which may be used, subject to review and approval, in pricing any extra work that may be required. Rates are to be complete billing rates and are to include actual wages, taxes, fringes, insurance, small tools and incidentals and **15%** overhead and profit (combined). Base price on current rates in effect at time of bid. As prevailing wages and fringes rate change, these increases will be added to the labor rates at actual cost. Increases in wage rates are subject to audit. Complete the attached Wage Rate Breakdown Form for each classification of worker anticipated to work on the Project.

**I. ALTERNATE PRICES**

An Alternate Price shall include all costs associated with the changes, omissions, additions or other adjustments to the Work of this Bid Package (Contract) which are described in the Alternate, or are reasonably inferable therefrom. Claims for extras resulting from changes caused by the acceptance or rejection of any Alternate will not be allowed. Alternate Prices shall also include all costs of overhead, profit and bonds associated with the work of the Alternate, whether additive or deductive.

The Drawings, Specifications and other Contract Documents shall be considered appropriately modified by either the acceptance or rejection of the various Alternates. The Owner and the Construction Manager expressly reserve the right to accept or reject any, or all, Alternate Prices, and in any sequence prior to or after award. Acceptance or rejection of any Alternate does not relieve the Bidder of timely completion of the Work within the time periods indicated.

ALTERNATES:

None.

**J. ALLOWANCES**

The Bidder includes the following Allowances and rates in the total Lump Sum Amount of the Base Bid for this Bid Package. Further to Article 10 in the General Conditions and unless noted otherwise below, the following allowance amounts include the Trade Contractor's cost of materials less applicable discounts, delivery to the site, applicable taxes, unloading, handling, installation, allowable overhead and profit. All other costs associated with completing the work described in the allowance is included in the base bid but outside of the allowance amount.

ALLOWANCES:

None.

**K. COST AND QUANTITY BREAKDOWN**

In order to properly evaluate the Proposal, provide the following information. The Scope of Work to be awarded will not be influenced by the cost and quantity information requested here.

1. **COST BREAKDOWN**

Total Material .....	\$ _____
Total Labor Cost .....	\$ _____
Total Subcontractor/Equipment Cost.....	\$ _____
Total Applicable Sales and Use Taxes.....	\$ _____
Allowances.....	\$ _____
Total Bond Cost .....	\$ _____
Total Bid .....	\$ _____
Total Estimated On-Site Manhours .....	_____

2. **QUANTITY BREAKDOWN** *(Note: The items listed below are not intended to be an all inclusive listing, but merely to highlight some items of work.)*

**THE INFORMATION LISTED BELOW IN THE QUANTITY BREAKDOWN SECTION IS REQUIRED AT THE TIME OF BID SUBMISSION.**

Item	Quantity	Total Cost
Mobilization	_____ EA	\$ _____
Safety	L.S.	\$ _____
Toilet tissue (1)	_____ EA	\$ _____
Soap Dispenser (2)	_____ EA	\$ _____
Emergency Pull String	_____ EA	\$ _____
Grab Bars (5)	_____ EA	\$ _____
Swing Up Grab Bar (6)	_____ EA	\$ _____
Sanitary Napkin Disposal Unit (Surface Mounted) (7A)	_____ EA	\$ _____
Sanitary Napkin Disposal Unit (Partition Mounted) (7B)	_____ EA	\$ _____
Paper Towel Dispense & Waste Receptacle Unit (8)	_____ EA	\$ _____
Framed Mirror (9)	_____ EA	\$ _____
Custodial Accessories	L.S.	\$ _____
Compartments	L.S.	\$ _____
Allowances	L.S.	\$ _____
Daily Clean-up	L.S.	\$ _____
Other	L.S.	\$ _____
Total Bid	L.S.	\$ _____

**L. SCOPE OF WORK**

1. **Description of Work Included**

Except for those items (if any) specifically noted in the section below entitled "Description of Work Excluded", the Work of this Bid Package shall INCLUDE all of the following:

- a. All items of work required by, and/or specified in, those Sections of the Specifications which are listed herein, under Section M SPECIFICATIONS.

- b. All items of work related to the "Scope of Work", which are shown on the Drawings listed herein under Section N Contract Drawings.
- c. The following "Significant Items of Work" are related to those required by the above referenced documents and are to be provided under, and hereby form a part of, the Scope of Work of this Bid Package (Contract). Should any conflict exist between this written scope of work and the scope of work inferred by the above referenced documents, this scope of work shall govern. All items are furnished and installed by this Trade Contractor unless noted otherwise.

### **GENERAL**

1. Include all costs for Trade Contractor personnel and all sub-trade contractor personnel for safety orientation and other safety related meetings, etc. for all labor forces working on this jobsite. This orientation is mandatory for all personnel working on-site and is expected to last approximately 1/2 hour. Safety orientations will be scheduled by the Construction Manager. ALL PERSONNEL (including truck drivers) MUST ATTEND THE SAFETY ORIENTATION PRIOR TO PERFORMING ANY WORK ON SITE. Also, each week, in addition to safety training, safety meetings, and tool box talks that the Trade Contractor provides to their employees, include attendance by all on-site personnel to attend a weekly safety talk that will be conducted by the Construction Manager. This talk will take place on a regular basis one day a week immediately following the lunch break and will last no longer than 10 minutes.
2. Retainage of 7.5% is intended to be withheld until Substantial Completion however "partial payments may be made if agreed to by the DCS and Gilbane."
3. This Trade Contractor will not be allowed to begin work on the project until the following items have been submitted: Certificate of Insurance, written Safety Program with Job Hazard Analysis, material status report and a list of all materials required under this Contract with indication of which materials require submittal for approval as outlined in the specifications and a schedule of anticipated date(s) of submittal for each.
4. The items listed herein are not intended to be an all-inclusive listing of the specified Contract Scope of Work, but merely highlight the major items of work. Review the scope of work closely and include all cost to provide all work as required by this bid package. Provide all work required by your scope of work which may be contained in other specifications, or on drawings whether or not specifically listed within this Proposal Form. Should a scope of work item be duplicated in another bid package, do not delete the item from your bid. Notify the Construction Manager immediately. Failure to include costs for a duplicated item will not alleviate the Trade Contractor's responsibility to provide full credit for the item should it be deleted from the bid package after a contract is awarded.
5. Gilbane shall have the right to assemble the craftsmen for orientation, quality, daily stretching, and safety related matters at no additional cost
6. Parking will be available on site in areas to be designated by the Construction Manager. Please refer to the Site Utilization Plan detailing parking in Lot A. A portion of the lot will be provided for parking, general lay-down, and storage containers.
7. Construction is to be sequenced and phased per the Gilbane project schedule included in the Project manual and the Phasing Drawings. Review these documents carefully. The school will remain active during construction, and cannot be disrupted. Work within the



existing building is to occur as the schedule depicts. Every effort will be made to work around the school schedule, vacations and days off will be utilized.

8. Provide all labor necessary to unload, distribute, and re-handle his material as required until such time that material is in place.
9. All costs required for transporting, erecting, dismantling, and removal of temporary facilities and equipment required by this Trade Contractor are to be included in the base bid amount.
10. Trade contractors shall participate with the inspection walkthroughs as requested by the Construction Manager. Provide suitable access for inspectors to perform all tests or inspections. Trade Contractor supplied temporary ladders and lifts to perform their work are to be available for the use of all parties.
11. The site is very restricted and the building will be occupied during the work. Deliveries and storage must be coordinated with the Construction Manager in advance. On site storage will not be available without prior approval by the Construction Manager.
12. All equipment used on the Jobsite shall be in good working order and maintained and operated as designed and have state of the art noise, vibration and exhaust control
13. Layout from a bench mark provided by others is the responsibility of the Trade Contractor requiring the layout.
14. Immediately notify the Construction Manager of any delays to the schedule of this bid package scope which is being caused by the work of any other Trade Contractor on site. This requirement supersedes other notice provisions in the Contract Documents for this type of delay.
15. This Trade Contractor shall keep all access roadways free and clean from equipment, material, soil or objects which may inhibit the flow of traffic.
16. Daily cleanup is to be provided on a daily basis to a central location and the adequate cost for same is to be carried in the proposal response. Daily clean up is defined as properly removing all debris, neatly organizing remaining material, and broom sweeping work areas, etc. after completion of the day's work at a minimum of EVERY SINGLE DAY.
17. The schedule of values will contain line items for clean up, submittals, safety and as-builts and close out in addition to line items apportioning "the Work". Payments made against these items will be directly related to Trade contractor's Performance. A schedule of values must be submitted and approved prior to the first application for payment being submitted.
18. Electrical power for 110 v. power tools and its consumption cost is by others. Include all cost for electrical connection or hook up required is by this bid package.
19. Sets of documents are available at the Trade Contractor's expense. Contact Service Point at 203.624.0079.
20. Whenever the contract documents require a certified engineer's stamp, review or report, it shall be understood to mean an engineer licensed in the applicable discipline, fully insured and registered in the State of Connecticut.

21. Demobilize/remobilize as the construction schedule and/or weather conditions require at no extra cost.
22. Each Trade Contractor will perform a First Delivery Inspection of materials with the Construction Manager to confirm that materials meet the Project Specifications and approved submittals. These reports shall be turned in with the daily report no more than 24 hours after material arrival. Submission of the First Delivery Inspection Report is a condition of monthly payment. All delays that result from failure to confirm materials delivered with the Construction Manager are at the Trade Contractor's cost, including those of other Trade Contractors on this Project. The Construction Manager will provide a form for this use, which is to be jointly filled out by the Construction Manager and the Trade Contractor. It is the Trade Contractor's responsibility to perform subsequent delivery inspections to ensure compliance with Specifications. Include Benchmarking of initial installations in accordance with the Quality Plan in the Project Manual.
23. There will be no deviations from the submittal format established by the Project Specifications. It is the Trade Contractor's responsibility to complete Submittals in a timely fashion, and to monitor the status of the A/E review. The Trade Contractors shall provide a Submittal Schedule no later than ten (10) days following the receipt of the Notice of Award. All submittals must be received by Construction Manager within 60 days of award, or earlier as required to meet delivery schedules. Include in the schedule a listing for any equipment or materials where shop drawings will take more than 4 weeks to prepare, and for equipment or materials that will take more than 6 weeks to arrive following shop drawing approval.
24. Any payment for overtime work, if authorized as an extra, is for labor, and not for equipment provided on job during regular shift.
25. The successful Bidder shall be responsible for all winter conditions and temporary protection associated with the work of this bid package. If applicable, Include snow removal as necessary to perform your work, except access to the site and slabs, which is by others
26. Each Trade Contractor, where applicable, will receive, unload, and distribute, secure and install all materials furnished by others for installation under this scope. All fittings and hardware required for final connection and installation shall be by the installer.
27. The Construction Manager will arrange to provide temporary electrical power panels for hand tools (by –Electrical Trade Contractor) and water (by HVAC & Plumbing Trade Contractor) at the site for the Trade Contractor's use.
28. Trade Contractor must not use building or site sewage or drainage systems for equipment cleaning purposes.
29. There will be no watchman or security guard on site. All trade Contractors are responsible for security of materials, equipment, and work in place until acceptance as it relates to your work. This includes safety barriers and precautions during off-hours.
30. It is the trade contractor's responsibility to request a preconstruction meeting 30 days prior to commencement of work or 30 days prior to the start of shop drawings where coordination with other trades are required.

31. Specification Section 01 45 00 Paragraph 1.4, B indicates that the re-testing or re-inspection of deficient items are the cost responsibility of the CMR. This will be the cost responsibility of the Trade Contractor. The Trade Contractor shall ensure to submit requests for ALL inspections to the Construction Manager and shall ensure that the assembly to be inspected has been reviewed in advanced of the inspector. Any costs associated with re-inspection will be the trade contractor's responsibility
32. The trade contractor shall request approval from the Construction Manager to work overtime 72 (Construction Manager has 48 hour notice request to the owner) hours in advanced
33. Deduct changes utilizing the Unit Prices per Specification Section 01 20 00 Part 1.5 D – Unit Prices will be issued at a 10% reduction of the Contract Unit Price
34. Specification Section 01 25 00 – Paragraph 1.4 A specifically indicates that the owner will consider requests for equal or substitutions if made prior to the Construction Manager's Subcontractor Competitive Bid. The trade contractor must submit (in the format indicated) requests for substitution or equals a minimum of two (2) week prior to the bid date as a means of allowing for adequate time for review and consideration by the owner and A/E.
35. RFIs process under the Contract Modification Procedures – Specification Section 01 26 00 – The trade contractor shall be timely in reviewing documents. The Construction Manager has a 5 day notice period to inform the owner of potential changes following the Architect's response per Specification Section 01 26 00 – Paragraph 1.3, Part 6. The trade contract will have two (2) calendar days to provide such notice to the Construction Manager or the trade contractor waives the right to seek additional time or cost.
36. RFPs issued by the architect and submitted to the trade contractor by the Construction Manager shall be responded to within 7 calendar days.
37. Specification Section 01 29 76 – Paragraph 1.3 – Part 4 specifically notes SOV requirements of the Construction Manager to the owner. Item Nos. b, d, e, f, and h are specifically tied to the deliverables required by the trade contractors. These items shall be specifically itemized in the trade contractor's SOV to the Construction Manager. The trade contractors inability to submit or perform the referenced work will result in forfeiting the monthly value and a deduct change order will be processed.
38. A minimum of one safety meeting per month is required per Specification Section 01 31 19, 1.6.
39. Fire Stop Systems – A single source fire stop manufacturer will be selected by the Construction Manager from the list of providers noted in the Contract Documents. The trade contractor will be required to provide fire stop systems as it applies to the individual scope. The trade contractors shall also include fire stop / safe labeling and tagging each penetration or application with data including but not limited to Installer, Contractor, Location, System used, and date. Also, the trade contractor shall provide data log entries for use in generating an as-built plan including location.
40. Refer to perimeter fencing and gates as indicated on the Site Utilization Plan. The site contractor will provide all fencing and it is each trade contractor's responsibility to keep the gates closed when entering or exiting the site. The gates shall be closed at all times.

This will be included as part of the initial orientation process but must be reinforced by the trade contractor's project manager and field supervisor.

41. The State will utilize PM Web for electronic documentation submission for all daily reports, safety reports, submittals, as-builts, RFIs, change related correspondence and general correspondence. The license costs is \$500 per trade contractor plus 20% each year (or any portion of a year) for maintenance. For example, if the license is purchased in February, 2012 and is needed through September of 2014, the cost would be \$800, \$500 for the license fee plus 20% (\$100) per year for maintenance for 3 years (\$300 total), even if the duration is only 31 months of usage.
42. Trade contractors will be required to enter daily reports in PM Web on a community computer provided and located by the Construction Manager. It is recommended that your field foreman is equipped with their own computer for efficiency in the event the community computer is not available due to use by other trade contractors during the work day.
43. All reference in the contract documents to the Construction Manager/CMR/General Contractor/Contractor as performing any field work or providing services in connection with any aspect of the Work shall be understood to mean the Trade Contractor. The Construction Manager will not layout, log, record, or otherwise provide actual work or service related to the Trade Contractor's scope of work, inclusive of Division 0 and Division 1 specifications.
44. Note specification section 01 78 30, 1.3, F; minimum warranty period is eighteen (18) months unless specified otherwise for a longer duration. The warranty period does not commence until final acceptance by the Owner. Do not assume a shorter warranty period regardless of a shorter period stipulated elsewhere in the documents and include all costs accordingly.
45. Gilbane has automated its monthly payment application process and solely utilizes an online web-based application provided by Textura LLC. Trade contractors will be required to participate and must implement Textura on the project. Textura will automatically generate the AIA G702/703 and Lien Release Documents. Any additional documentation required as part of the Gilbane application process must be uploaded in the form of a PDF prior to your submission. There is a nominal fee to use this service. These costs are summarized in the Textura brochure included as an attachment to this bid package. Include the costs of using this service in your bid. If you have any questions regarding Textura's Terms and Conditions, costs of service, or training implementation please contact Textura at 866-TEXTURA (839-8872).
46. Conduct an in-house kick-off meeting which must include the personnel that estimated the project and attended the scope review meeting with Gilbane and the personnel that will administer the project (project manager, lead field foreman, accounting, purchasing, etc.). The kick-off meeting must transfer the knowledge of the estimating team to the project administration team. Produce and submit for record the minutes of the meeting, complete with attendance sign-in sheet to the Construction Manager. In the event the Construction Manager is required to devote excessive amounts of time to educating trade contractor administrative personnel on the requirements of the project, the Trade Contractor may be billed for that time at the rates in the Construction Manager's contract with the Owner.

**SPECIFIC ITEMS:**

1. Provide all labor, materials, equipment and services required to complete all toilet compartments, toilet partitions, changing compartments and toilet and bath accessories in accordance with the Contract Documents.
2. Provide all work indicated on the drawing and as specified in the following Specification Sections. The work specified in the following specification sections is the sole responsibility of this Trade Contractor unless modified below:  
10 2113 Toilet Compartments  
10 2800 Toilet & Bath Accessories  
In addition, the Trade Contractor shall provide work specified elsewhere in the Specifications and specifically listed within this scope of work.
3. Coordinate work with surrounding construction and notify the Construction Manager of any conflicts prior to installation.
4. Remove all protective coatings and stickers from all work installed prior to final cleaning.
5. Provide a Code compliant installation of all partitions and accessories. Review all clearances and accessory mounting heights prior to installation. Complete mock up of each typical installation for approval by the Construction Manager and AHJ. Notify the Construction Manager immediately upon discovery of any non-compliant issues.
6. Field measure all partitions and provide dimensioned shop drawings to ensure proper fit.
7. Provide all accessories, whether they are in toilet rooms or not, such as framed mirrors and custodial accessories shown on the Interior Elevations and other similar plans and Elevations throughout the Drawings. (Unframed mirrors are by the Glass and Glazing Trade Contractor)

2. Description of Work Excluded

1. Frameless Mirrors
2. Blocking
3. Final Cleaning

**M. SPECIFICATIONS**

The following Specifications Sections, together with the Drawings and other related items of work as described herein, further define the Scope of Work of the Bid Package (Contract):

1. Specific work of this trade as defined in the following Specification Sections:  
Gilbane Project Manual  
All Division 01 – General Requirements  
10 2113 Toilet Compartments  
10 2800 Toilet & Bath Accessories

2. Work related to this trade as defined in the following Specification Sections:

All other specification sections as listed in the Project Manual for the Additions and Renovation HC Wilcox Regional Vocational Technical School project, Table of Contents, dated Rev. 102010 as prepared by Tai Soo Kim Partners, LLC. Note this table of contents may be modified by Bid Supplements and Addenda.

## **N. CONTRACT DRAWINGS**

1. The following drawings are included in the Scope of Work of this Bid Package.

All drawings as listed in Section 00 01 15 – List of Drawing Sheets with schedule titled Additions & Alterations HC Wilcox Technical High School, Meriden, CT, State Project No. BI-RT-843 Contract Drawing List, dated September 26, 2011. Note this list may be modified by Bid Supplements and Addenda.

**O.** The undersigned represents that this Proposal is made in good faith, without fraud, collusion, or connection of any kind with any other bidder of the same work, that he is competing in his own interest and in his own behalf, without connection of obligation to any undisclosed person, that no other person has any interest in regard to all conditions pertaining to the Work and in regard to the place where it is to be done, has made his own examination and estimates and from them makes this Proposal.

The undersigned represents that he has reviewed the Trade Contract Agreement issued as part of the bidding documents, agrees that if selected for award he will execute the Trade Contract Agreement without exceptions, exclusions, qualifications, clarifications and/or alterations, and is authorized to make such representation on behalf of the Bidder.

The undersigned represents that he has reviewed the insurance requirements in Article 6 of the Trade Contract Agreement, has included all costs to fully comply with same, and is authorized to make this representation on behalf of the Bidder.

Bidder: \_\_\_\_\_  
(Legal Signature) (Type/Print Name)  
\_\_\_\_\_  
(Title)

Firm: \_\_\_\_\_ Address: \_\_\_\_\_  
Business Phone No.: (\_\_\_\_) \_\_\_\_\_  
Business Fax No.: (\_\_\_\_) \_\_\_\_\_

This bidder is a (an): \_\_\_\_\_ Individual, Partnership, Corporation  
**Current Experience Modification Rating** \_\_\_\_\_ **Federal ID#** \_\_\_\_\_  
**OSHA Incident Rates: Recordable** \_\_\_\_\_

List here by title and number all licenses held by the bidder associated with the performance of this work.

License Title	License Number
_____	_____
_____	_____
_____	_____

Indicate the name of the health plan(s) to which benefits will be paid for all employees working on this project. \_\_\_\_\_

The full names, addresses and telephone numbers of all persons interested in this Proposal, as principals are as follows:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**NOTE:** This Proposal must bear the written signature of the Bidder.

- a. If the Bidder is an Individual doing business under a name other than his own name, the Proposal must so state, giving the address of the Individual.
- b. If the Bidder is a Partnership, the Proposal must so state, setting forth the names and addresses of all Partners, and must be signed by a Partner so designated as such.
- c. If the Bidder is a Corporation, the Proposal must be signed by a duly authorized officer or agent of such Corporation.

**BREAKDOWN OF HOURLY RATES**

**WORKERS TITLE:** \_\_\_\_\_

	<b>STRAIGHT TIME</b>	<b>ADD for 1 ½ TIME PREMIUM</b>	<b>ADD for DOUBLE TIME PREMIUM</b>
<b>BASE WAGE RATE</b>			
<b>F.I.C.A.</b>			
<b>F.U.T.A.</b>			
<b>S.U.T.A.</b>			
<b>GEN. LIABILITY INS.</b>			
<b>WORKER'S COMP. INS.</b>			
<b>WELFARE FUND</b>			
<b>PENSION FUND</b>			
<b>APPRENTICE FUND</b>			
<b>VACATION FUND</b>			
<b>ED. &amp; CULT. FUND</b>			
<b>DEFERRED INCOME FUND</b>			
<b>PAID HOLIDAYS</b>			
<b>INCIDENTALS</b>			
<b>OTHER:</b> _____			
<b>SUBTOTAL</b>			
<b>OVERHEAD &amp; PROFIT (15%)</b>			
<b>TOTAL</b>			

**SUBMITTED BY:** \_\_\_\_\_

**Not to be included in the wages above:**

<b>BOND PREMIUM</b> .....			
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**PROPOSAL FORM  
FOR  
ADDITIONS AND RENOVATIONS  
HC WILCOX REGIONAL VOCATIONAL TECHNICAL SCHOOL  
STATE PROJECT NO. BI-RT-843-CMR**



**GILBANE JOB NO. 11.5311.000  
BID PACKAGE No. 10C Accordion Folding Partitions**

**PRE-BID CONFERENCE:**   **October 11, 2011**  
**TIME:**                           **3:00 PM**

**PROPOSAL DUE DATE:**   **October 25, 2011**  
**TIME:**                           **2:00 PM**

**LOCATION:**   **HC Wilcox Technical School**  
                  **298 Oregon Road**  
                  **Meriden, CT 06451**

**LOCATION:**   **Gilbane Building Company**  
                  **208 New London Turnpike**  
                  **Glastonbury, CT 06033**

**DEADLINE FOR SUBMISSION OF QUESTIONS:**   **October 18, 2011**

**To:**   Gilbane Building Company  
          208 New London Turnpike  
          Glastonbury, CT 06033  
          Attention: Patrick J. Delany, District Chief Purchasing Agent

FIRM NAME:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ the undersigned

**A.**   Proposes to furnish all labor, materials, equipment and services as required to satisfactorily complete all **Accordion Folding Partitions Work** herein described as Bid Package **No. 10C** as required for the additions and alternations at HC Wilcox Regional Vocational Technical School Project, all in accordance with the Drawings and Specifications as prepared by Tai Soo Kim Partners, LLC, the Gilbane Project Manual, and this Proposal Form.

**B.**   All work required by the foregoing documents will be accomplished for the Lump Sum Bid Price of

\_\_\_\_\_ Dollars (\$) \_\_\_\_\_).  
(Show amount in both words and figures. In case of discrepancy, amount shown in words will govern.)

The Lump Sum Bid Price above INCLUDES all applicable sales and/or use taxes; INCLUDES all insurance premiums required to meet contractual insurance requirements; and INCLUDES all premiums for a Performance Bond and a Labor and Material Payment Bond in the sum of one hundred percent of the Contract price.

**C.**   Bidder agrees that if written notice of the acceptance of this bid is mailed or delivered to the undersigned within one hundred eighty (180) days after the Proposal Due Date, or any time thereafter before it is withdrawn, the

undersigned shall meet a representative of the Gilbane Glastonbury office or a mutually agreed upon location to execute the Contract. Performance and Payment Bonds and the appropriate insurance certificates will be delivered to the Construction Manager at the time of execution of the Contract. Failure to execute said contract within ten (10) days after receipt of Notice to Award may be considered a default under the obligation of the bid bond.

**D. The above price includes all stipulations and requirements of the following Supplements:**

- Supplement \_\_\_ dated \_\_\_\_\_
- Supplement \_\_\_ dated \_\_\_\_\_
- Supplement \_\_\_ dated \_\_\_\_\_
- Supplement \_\_\_ dated \_\_\_\_\_

which have been received and accepted by the undersigned. Note that it is incumbent of the bidder to include all Supplements issued in the bid. Failure to acknowledge a supplement does not relieve the bidder from the requirements of the supplement.

**E. MILESTONE SCHEDULE DATES**

See Gilbane Project Manual section 00 31 13 – Schedule for activity milestones, durations, and reference. This schedule represents the general milestones that need to be met to achieve the overall project completion dates, and provides guidance to the bidders to understand the time constraints the work must be performed under. The project detailed schedule, in accordance with the terms of the Contract and General Conditions, will be derived from a “Card Trick” scheduling session with mandatory attendance by all prime Trade Contractors.

- 1. Anticipated Date of Contract Award: ..... January 19, 2012
- 2. Commence Shop Drawings and Submittals..... January 19, 2012
- 3. Commence Work for the Proposal:..... May 8, 2013
- 4. Bid Package Substantial Completion:..... July 29, 2013
- 5. Project Substantial Completion..... November 5, 2014

**F. TRADE SUBCONTRACTORS AND MAJOR SUPPLIERS**

The following trade subcontractors are proposed for the item of work listed. Trade subcontractors are subject to review per the General Conditions.

ITEM OF WORK	TRADE SUBCONTRACTORS
_____	_____ EMR:___
_____	_____ EMR:___
_____	_____ EMR:___
_____	_____ EMR:___

**G. UTILIZATION OF MINORITY CONTRACTORS AND SUPPLIERS**

- 1. The Bidder will endeavor to obtain participation from small business enterprise and minority business trade subcontractors and/or suppliers certified by the **State of Connecticut**.

2. The successful Trade Contractor shall substantiate this participation within ten (10) days after receipt of Notice of Award. Refer to the General Instruction to Bidders for further information.

3. Indicate here the utilization of certified S/MBEs included in the base bid. Failure to comply with M/WBE participation goals may constitute a non-responsive proposal. IF NO INDICATION IS GIVEN, IT SHALL BE INTERPRETED THAT ZERO M/WBE PARTICIPATION IS INCLUDED.

This proposal includes \_\_\_\_\_% certified SBE participation.

This proposal includes \_\_\_\_\_% certified MBE participation.

4. S/MBE participation shall count toward stipulated contractual goals or requirements only as described in the General Instructions to Bidders.

**H. UNIT PRICES**

Unit Prices shall be used, where applicable, to make adjustments to the cost of the Work due to changes. All Unit Prices submitted shall be complete in-place prices (unless noted otherwise) and include all costs for overhead, profit, labor, materials, equipment, and any other incidentals related to the completion of the Work, and shall remain firm for the period of the contract. Unit prices listed are for additive work. Deductive unit prices will be calculated at no less than 85% of the additive unit price (100% if used in conjunction with an allowance).

UNIT PRICES:

None.

**Changes in the Work.** All bidders are herein advised that they are to provide, in the space provided below, a written description of how they would price lump sum changes. It is understood that the Unit Prices which you would insert in this Proposal Form response would be one element of the Change pricing, however, it is necessary to determine up front and reach agreement on, your intended method of determining units of labor productivity and material pricing as well. Bidders are to be explicit as to what Manual(s), if any, are intended to be utilized. Once accepted by the Construction Manager, provide copies of all applicable pricing manuals for use by the Construction Manual in evaluating Change Order pricing.

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Provide labor rates which may be used, subject to review and approval, in pricing any extra work that may be required. Rates are to be complete billing rates and are to include actual wages, taxes, fringes, insurance, small tools and incidentals and **15%** overhead and profit (combined). Base price on current rates in effect at time of bid. As prevailing wages and fringes rate change, these increases will be added to the labor rates at actual cost. Increases in wage rates are subject to audit. Complete the attached Wage Rate Breakdown Form for each classification of worker anticipated to work on the Project.

**I. ALTERNATE PRICES**

An Alternate Price shall include all costs associated with the changes, omissions, additions or other adjustments to the Work of this Bid Package (Contract) which are described in the Alternate, or are reasonably inferable therefrom. Claims for extras resulting from changes caused by the acceptance or rejection of any Alternate will not be allowed. Alternate Prices shall also include all costs of overhead, profit and bonds associated with the work of the Alternate, whether additive or deductive.

The Drawings, Specifications and other Contract Documents shall be considered appropriately modified by either the acceptance or rejection of the various Alternates. The Owner and the Construction Manager expressly reserve the right to accept or reject any, or all, Alternate Prices, and in any sequence prior to or after award. Acceptance or rejection of any Alternate does not relieve the Bidder of timely completion of the Work within the time periods indicated.

ALTERNATES:

None.

**J. ALLOWANCES**

The Bidder includes the following Allowances and rates in the total Lump Sum Amount of the Base Bid for this Bid Package. Further to Article 10 in the General Conditions and unless noted otherwise below, the following allowance amounts include the Trade Contractor's cost of materials less applicable discounts, delivery to the site, applicable taxes, unloading, handling, installation, allowable overhead and profit. All other costs associated with completing the work described in the allowance is included in the base bid but outside of the allowance amount.

ALLOWANCES:

None.

**K. COST AND QUANTITY BREAKDOWN**

In order to properly evaluate the Proposal, provide the following information. The Scope of Work to be awarded will not be influenced by the cost and quantity information requested here.

1. COST BREAKDOWN

Total Material .....	\$ _____
Total Labor Cost .....	\$ _____
Total Subcontractor/Equipment Cost.....	\$ _____
Total Applicable Sales and Use Taxes.....	\$ _____
Allowances.....	\$ _____
Total Bond Cost .....	\$ _____
Total Bid .....	\$ _____
Total Estimated On-Site Manhours .....	_____

## **L. SCOPE OF WORK**

### **1. Description of Work Included**

Except for those items (if any) specifically noted in the section below entitled "Description of Work Excluded", the Work of this Bid Package shall INCLUDE all of the following:

- a. All items of work required by, and/or specified in, those Sections of the Specifications which are listed herein, under Section M SPECIFICATIONS.
- b. All items of work related to the "Scope of Work", which are shown on the Drawings listed herein under Section N Contract Drawings.
- c. The following "Significant Items of Work" are related to those required by the above referenced documents and are to be provided under, and hereby form a part of, the Scope of Work of this Bid Package (Contract). Should any conflict exist between this written scope of work and the scope of work inferred by the above referenced documents, this scope of work shall govern. All items are furnished and installed by this Trade Contractor unless noted otherwise.

### **GENERAL**

1. Include all costs for Trade Contractor personnel and all sub-trade contractor personnel for safety orientation and other safety related meetings, etc. for all labor forces working on this jobsite. This orientation is mandatory for all personnel working on-site and is expected to last approximately 1/2 hour. Safety orientations will be scheduled by the Construction Manager. ALL PERSONNEL (including truck drivers) MUST ATTEND THE SAFETY ORIENTATION PRIOR TO PERFORMING ANY WORK ON SITE. Also, each week, in addition to safety training, safety meetings, and tool box talks that the Trade Contractor provides to their employees, include attendance by all on-site personnel to attend a weekly safety talk that will be conducted by the Construction Manager. This talk will take place on a regular basis one day a week immediately following the lunch break and will last no longer than 10 minutes.
2. Retainage of 7.5% is intended to be withheld until Substantial Completion however "partial payments may be made if agreed to by the DCS and Gilbane."
3. This Trade Contractor will not be allowed to begin work on the project until the following items have been submitted: Certificate of Insurance, written Safety Program with Job Hazard Analysis, material status report and a list of all materials required under this Contract with indication of which materials require submittal for approval as outlined in the specifications and a schedule of anticipated date(s) of submittal for each.
4. The items listed herein are not intended to be an all-inclusive listing of the specified Contract Scope of Work, but merely highlight the major items of work. Review the scope of work closely and include all cost to provide all work as required by this bid package. Provide all work required by your scope of work which may be contained in other specifications, or on drawings whether or not specifically listed within this Proposal Form. Should a scope of work item be duplicated in another bid package, do not delete the item from your bid. Notify the Construction Manager immediately. Failure to include costs for a duplicated item will not alleviate the Trade Contractor's responsibility to provide full credit for the item should it be deleted from the bid package after a contract is awarded.

5. Gilbane shall have the right to assemble the craftsmen for orientation, quality, daily stretching, and safety related matters at no additional cost
6. Parking will be available on site in areas to be designated by the Construction Manager. Please refer to the Site Utilization Plan detailing parking in Lot A. A portion of the lot will be provided for parking, general lay-down, and storage containers.
7. Construction is to be sequenced and phased per the Gilbane project schedule included in the Project manual and the Phasing Drawings. Review these documents carefully. The school will remain active during construction, and cannot be disrupted. Work within the existing building is to occur as the schedule depicts. Every effort will be made to work around the school schedule, vacations and days off will be utilized.
8. Provide all labor necessary to unload, distribute, and re-handle his material as required until such time that material is in place.
9. All costs required for transporting, erecting, dismantling, and removal of temporary facilities and equipment required by this Trade Contractor are to be included in the base bid amount.
10. Trade contractors shall participate with the inspection walkthroughs as requested by the Construction Manager. Provide suitable access for inspectors to perform all tests or inspections. Trade Contractor supplied temporary ladders and lifts to perform their work are to be available for the use of all parties.
11. The site is very restricted and the building will be occupied during the work. Deliveries and storage must be coordinated with the Construction Manager in advance. On site storage will not be available without prior approval by the Construction Manager.
12. All equipment used on the Jobsite shall be in good working order and maintained and operated as designed and have state of the art noise, vibration and exhaust control
13. Layout from a bench mark provided by others is the responsibility of the Trade Contractor requiring the layout.
14. Immediately notify the Construction Manager of any delays to the schedule of this bid package scope which is being caused by the work of any other Trade Contractor on site. This requirement supersedes other notice provisions in the Contract Documents for this type of delay.
15. This Trade Contractor shall keep all access roadways free and clean from equipment, material, soil or objects which may inhibit the flow of traffic.
16. Daily cleanup is to be provided on a daily basis to a central location and the adequate cost for same is to be carried in the proposal response. Daily clean up is defined as properly removing all debris, neatly organizing remaining material, and broom sweeping work areas, etc. after completion of the day's work at a minimum of EVERY SINGLE DAY.
17. The schedule of values will contain line items for clean up, submittals, safety and as-builts and close out in addition to line items apportioning "the Work". Payments made against these items will be directly related to Trade contractor's Performance. A schedule of values must be submitted and approved prior to the first application for payment being submitted.

18. Electrical power for 110 v. power tools and its consumption cost is by others. Include all cost for electrical connection or hook up required is by this bid package.
19. Sets of documents are available at the Trade Contractor's expense. Contact Service Point at 203.624.0079.
20. Whenever the contract documents require a certified engineer's stamp, review or report, it shall be understood to mean an engineer licensed in the applicable discipline, fully insured and registered in the State of Connecticut.
21. Demobilize/remobilize as the construction schedule and/or weather conditions require at no extra cost.
22. Each Trade Contractor will perform a First Delivery Inspection of materials with the Construction Manager to confirm that materials meet the Project Specifications and approved submittals. These reports shall be turned in with the daily report no more than 24 hours after material arrival. Submission of the First Delivery Inspection Report is a condition of monthly payment. All delays that result from failure to confirm materials delivered with the Construction Manager are at the Trade Contractor's cost, including those of other Trade Contractors on this Project. The Construction Manager will provide a form for this use, which is to be jointly filled out by the Construction Manager and the Trade Contractor. It is the Trade Contractor's responsibility to perform subsequent delivery inspections to ensure compliance with Specifications. Include Benchmarking of initial installations in accordance with the Quality Plan in the Project Manual.
23. There will be no deviations from the submittal format established by the Project Specifications. It is the Trade Contractor's responsibility to complete Submittals in a timely fashion, and to monitor the status of the A/E review. The Trade Contractors shall provide a Submittal Schedule no later than ten (10) days following the receipt of the Notice of Award. All submittals must be received by Construction Manager within 60 days of award, or earlier as required to meet delivery schedules. Include in the schedule a listing for any equipment or materials where shop drawings will take more than 4 weeks to prepare, and for equipment or materials that will take more than 6 weeks to arrive following shop drawing approval.
24. Any payment for overtime work, if authorized as an extra, is for labor, and not for equipment provided on job during regular shift.
25. The successful Bidder shall be responsible for all winter conditions and temporary protection associated with the work of this bid package. If applicable, Include snow removal as necessary to perform your work, except access to the site and slabs, which is by others
26. Each Trade Contractor, where applicable, will receive, unload, and distribute, secure and install all materials furnished by others for installation under this scope. All fittings and hardware required for final connection and installation shall be by the installer.
27. The Construction Manager will arrange to provide temporary electrical power panels for hand tools (by –Electrical Trade Contractor) and water (by HVAC & Plumbing Trade Contractor) at the site for the Trade Contractor's use.

28. Trade Contractor must not use building or site sewage or drainage systems for equipment cleaning purposes.
29. There will be no watchman or security guard on site. All trade Contractors are responsible for security of materials, equipment, and work in place until acceptance as it relates to your work. This includes safety barriers and precautions during off-hours.
30. It is the trade contractor's responsibility to request a preconstruction meeting 30 days prior to commencement of work or 30 days prior to the start of shop drawings where coordination with other trades are required.
31. Specification Section 01 45 00 Paragraph 1.4, B indicates that the re-testing or re-inspection of deficient items are the cost responsibility of the CMR. This will be the cost responsibility of the Trade Contractor. The Trade Contractor shall ensure to submit requests for ALL inspections to the Construction Manager and shall ensure that the assembly to be inspected has been reviewed in advanced of the inspector. Any costs associated with re-inspection will be the trade contractor's responsibility
32. The trade contractor shall request approval from the Construction Manager to work overtime 72 (Construction Manager has 48 hour notice request to the owner) hours in advanced
33. Deduct changes utilizing the Unit Prices per Specification Section 01 20 00 Part 1.5 D – Unit Prices will be issued at a 10% reduction of the Contract Unit Price
34. Specification Section 01 25 00 – Paragraph 1.4 A specifically indicates that the owner will consider requests for equal or substitutions if made prior to the Construction Manager's Subcontractor Competitive Bid. The trade contractor must submit (in the format indicated) requests for substitution or equals a minimum of two (2) week prior to the bid date as a means of allowing for adequate time for review and consideration by the owner and A/E.
35. RFIs process under the Contract Modification Procedures – Specification Section 01 26 00 – The trade contractor shall be timely in reviewing documents. The Construction Manager has a 5 day notice period to inform the owner of potential changes following the Architect's response per Specification Section 01 26 00 – Paragraph 1.3, Part 6. The trade contract will have two (2) calendar days to provide such notice to the Construction Manager or the trade contractor waives the right to seek additional time or cost.
36. RFPs issued by the architect and submitted to the trade contractor by the Construction Manager shall be responded to within 7 calendar days.
37. Specification Section 01 29 76 – Paragraph 1.3 – Part 4 specifically notes SOV requirements of the Construction Manager to the owner. Item Nos. b, d, e, f, and h are specifically tied to the deliverables required by the trade contractors. These items shall be specifically itemized in the trade contractor's SOV to the Construction Manager. The trade contractors inability to submit or perform the referenced work will result in forfeiting the monthly value and a deduct change order will be processed.
38. A minimum of one safety meeting per month is required per Specification Section 01 31 19, 1.6.



39. Fire Stop Systems – A single source fire stop manufacturer will be selected by the Construction Manager from the list of providers noted in the Contract Documents. The trade contractor will be required to provide fire stop systems as it applies to the individual scope. The trade contractors shall also include fire stop / safe labeling and tagging each penetration or application with data including but not limited to Installer, Contractor, Location, System used, and date. Also, the trade contractor shall provide data log entries for use in generating an as-built plan including location.
40. Refer to perimeter fencing and gates as indicated on the Site Utilization Plan. The site contractor will provide all fencing and it is each trade contractor's responsibility to keep the gates closed when entering or exiting the site. The gates shall be closed at all times. This will be included as part of the initial orientation process but must be reinforced by the trade contractor's project manager and field supervisor.
41. The State will utilize PM Web for electronic documentation submission for all daily reports, safety reports, submittals, as-builts, RFIs, change related correspondence and general correspondence. The license costs is \$500 per trade contractor plus 20% each year (or any portion of a year) for maintenance. For example, if the license is purchased in February, 2012 and is needed through September of 2014, the cost would be \$800, \$500 for the license fee plus 20% (\$100) per year for maintenance for 3 years (\$300 total), even if the duration is only 31 months of usage.
42. Trade contractors will be required to enter daily reports in PM Web on a community computer provided and located by the Construction Manager. It is recommended that your field foreman is equipped with their own computer for efficiency in the event the community computer is not available due to use by other trade contractors during the work day.
43. All reference in the contract documents to the Construction Manager/CMR/General Contractor/Contractor as performing any field work or providing services in connection with any aspect of the Work shall be understood to mean the Trade Contractor. The Construction Manager will not layout, log, record, or otherwise provide actual work or service related to the Trade Contractor's scope of work, inclusive of Division 0 and Division 1 specifications.
44. Note specification section 01 78 30, 1.3, F; minimum warranty period is eighteen (18) months unless specified otherwise for a longer duration. The warranty period does not commence until final acceptance by the Owner. Do not assume a shorter warranty period regardless of a shorter period stipulated elsewhere in the documents and include all costs accordingly.
45. Gilbane has automated its monthly payment application process and solely utilizes an online web-based application provided by Textura LLC. Trade contractors will be required to participate and must implement Textura on the project. Textura will automatically generate the AIA G702/703 and Lien Release Documents. Any additional documentation required as part of the Gilbane application process must be uploaded in the form of a PDF prior to your submission. There is a nominal fee to use this service. These costs are summarized in the Textura brochure included as an attachment to this bid package. Include the costs of using this service in your bid. If you have any questions regarding Textura's Terms and Conditions, costs of service, or training implementation please contact Textura at 866-TEXTURA (839-8872).

46. Conduct an in-house kick-off meeting which must include the personnel that estimated the project and attended the scope review meeting with Gilbane and the personnel that will administer the project (project manager, lead field foreman, accounting, purchasing, etc.). The kick-off meeting must transfer the knowledge of the estimating team to the project administration team. Produce and submit for record the minutes of the meeting, complete with attendance sign-in sheet to the Construction Manager. In the event the Construction Manager is required to devote excessive amounts of time to educating trade contractor administrative personnel on the requirements of the project, the Trade Contractor may be billed for that time at the rates in the Construction Manager's contract with the Owner.

**SPECIFIC ITEMS:**

1. Provide all labor, materials, equipment and services required to complete all accordion folding partition related work. The work includes, but is not limited to, all supports, hardware and installation labor and material in accordance with the Contract Documents.
2. Provide all work indicated on the drawing and as specified in the following Specification Sections. The work specified in the following specification sections is the sole responsibility of this Trade Contractor unless modified below:  
102226.13 Accordion Folding Partitions  
In addition, the Trade Contractor shall provide work specified elsewhere in the Specifications and specifically listed within this scope of work.
3. Coordinate all accordion partition with surrounding construction and notify the Construction Manager of any conflicts prior to installation. Accordion partitions are not to be fabricated prior to approval of shop drawings and completion of field measurements.
4. Coordinate requirements for support with the BP05A Trade Contractor. The BP05A Trade Contractor will provide only the steel shown on the Contract Documents. Provide any supplemental steel or blocking not shown on drawings required to support the accordion partition.
5. Furnish all requirements for bolt holes to the BP05A Trade Contractor in a timely manner during the submittal process. Failure to provide the information in time for the BP05A Trade Contractor punch the holes in its shop will result in this Trade Contractor being responsible to field drill/punch the steel as required for partition assembly attachment.
6. Provide masonite to protect the multipurpose room floor when installing the equipment. Floor protection to be installed in all areas where work is occurring including access to and from the work areas. Lifts or equipment shall not be permitted directly on the finished floor.

2. Description of Work Excluded

1. Wood trim around receiver

**M. SPECIFICATIONS**

The following Specifications Sections, together with the Drawings and other related items of work as described herein, further define the Scope of Work of the Bid Package (Contract):

1. Specific work of this trade as defined in the following Specification Sections:

Gilbane Project Manual  
All Division 01 – General Requirements  
102226.13 Accordion Folding Partitions

2. Work related to this trade as defined in the following Specification Sections:

All other specification sections as listed in the Project Manual for the Additions and Renovation HC Wilcox Regional Vocational Technical School project, Table of Contents, dated Rev. 102010 as prepared by Tai Soo Kim Partners, LLC. Note this table of contents may be modified by Bid Supplements and Addenda.

**N. CONTRACT DRAWINGS**

1. The following drawings are included in the Scope of Work of this Bid Package.

All drawings as listed in Section 00 01 15 – List of Drawing Sheets with schedule titled Additions & Alterations HC Wilcox Technical High School, Meriden, CT, State Project No. BI-RT-843 Contract Drawing List, dated September 26, 2011. Note this list may be modified by Bid Supplements and Addenda.

**O.** The undersigned represents that this Proposal is made in good faith, without fraud, collusion, or connection of any kind with any other bidder of the same work, that he is competing in his own interest and in his own behalf, without connection of obligation to any undisclosed person, that no other person has any interest in regard to all conditions pertaining to the Work and in regard to the place where it is to be done, has made his own examination and estimates and from them makes this Proposal.

The undersigned represents that he has reviewed the Trade Contract Agreement issued as part of the bidding documents, agrees that if selected for award he will execute the Trade Contract Agreement without exceptions, exclusions, qualifications, clarifications and/or alterations, and is authorized to make such representation on behalf of the Bidder.

The undersigned represents that he has reviewed the insurance requirements in Article 6 of the Trade Contract Agreement, has included all costs to fully comply with same, and is authorized to make this representation on behalf of the Bidder.

Bidder: \_\_\_\_\_  
(Legal Signature) (Type/Print Name)  
\_\_\_\_\_  
(Title)

Firm: \_\_\_\_\_ Address: \_\_\_\_\_  
Business Phone No.: (\_\_\_\_) \_\_\_\_\_  
Business Fax No.: (\_\_\_\_) \_\_\_\_\_

This bidder is a (an): \_\_\_\_\_ Individual, Partnership, Corporation  
**Current Experience Modification Rating** \_\_\_\_\_ **Federal ID#** \_\_\_\_\_  
**OSHA Incident Rates: Recordable** \_\_\_\_\_

List here by title and number all licenses held by the bidder associated with the performance of this work.

License Title	License Number
_____	_____
_____	_____
_____	_____

Indicate the name of the health plan(s) to which benefits will be paid for all employees working on this project. \_\_\_\_\_

The full names, addresses and telephone numbers of all persons interested in this Proposal, as principals are as follows:  
\_\_\_\_\_  
\_\_\_\_\_

**NOTE:** This Proposal must bear the written signature of the Bidder.

- a. If the Bidder is an Individual doing business under a name other than his own name, the Proposal must so state, giving the address of the Individual.
- b. If the Bidder is a Partnership, the Proposal must so state, setting forth the names and addresses of all Partners, and must be signed by a Partner so designated as such.
- c. If the Bidder is a Corporation, the Proposal must be signed by a duly authorized officer or agent of such Corporation.

**BREAKDOWN OF HOURLY RATES**

**WORKERS TITLE:** \_\_\_\_\_

	<b>STRAIGHT TIME</b>	<b>ADD for 1 ½ TIME PREMIUM</b>	<b>ADD for DOUBLE TIME PREMIUM</b>
<b>BASE WAGE RATE</b>			
<b>F.I.C.A.</b>			
<b>F.U.T.A.</b>			
<b>S.U.T.A.</b>			
<b>GEN. LIABILITY INS.</b>			
<b>WORKER'S COMP. INS.</b>			
<b>WELFARE FUND</b>			
<b>PENSION FUND</b>			
<b>APPRENTICE FUND</b>			
<b>VACATION FUND</b>			
<b>ED. &amp; CULT. FUND</b>			
<b>DEFERRED INCOME FUND</b>			
<b>PAID HOLIDAYS</b>			
<b>INCIDENTALS</b>			
<b>OTHER:</b> _____			
<b>SUBTOTAL</b>			
<b>OVERHEAD &amp; PROFIT (15%)</b>			
<b>TOTAL</b>			

**SUBMITTED BY:** \_\_\_\_\_

**Not to be included in the wages above:**

<b>BOND PREMIUM</b> .....			
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**PROPOSAL FORM  
FOR  
ADDITIONS AND RENOVATIONS  
HC WILCOX REGIONAL VOCATIONAL TECHNICAL SCHOOL  
STATE PROJECT NO. BI-RT-843-CMR**



**GILBANE JOB NO. 11.5311.000  
BID PACKAGE No. 10D Lockers**

**PRE-BID CONFERENCE:** October 11, 2011  
**TIME:** 3:00 PM

**PROPOSAL DUE DATE:** October 25, 2011  
**TIME:** 2:00 PM

**LOCATION:** HC Wilcox Technical School  
298 Oregon Road  
Meriden, CT 06451

**LOCATION:** Gilbane Building Company  
208 New London Turnpike  
Glastonbury, CT 06033

**DEADLINE FOR SUBMISSION OF QUESTIONS:** October 18, 2011

**To:** Gilbane Building Company  
208 New London Turnpike  
Glastonbury, CT 06033  
Attention: Patrick J. Delany, District Chief Purchasing Agent

FIRM NAME:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ the undersigned

**A.** Proposes to furnish all labor, materials, equipment and services as required to satisfactorily complete all **Locker** work herein described as Bid Package No. **10D** as required for the additions and alternations at HC Wilcox Regional Vocational Technical School Project, all in accordance with the Drawings and Specifications as prepared by Tai Soo Kim Partners, LLC, the Gilbane Project Manual, and this Proposal Form.

**B.** All work required by the foregoing documents will be accomplished for the Lump Sum Bid Price of \_\_\_\_\_ Dollars (\$) \_\_\_\_\_).  
(Show amount in both words and figures. In case of discrepancy, amount shown in words will govern.)

The Lump Sum Bid Price above INCLUDES all applicable sales and/or use taxes; INCLUDES all insurance premiums required to meet contractual insurance requirements; and INCLUDES all premiums for a Performance Bond and a Labor and Material Payment Bond in the sum of one hundred percent of the Contract price.

**C.** Bidder agrees that if written notice of the acceptance of this bid is mailed or delivered to the undersigned within one hundred eighty (180) days after the Proposal Due Date, or any time thereafter before it is withdrawn, the undersigned shall meet a representative of the Gilbane Glastonbury office or a mutually agreed upon location to

execute the Contract. Performance and Payment Bonds and the appropriate insurance certificates will be delivered to the Construction Manager at the time of execution of the Contract. Failure to execute said contract within ten (10) days after receipt of Notice to Award may be considered a default under the obligation of the bid bond.

**D. The above price includes all stipulations and requirements of the following Supplements:**

- Supplement \_\_ dated \_\_\_\_\_
- Supplement \_\_ dated \_\_\_\_\_
- Supplement \_\_ dated \_\_\_\_\_
- Supplement \_\_ dated \_\_\_\_\_

which have been received and accepted by the undersigned. Note that it is incumbent of the bidder to include all Supplements issued in the bid. Failure to acknowledge a supplement does not relieve the bidder from the requirements of the supplement.

**E. MILESTONE SCHEDULE DATES**

See Gilbane Project Manual section 00 31 13 – Schedule for activity milestones, durations, and reference. This schedule represents the general milestones that need to be met to achieve the overall project completion dates, and provides guidance to the bidders to understand the time constraints the work must be performed under. The project detailed schedule, in accordance with the terms of the Contract and General Conditions, will be derived from a “Card Trick” scheduling session with mandatory attendance by all prime Trade Contractors.

- 1. Anticipated Date of Contract Award: ..... January 19, 2012
- 2. Commence Shop Drawings and Submittals..... January 19, 2012
- 3. Commence Work for the Proposal:..... December 3, 2012
- 4. Bid Package Substantial Completion:..... July 29, 2014
- 5. Project Substantial Completion..... November 5, 2014

**F. TRADE SUBCONTRACTORS AND MAJOR SUPPLIERS**

The following trade subcontractors are proposed for the item of work listed. Trade subcontractors are subject to review per the General Conditions.

ITEM OF WORK	TRADE SUBCONTRACTORS
_____	_____ EMR:___
_____	_____ EMR:___
_____	_____ EMR:___
_____	_____ EMR:___

**G. UTILIZATION OF MINORITY CONTRACTORS AND SUPPLIERS**

- 1. The Bidder will endeavor to obtain a minimum goal of five percent (5%) of the awarded amount to small business enterprises, with five percent (5%) of the awarded amount to minority business trade subcontractors and/or suppliers certified by the **State of Connecticut**.

2. The successful Trade Contractor shall substantiate this participation within ten (10) days after receipt of Notice of Award. Refer to the General Instruction to Bidders for further information.
3. Indicate here the utilization of certified S/MBEs included in the base bid. Failure to comply with M/WBE participation goals may constitute a non-responsive proposal. IF NO INDICATION IS GIVEN, IT SHALL BE INTERPRETED THAT ZERO M/WBE PARTICIPATION IS INCLUDED.

This proposal includes \_\_\_\_\_% certified SBE participation.

This proposal includes \_\_\_\_\_% certified MBE participation.

4. S/MBE participation shall count toward stipulated contractual goals or requirements only as described in the General Instructions to Bidders.

**H. UNIT PRICES**

Unit Prices shall be used, where applicable, to make adjustments to the cost of the Work due to changes. All Unit Prices submitted shall be complete in-place prices (unless noted otherwise) and include all costs for overhead, profit, labor, materials, equipment, and any other incidentals related to the completion of the Work, and shall remain firm for the period of the contract. Unit prices listed are for additive work. Deductive unit prices will be calculated at no less than 85% of the additive unit price (100% if used in conjunction with an allowance).

**UNIT PRICES:**

1. Full Frame Double Tier Locker .....\$ \_\_\_\_\_ /EA
2. Benches .....\$ \_\_\_\_\_ /LF

**Changes in the Work.** All bidders are herein advised that they are to provide, in the space provided below, a written description of how they would price lump sum changes. It is understood that the Unit Prices which you would insert in this Proposal Form response would be one element of the Change pricing, however, it is necessary to determine up front and reach agreement on, your intended method of determining units of labor productivity and material pricing as well. Bidders are to be explicit as to what Manual(s), if any, are intended to be utilized. Once accepted by the Construction Manager, provide copies of all applicable pricing manuals for use by the Construction Manual in evaluating Change Order pricing.

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Provide labor rates which may be used, subject to review and approval, in pricing any extra work that may be required. Rates are to be complete billing rates and are to include actual wages, taxes, fringes, insurance, small tools and incidentals and **15%** overhead and profit (combined). Base price on current rates in effect at time of bid. As prevailing wages and fringes rate change, these increases will be added to the labor rates at actual cost. Increases in wage rates are subject to audit. Complete the attached Wage Rate Breakdown Form for each classification of worker anticipated to work on the Project.



**I. ALTERNATE PRICES**

An Alternate Price shall include all costs associated with the changes, omissions, additions or other adjustments to the Work of this Bid Package (Contract) which are described in the Alternate, or are reasonably inferable therefrom. Claims for extras resulting from changes caused by the acceptance or rejection of any Alternate will not be allowed. Alternate Prices shall also include all costs of overhead, profit and bonds associated with the work of the Alternate, whether additive or deductive.

The Drawings, Specifications and other Contract Documents shall be considered appropriately modified by either the acceptance or rejection of the various Alternates. The Owner and the Construction Manager expressly reserve the right to accept or reject any, or all, Alternate Prices, and in any sequence prior to or after award. Acceptance or rejection of any Alternate does not relieve the Bidder of timely completion of the Work within the time periods indicated.

ALTERNATES:

None.

**J. ALLOWANCES**

The Bidder includes the following Allowances and rates in the total Lump Sum Amount of the Base Bid for this Bid Package. Further to Article 10 in the General Conditions and unless noted otherwise below, the following allowance amounts include the Trade Contractor's cost of materials less applicable discounts, delivery to the site, applicable taxes, unloading, handling, installation, allowable overhead and profit. All other costs associated with completing the work described in the allowance is included in the base bid but outside of the allowance amount.

ALLOWANCES:

None.

**K. COST AND QUANTITY BREAKDOWN**

In order to properly evaluate the Proposal, provide the following information. The Scope of Work to be awarded will not be influenced by the cost and quantity information requested here.

1. **COST BREAKDOWN**

Total Material ..... \$ \_\_\_\_\_  
Total Labor Cost ..... \$ \_\_\_\_\_  
Total Subcontractor/Equipment Cost..... \$ \_\_\_\_\_  
Total Applicable Sales and Use Taxes..... \$ \_\_\_\_\_  
Allowances..... \$ \_\_\_\_\_  
Total Bond Cost ..... \$ \_\_\_\_\_  
Total Bid ..... \$ \_\_\_\_\_  
Total Estimated On-Site Manhours ..... \_\_\_\_\_

2. **QUANTITY BREAKDOWN** (Note: The items listed below are not intended to be an all inclusive listing, but merely to highlight some items of work.)

**THE INFORMATION LISTED BELOW IN THE QUANTITY BREAKDOWN SECTION IS REQUIRED AT THE TIME OF BID SUBMISSION.**

Item	Quantity	Total Cost
Mobilization	_____ EA	\$ _____
Safety	L.S.	\$ _____
Metal Lockers	_____ EA	\$ _____
Benches	_____ LF	\$ _____
Daily Clean-up	L.S.	\$ _____
Allowances	L.S.	\$ _____
Other	L.S.	\$ _____
Total Bid	L.S.	\$ _____

**L. SCOPE OF WORK**

1. Description of Work Included

Except for those items (if any) specifically noted in the section below entitled "Description of Work Excluded", the Work of this Bid Package shall INCLUDE all of the following:

- a. All items of work required by, and/or specified in, those Sections of the Specifications which are listed herein, under Section M SPECIFICATIONS.
- b. All items of work related to the "Scope of Work", which are shown on the Drawings listed herein under Section N Contract Drawings.
- c. The following "Significant Items of Work" are related to those required by the above referenced documents and are to be provided under, and hereby form a part of, the Scope of Work of this Bid Package (Contract). Should any conflict exist between this written scope of work and the scope of work inferred by the above referenced documents, this scope of work shall govern. All items are furnished and installed by this Trade Contractor unless noted otherwise.

**GENERAL**

1. Include all costs for Trade Contractor personnel and all sub-trade contractor personnel for safety orientation and other safety related meetings, etc. for all labor forces working on this jobsite. This orientation is mandatory for all personnel working on-site and is expected to last approximately 1/2 hour. Safety orientations will be scheduled by the Construction Manager. ALL PERSONNEL (including truck drivers) MUST ATTEND THE SAFETY ORIENTATION PRIOR TO PERFORMING ANY WORK ON SITE. Also, each week, in addition to safety training, safety meetings, and tool box talks that the Trade Contractor provides to their employees, include attendance by all on-site personnel to attend a weekly safety talk that will be conducted by the Construction Manager. This talk will take place on a regular basis one day a week immediately following the lunch break and will last no longer than 10 minutes.
2. Retainage of 7.5% is intended to be withheld until Substantial Completion however "partial payments may be made if agreed to by the DCS and Gilbane."

3. This Trade Contractor will not be allowed to begin work on the project until the following items have been submitted: Certificate of Insurance, written Safety Program with Job Hazard Analysis, material status report and a list of all materials required under this Contract with indication of which materials require submittal for approval as outlined in the specifications and a schedule of anticipated date(s) of submittal for each.
4. The items listed herein are not intended to be an all-inclusive listing of the specified Contract Scope of Work, but merely highlight the major items of work. Review the scope of work closely and include all cost to provide all work as required by this bid package. Provide all work required by your scope of work which may be contained in other specifications, or on drawings whether or not specifically listed within this Proposal Form. Should a scope of work item be duplicated in another bid package, do not delete the item from your bid. Notify the Construction Manager immediately. Failure to include costs for a duplicated item will not alleviate the Trade Contractor's responsibility to provide full credit for the item should it be deleted from the bid package after a contract is awarded.
5. Gilbane shall have the right to assemble the craftsmen for orientation, quality, daily stretching, and safety related matters at no additional cost
6. Parking will be available on site in areas to be designated by the Construction Manager. Please refer to the Site Utilization Plan detailing parking in Lot A. A portion of the lot will be provided for parking, general lay-down, and storage containers.
7. Construction is to be sequenced and phased per the Gilbane project schedule included in the Project manual and the Phasing Drawings. Review these documents carefully. The school will remain active during construction, and cannot be disrupted. Work within the existing building is to occur as the schedule depicts. Every effort will be made to work around the school schedule, vacations and days off will be utilized.
8. Provide all labor necessary to unload, distribute, and re-handle his material as required until such time that material is in place.
9. All costs required for transporting, erecting, dismantling, and removal of temporary facilities and equipment required by this Trade Contractor are to be included in the base bid amount.
10. Trade contractors shall participate with the inspection walkthroughs as requested by the Construction Manager. Provide suitable access for inspectors to perform all tests or inspections. Trade Contractor supplied temporary ladders and lifts to perform their work are to be available for the use of all parties.
11. The site is very restricted and the building will be occupied during the work. Deliveries and storage must be coordinated with the Construction Manager in advance. On site storage will not be available without prior approval by the Construction Manager.
12. All equipment used on the Jobsite shall be in good working order and maintained and operated as designed and have state of the art noise, vibration and exhaust control
13. Layout from a bench mark provided by others is the responsibility of the Trade Contractor requiring the layout.
14. Immediately notify the Construction Manager of any delays to the schedule of this bid package scope which is being caused by the work of any other Trade Contractor on site.

- This requirement supersedes other notice provisions in the Contract Documents for this type of delay.
15. This Trade Contractor shall keep all access roadways free and clean from equipment, material, soil or objects which may inhibit the flow of traffic.
  16. Daily cleanup is to be provided on a daily basis to a central location and the adequate cost for same is to be carried in the proposal response. Daily clean up is defined as properly removing all debris, neatly organizing remaining material, and broom sweeping work areas, etc. after completion of the day's work at a minimum of EVERY SINGLE DAY.
  17. The schedule of values will contain line items for clean up, submittals, safety and as-builts and close out in addition to line items apportioning "the Work". Payments made against these items will be directly related to Trade contractor's Performance. A schedule of values must be submitted and approved prior to the first application for payment being submitted.
  18. Electrical power for 110 v. power tools and its consumption cost is by others. Include all cost for electrical connection or hook up required is by this bid package.
  19. Sets of documents are available at the Trade Contractor's expense. Contact Service Point at 203.624.0079.
  20. Whenever the contract documents require a certified engineer's stamp, review or report, it shall be understood to mean an engineer licensed in the applicable discipline, fully insured and registered in the State of Connecticut.
  21. Demobilize/remobilize as the construction schedule and/or weather conditions require at no extra cost.
  22. Each Trade Contractor will perform a First Delivery Inspection of materials with the Construction Manager to confirm that materials meet the Project Specifications and approved submittals. These reports shall be turned in with the daily report no more than 24 hours after material arrival. Submission of the First Delivery Inspection Report is a condition of monthly payment. All delays that result from failure to confirm materials delivered with the Construction Manager are at the Trade Contractor's cost, including those of other Trade Contractors on this Project. The Construction Manager will provide a form for this use, which is to be jointly filled out by the Construction Manager and the Trade Contractor. It is the Trade Contractor's responsibility to perform subsequent delivery inspections to ensure compliance with Specifications. Include Benchmarking of initial installations in accordance with the Quality Plan in the Project Manual.
  23. There will be no deviations from the submittal format established by the Project Specifications. It is the Trade Contractor's responsibility to complete Submittals in a timely fashion, and to monitor the status of the A/E review. The Trade Contractors shall provide a Submittal Schedule no later than ten (10) days following the receipt of the Notice of Award. All submittals must be received by Construction Manager within 60 days of award, or earlier as required to meet delivery schedules. Include in the schedule a listing for any equipment or materials where shop drawings will take more than 4 weeks to prepare, and for equipment or materials that will take more than 6 weeks to arrive following shop drawing approval.

24. Any payment for overtime work, if authorized as an extra, is for labor, and not for equipment provided on job during regular shift.
25. The successful Bidder shall be responsible for all winter conditions and temporary protection associated with the work of this bid package. If applicable, Include snow removal as necessary to perform your work, except access to the site and slabs, which is by others
26. Each Trade Contractor, where applicable, will receive, unload, and distribute, secure and install all materials furnished by others for installation under this scope. All fittings and hardware required for final connection and installation shall be by the installer.
27. The Construction Manager will arrange to provide temporary electrical power panels for hand tools (by –Electrical Trade Contractor) and water (by HVAC & Plumbing Trade Contractor) at the site for the Trade Contractor's use.
28. Trade Contractor must not use building or site sewage or drainage systems for equipment cleaning purposes.
29. There will be no watchman or security guard on site. All trade Contractors are responsible for security of materials, equipment, and work in place until acceptance as it relates to your work. This includes safety barriers and precautions during off-hours.
30. It is the trade contractor's responsibility to request a preconstruction meeting 30 days prior to commencement of work or 30 days prior to the start of shop drawings where coordination with other trades are required.
31. Specification Section 01 45 00 Paragraph 1.4, B indicates that the re-testing or re-inspection of deficient items are the cost responsibility of the CMR. This will be the cost responsibility of the Trade Contractor. The Trade Contractor shall ensure to submit requests for ALL inspections to the Construction Manager and shall ensure that the assembly to be inspected has been reviewed in advanced of the inspector. Any costs associated with re-inspection will be the trade contractor's responsibility
32. The trade contractor shall request approval from the Construction Manager to work overtime 72 (Construction Manager has 48 hour notice request to the owner) hours in advanced
33. Deduct changes utilizing the Unit Prices per Specification Section 01 20 00 Part 1.5 D – Unit Prices will be issued at a 10% reduction of the Contract Unit Price
34. Specification Section 01 25 00 – Paragraph 1.4 A specifically indicates that the owner will consider requests for equal or substitutions if made prior to the Construction Manager's Subcontractor Competitive Bid. The trade contractor must submit (in the format indicated) requests for substitution or equals a minimum of two (2) week prior to the bid date as a means of allowing for adequate time for review and consideration by the owner and A/E.
35. RFIs process under the Contract Modification Procedures – Specification Section 01 26 00 – The trade contractor shall be timely in reviewing documents. The Construction Manager has a 5 day notice period to inform the owner of potential changes following the Architect's response per Specification Section 01 26 00 – Paragraph 1.3, Part 6. The

- trade contract will have two (2) calendar days to provide such notice to the Construction Manager or the trade contractor waives the right to seek additional time or cost.
36. RFPs issued by the architect and submitted to the trade contractor by the Construction Manager shall be responded to within 7 calendar days.
  37. Specification Section 01 29 76 – Paragraph 1.3 – Part 4 specifically notes SOV requirements of the Construction Manager to the owner. Item Nos. b, d, e, f, and h are specifically tied to the deliverables required by the trade contractors. These items shall be specifically itemized in the trade contractor’s SOV to the Construction Manager. The trade contractors inability to submit or perform the referenced work will result in forfeiting the monthly value and a deduct change order will be processed.
  38. A minimum of one safety meeting per month is required per Specification Section 01 31 19, 1.6.
  39. Fire Stop Systems – A single source fire stop manufacturer will be selected by the Construction Manager from the list of providers noted in the Contract Documents. The trade contractor will be required to provide fire stop systems as it applies to the individual scope. The trade contractors shall also include fire stop / safe labeling and tagging each penetration or application with data including but not limited to Installer, Contractor, Location, System used, and date. Also, the trade contractor shall provide data log entries for use in generating an as-built plan including location.
  40. Refer to perimeter fencing and gates as indicated on the Site Utilization Plan. The site contractor will provide all fencing and it is each trade contractor’s responsibility to keep the gates closed when entering or exiting the site. The gates shall be closed at all times. This will be included as part of the initial orientation process but must be reinforced by the trade contractor’s project manager and field supervisor.
  41. The State will utilize PM Web for electronic documentation submission for all daily reports, safety reports, submittals, as-builts, RFIs, change related correspondence and general correspondence. The license costs is \$500 per trade contractor plus 20% each year (or any portion of a year) for maintenance. For example, if the license is purchased in February, 2012 and is needed through September of 2014, the cost would be \$800, \$500 for the license fee plus 20% (\$100) per year for maintenance for 3 years (\$300 total), even if the duration is only 31 months of usage.
  42. Trade contractors will be required to enter daily reports in PM Web on a community computer provided and located by the Construction Manager. It is recommended that your field foreman is equipped with their own computer for efficiency in the event the community computer is not available due to use by other trade contractors during the work day.
  43. All reference in the contract documents to the Construction Manager/CMR/General Contractor/Contractor as performing any field work or providing services in connection with any aspect of the Work shall be understood to mean the Trade Contractor. The Construction Manager will not layout, log, record, or otherwise provide actual work or service related to the Trade Contractor’s scope of work, inclusive of Division 0 and Division 1 specifications.

44. Note specification section 01 78 30, 1.3, F; minimum warranty period is eighteen (18) months unless specified otherwise for a longer duration. The warranty period does not commence until final acceptance by the Owner. Do not assume a shorter warranty period regardless of a shorter period stipulated elsewhere in the documents and include all costs accordingly.
45. Gilbane has automated its monthly payment application process and solely utilizes an online web-based application provided by Textura LLC. Trade contractors will be required to participate and must implement Textura on the project. Textura will automatically generate the AIA G702/703 and Lien Release Documents. Any additional documentation required as part of the Gilbane application process must be uploaded in the form of a PDF prior to your submission. There is a nominal fee to use this service. These costs are summarized in the Textura brochure included as an attachment to this bid package. Include the costs of using this service in your bid. If you have any questions regarding Textura's Terms and Conditions, costs of service, or training implementation please contact Textura at 866-TEXTURA (839-8872).
46. Conduct an in-house kick-off meeting which must include the personnel that estimated the project and attended the scope review meeting with Gilbane and the personnel that will administer the project (project manager, lead field foreman, accounting, purchasing, etc.). The kick-off meeting must transfer the knowledge of the estimating team to the project administration team. Produce and submit for record the minutes of the meeting, complete with attendance sign-in sheet to the Construction Manager. In the event the Construction Manager is required to devote excessive amounts of time to educating trade contractor administrative personnel on the requirements of the project, the Trade Contractor may be billed for that time at the rates in the Construction Manager's contract with the Owner.

**SPECIFIC ITEMS:**

1. Provide all labor, materials, equipment and services required to complete all locker work in accordance with the Contract Documents.
2. Provide all work indicated on the drawing and as specified in the following Specification Sections. The work specified in the following specification sections is the sole responsibility of this Trade Contractor unless modified below:  
10 5113 Metal Lockers  
In addition, the Trade Contractor shall provide work specified elsewhere in the Specifications and specifically listed within this scope of work.
3. Provide double tier locker count as shown on Contract Documents. If conflict occurs in locker quantities, notify the Construction Manager and carry the highest number of lockers in this bid.
4. Coordinate work with surrounding construction and notify the Construction Manager of any conflicts prior to installation.
5. Remove all protective coatings and stickers from all work installed prior to final cleaning.
6. Coordinate locks with locker number plate and provide a master record journal to the Construction Manager. Documentation should be typed and provided in triplicate.

7. Openings and recesses for the lockers will be both gypsum and masonry. Coordination of the openings will be required by this trade contractor.
8. Provide any and all necessary fillers, tops, and end panels accordingly. See 12/A2.11 for a typical filler panel by BP10D. Include all similar details and work as required.

2. Description of Work Excluded

1. Final Cleaning
2. Use of elevator

**M. SPECIFICATIONS**

The following Specifications Sections, together with the Drawings and other related items of work as described herein, further define the Scope of Work of the Bid Package (Contract):

1. Specific work of this trade as defined in the following Specification Sections:  
Gilbane Project Manual  
All Division 01 – General Requirements  
10 5113 Metal Lockers
2. Work related to this trade as defined in the following Specification Sections:

All other specification sections as listed in the Project Manual for the Additions and Renovation HC Wilcox Regional Vocational Technical School project, Table of Contents, dated Rev. 102010 as prepared by Tai Soo Kim Partners, LLC. Note this table of contents may be modified by Bid Supplements and Addenda.

**N. CONTRACT DRAWINGS**

1. The following drawings are included in the Scope of Work of this Bid Package.

All drawings as listed in Section 00 01 15 – List of Drawing Sheets with schedule titled Additions & Alterations HC Wilcox Technical High School, Meriden, CT, State Project No. BI-RT-843 Contract Drawing List, dated September 26, 2011. Note this list may be modified by Bid Supplements and Addenda.



**O.** The undersigned represents that this Proposal is made in good faith, without fraud, collusion, or connection of any kind with any other bidder of the same work, that he is competing in his own interest and in his own behalf, without connection of obligation to any undisclosed person, that no other person has any interest in regard to all conditions pertaining to the Work and in regard to the place where it is to be done, has made his own examination and estimates and from them makes this Proposal.

The undersigned represents that he has reviewed the Trade Contract Agreement issued as part of the bidding documents, agrees that if selected for award he will execute the Trade Contract Agreement without exceptions, exclusions, qualifications, clarifications and/or alterations, and is authorized to make such representation on behalf of the Bidder.

The undersigned represents that he has reviewed the insurance requirements in Article 6 of the Trade Contract Agreement, has included all costs to fully comply with same, and is authorized to make this representation on behalf of the Bidder.

Bidder: \_\_\_\_\_  
(Legal Signature) (Type/Print Name)  
\_\_\_\_\_  
(Title)

Firm: \_\_\_\_\_ Address: \_\_\_\_\_  
Business Phone No.: (\_\_\_\_) \_\_\_\_\_  
Business Fax No.: (\_\_\_\_) \_\_\_\_\_

This bidder is a (an): \_\_\_\_\_ Individual, Partnership, Corporation  
**Current Experience Modification Rating** \_\_\_\_\_ **Federal ID#** \_\_\_\_\_  
**OSHA Incident Rates: Recordable** \_\_\_\_\_

List here by title and number all licenses held by the bidder associated with the performance of this work.

License Title	License Number
_____	_____
_____	_____
_____	_____

Indicate the name of the health plan(s) to which benefits will be paid for all employees working on this project. \_\_\_\_\_

The full names, addresses and telephone numbers of all persons interested in this Proposal, as principals are as follows:  
\_\_\_\_\_  
\_\_\_\_\_

**NOTE:** This Proposal must bear the written signature of the Bidder.

- a. If the Bidder is an Individual doing business under a name other than his own name, the Proposal must so state, giving the address of the Individual.
- b. If the Bidder is a Partnership, the Proposal must so state, setting forth the names and addresses of all Partners, and must be signed by a Partner so designated as such.
- c. If the Bidder is a Corporation, the Proposal must be signed by a duly authorized officer or agent of such Corporation.

**BREAKDOWN OF HOURLY RATES**

**WORKERS TITLE:** \_\_\_\_\_

	<b>STRAIGHT TIME</b>	<b>ADD for 1 ½ TIME PREMIUM</b>	<b>ADD for DOUBLE TIME PREMIUM</b>
<b>BASE WAGE RATE</b>			
<b>F.I.C.A.</b>			
<b>F.U.T.A.</b>			
<b>S.U.T.A.</b>			
<b>GEN. LIABILITY INS.</b>			
<b>WORKER'S COMP. INS.</b>			
<b>WELFARE FUND</b>			
<b>PENSION FUND</b>			
<b>APPRENTICE FUND</b>			
<b>VACATION FUND</b>			
<b>ED. &amp; CULT. FUND</b>			
<b>DEFERRED INCOME FUND</b>			
<b>PAID HOLIDAYS</b>			
<b>INCIDENTALS</b>			
<b>OTHER:</b> _____			
<b>SUBTOTAL</b>			
<b>OVERHEAD &amp; PROFIT (15%)</b>			
<b>TOTAL</b>			

**SUBMITTED BY:** \_\_\_\_\_

**Not to be included in the wages above:**

<b>BOND PREMIUM</b> .....			
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**PROPOSAL FORM  
FOR  
ADDITIONS AND RENOVATIONS  
HC WILCOX REGIONAL VOCATIONAL TECHNICAL SCHOOL  
STATE PROJECT NO. BI-RT-843-CMR**



**GILBANE JOB NO. 11.5311.000  
BID PACKAGE No. 11A Stage Curtains**

**PRE-BID CONFERENCE:**   **October 11, 2011**  
**TIME:**                           **3:00 PM**

**PROPOSAL DUE DATE:**   **October 25, 2011**  
**TIME:**                           **2:00 PM**

**LOCATION:**   **HC Wilcox Technical School**  
                  **298 Oregon Road**  
                  **Meriden, CT 06451**

**LOCATION:**   **Gilbane Building Company**  
                  **208 New London Turnpike**  
                  **Glastonbury, CT 06033**

**DEADLINE FOR SUBMISSION OF QUESTIONS:**   **October 18, 2011**

**To:**   Gilbane Building Company  
          208 New London Turnpike  
          Glastonbury, CT 06033  
          Attention: Patrick J. Delany, District Chief Purchasing Agent

FIRM NAME:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ the undersigned

**A.**   Proposes to furnish all labor, materials, equipment and services as required to satisfactorily complete all **Stage Curtains** work herein described as Bid Package **No. 11A** as required for the additions and alternations at HC Wilcox Regional Vocational Technical School Project, all in accordance with the Drawings and Specifications as prepared by Tai Soo Kim Partners, LLC, the Gilbane Project Manual, and this Proposal Form.

**B.**   All work required by the foregoing documents will be accomplished for the Lump Sum Bid Price of \_\_\_\_\_ Dollars (\$) \_\_\_\_\_).  
(Show amount in both words and figures. In case of discrepancy, amount shown in words will govern.)

The Lump Sum Bid Price above INCLUDES all applicable sales and/or use taxes; INCLUDES all insurance premiums required to meet contractual insurance requirements; and INCLUDES all premiums for a Performance Bond and a Labor and Material Payment Bond in the sum of one hundred percent of the Contract price.

**C.**   Bidder agrees that if written notice of the acceptance of this bid is mailed or delivered to the undersigned within one hundred eighty (180) days after the Proposal Due Date, or any time thereafter before it is withdrawn, the undersigned shall meet a representative of the Gilbane Glastonbury office or a mutually agreed upon location to

execute the Contract. Performance and Payment Bonds and the appropriate insurance certificates will be delivered to the Construction Manager at the time of execution of the Contract. Failure to execute said contract within ten (10) days after receipt of Notice to Award may be considered a default under the obligation of the bid bond.

**D. The above price includes all stipulations and requirements of the following Supplements:**

- Supplement \_\_\_ dated \_\_\_\_\_
- Supplement \_\_\_ dated \_\_\_\_\_
- Supplement \_\_\_ dated \_\_\_\_\_
- Supplement \_\_\_ dated \_\_\_\_\_

which have been received and accepted by the undersigned. Note that it is incumbent of the bidder to include all Supplements issued in the bid. Failure to acknowledge a supplement does not relieve the bidder from the requirements of the supplement.

**E. MILESTONE SCHEDULE DATES**

See Gilbane Project Manual section 00 31 13 – Schedule for activity milestones, durations, and reference. This schedule represents the general milestones that need to be met to achieve the overall project completion dates, and provides guidance to the bidders to understand the time constraints the work must be performed under. The project detailed schedule, in accordance with the terms of the Contract and General Conditions, will be derived from a “Card Trick” scheduling session with mandatory attendance by all prime Trade Contractors.

1. Anticipated Date of Contract Award: ..... January 19, 2012
2. Commence Shop Drawings and Submittals..... January 19, 2012
3. Commence Work for the Proposal:..... March 29, 2012
4. Bid Package Substantial Completion:..... May 15, 2012
5. Project Substantial Completion..... November 5, 2014

**F. TRADE SUBCONTRACTORS AND MAJOR SUPPLIERS**

The following trade subcontractors are proposed for the item of work listed. Trade subcontractors are subject to review per the General Conditions.

ITEM OF WORK	TRADE SUBCONTRACTORS
_____	_____ EMR:___
_____	_____ EMR:___
_____	_____ EMR:___
_____	_____ EMR:___

**G. UTILIZATION OF MINORITY CONTRACTORS AND SUPPLIERS**

1. The Bidder will endeavor to obtain participation from small business enterprise and minority business trade subcontractors and/or suppliers certified by the **State of Connecticut**.

2. The successful Trade Contractor shall substantiate this participation within ten (10) days after receipt of Notice of Award. Refer to the General Instruction to Bidders for further information.
3. Indicate here the utilization of certified S/MBEs included in the base bid. Failure to comply with M/WBE participation goals may constitute a non-responsive proposal. IF NO INDICATION IS GIVEN, IT SHALL BE INTERPRETED THAT ZERO M/WBE PARTICIPATION IS INCLUDED.

This proposal includes \_\_\_\_\_% certified SBE participation.

This proposal includes \_\_\_\_\_% certified MBE participation.

4. S/MBE participation shall count toward stipulated contractual goals or requirements only as described in the General Instructions to Bidders.

**H. UNIT PRICES**

Unit Prices shall be used, where applicable, to make adjustments to the cost of the Work due to changes. All Unit Prices submitted shall be complete in-place prices (unless noted otherwise) and include all costs for overhead, profit, labor, materials, equipment, and any other incidentals related to the completion of the Work, and shall remain firm for the period of the contract. Unit prices listed are for additive work. Deductive unit prices will be calculated at no less than 85% of the additive unit price (100% if used in conjunction with an allowance).

UNIT PRICES:

None

**Changes in the Work.** All bidders are herein advised that they are to provide, in the space provided below, a written description of how they would price lump sum changes. It is understood that the Unit Prices which you would insert in this Proposal Form response would be one element of the Change pricing, however, it is necessary to determine up front and reach agreement on, your intended method of determining units of labor productivity and material pricing as well. Bidders are to be explicit as to what Manual(s), if any, are intended to be utilized. Once accepted by the Construction Manager, provide copies of all applicable pricing manuals for use by the Construction Manual in evaluating Change Order pricing.

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Provide labor rates which may be used, subject to review and approval, in pricing any extra work that may be required. Rates are to be complete billing rates and are to include actual wages, taxes, fringes, insurance, small tools and incidentals and **15%** overhead and profit (combined). Base price on current rates in effect at time of bid. As prevailing wages and fringes rate change, these increases will be added to the labor rates at actual cost. Increases in wage rates are subject to audit. Complete the attached Wage Rate Breakdown Form for each classification of worker anticipated to work on the Project.

**I. ALTERNATE PRICES**

An Alternate Price shall include all costs associated with the changes, omissions, additions or other adjustments to the Work of this Bid Package (Contract) which are described in the Alternate, or are reasonably inferable therefrom. Claims for extras resulting from changes caused by the acceptance or rejection of any Alternate will not be allowed. Alternate Prices shall also include all costs of overhead, profit and bonds associated with the work of the Alternate, whether additive or deductive.

The Drawings, Specifications and other Contract Documents shall be considered appropriately modified by either the acceptance or rejection of the various Alternates. The Owner and the Construction Manager expressly reserve the right to accept or reject any, or all, Alternate Prices, and in any sequence prior to or after award. Acceptance or rejection of any Alternate does not relieve the Bidder of timely completion of the Work within the time periods indicated.

ALTERNATES:

None.

**J. ALLOWANCES**

The Bidder includes the following Allowances and rates in the total Lump Sum Amount of the Base Bid for this Bid Package. Further to Article 10 in the General Conditions and unless noted otherwise below, the following allowance amounts include the Trade Contractor's cost of materials less applicable discounts, delivery to the site, applicable taxes, unloading, handling, installation, allowable overhead and profit. All other costs associated with completing the work described in the allowance is included in the base bid but outside of the allowance amount.

ALLOWANCES:

1. None

**K. COST AND QUANTITY BREAKDOWN**

In order to properly evaluate the Proposal, provide the following information. The Scope of Work to be awarded will not be influenced by the cost and quantity information requested here.

1. COST BREAKDOWN

Total Material ..... \$ \_\_\_\_\_  
Total Labor Cost ..... \$ \_\_\_\_\_  
Total Subcontractor/Equipment Cost..... \$ \_\_\_\_\_  
Total Applicable Sales and Use Taxes..... \$ \_\_\_\_\_  
Allowances..... \$ \_\_\_\_\_  
Total Bond Cost ..... \$ \_\_\_\_\_  
Total Bid ..... \$ \_\_\_\_\_  
Total Estimated On-Site Manhours ..... \_\_\_\_\_

2. QUANTITY BREAKDOWN (Note: The items listed below are not intended to be an all inclusive listing, but merely to highlight some items of work.)

**THE INFORMATION LISTED BELOW IN THE QUANTITY BREAKDOWN SECTION IS REQUIRED AT THE TIME OF BID SUBMISSION.**

Item	Quantity	Total Cost
Mobilization	_____ EA	\$ _____
Safety	LS	\$ _____
Stage Curtains	_____ EA	\$ _____
Supplemental Structural Support	LS	\$ _____
Valance, Travelers, Borders & Legs	LS	\$ _____
Allowances	LS	\$ _____
Other	LS	\$ _____
Total Bid	LS	\$ _____

**L. SCOPE OF WORK**

1. Description of Work Included

Except for those items (if any) specifically noted in the section below entitled "Description of Work Excluded", the Work of this Bid Package shall INCLUDE all of the following:

- a. All items of work required by, and/or specified in, those Sections of the Specifications which are listed herein, under Section M SPECIFICATIONS.
- b. All items of work related to the "Scope of Work", which are shown on the Drawings listed herein under Section N Contract Drawings.
- c. The following "Significant Items of Work" are related to those required by the above referenced documents and are to be provided under, and hereby form a part of, the Scope of Work of this Bid Package (Contract). Should any conflict exist between this written scope of work and the scope of work inferred by the above referenced documents, this scope of work shall govern. All items are furnished and installed by this Trade Contractor unless noted otherwise.

**GENERAL**

1. Include all costs for Trade Contractor personnel and all sub-trade contractor personnel for safety orientation and other safety related meetings, etc. for all labor forces working on this jobsite. This orientation is mandatory for all personnel working on-site and is expected to last approximately 1/2 hour. Safety orientations will be scheduled by the Construction Manager. ALL PERSONNEL (including truck drivers) MUST ATTEND THE SAFETY ORIENTATION PRIOR TO PERFORMING ANY WORK ON SITE. Also, each week, in addition to safety training, safety meetings, and tool box talks that the Trade Contractor provides to their employees, include attendance by all on-site personnel to attend a weekly safety talk that will be conducted by the Construction Manager. This talk will take place on a regular basis one day a week immediately following the lunch break and will last no longer than 10 minutes.
2. Retainage of 7.5% is intended to be withheld until Substantial Completion however "partial payments may be made if agreed to by the DCS and Gilbane."

3. This Trade Contractor will not be allowed to begin work on the project until the following items have been submitted: Certificate of Insurance, written Safety Program with Job Hazard Analysis, material status report and a list of all materials required under this Contract with indication of which materials require submittal for approval as outlined in the specifications and a schedule of anticipated date(s) of submittal for each.
4. The items listed herein are not intended to be an all-inclusive listing of the specified Contract Scope of Work, but merely highlight the major items of work. Review the scope of work closely and include all cost to provide all work as required by this bid package. Provide all work required by your scope of work which may be contained in other specifications, or on drawings whether or not specifically listed within this Proposal Form. Should a scope of work item be duplicated in another bid package, do not delete the item from your bid. Notify the Construction Manager immediately. Failure to include costs for a duplicated item will not alleviate the Trade Contractor's responsibility to provide full credit for the item should it be deleted from the bid package after a contract is awarded.
5. Gilbane shall have the right to assemble the craftsmen for orientation, quality, daily stretching, and safety related matters at no additional cost
6. Parking will be available on site in areas to be designated by the Construction Manager. Please refer to the Site Utilization Plan detailing parking in Lot A. A portion of the lot will be provided for parking, general lay-down, and storage containers.
7. Construction is to be sequenced and phased per the Gilbane project schedule included in the Project manual and the Phasing Drawings. Review these documents carefully. The school will remain active during construction, and cannot be disrupted. Work within the existing building is to occur as the schedule depicts. Every effort will be made to work around the school schedule, vacations and days off will be utilized.
8. Provide all labor necessary to unload, distribute, and re-handle his material as required until such time that material is in place.
9. All costs required for transporting, erecting, dismantling, and removal of temporary facilities and equipment required by this Trade Contractor are to be included in the base bid amount.
10. Trade contractors shall participate with the inspection walkthroughs as requested by the Construction Manager. Provide suitable access for inspectors to perform all tests or inspections. Trade Contractor supplied temporary ladders and lifts to perform their work are to be available for the use of all parties.
11. The site is very restricted and the building will be occupied during the work. Deliveries and storage must be coordinated with the Construction Manager in advance. On site storage will not be available without prior approval by the Construction Manager.
12. All equipment used on the Jobsite shall be in good working order and maintained and operated as designed and have state of the art noise, vibration and exhaust control
13. Layout from a bench mark provided by others is the responsibility of the Trade Contractor requiring the layout.
14. Immediately notify the Construction Manager of any delays to the schedule of this bid package scope which is being caused by the work of any other Trade Contractor on site.



- This requirement supersedes other notice provisions in the Contract Documents for this type of delay.
15. This Trade Contractor shall keep all access roadways free and clean from equipment, material, soil or objects which may inhibit the flow of traffic.
  16. Daily cleanup is to be provided on a daily basis to a central location and the adequate cost for same is to be carried in the proposal response. Daily clean up is defined as properly removing all debris, neatly organizing remaining material, and broom sweeping work areas, etc. after completion of the day's work at a minimum of EVERY SINGLE DAY.
  17. The schedule of values will contain line items for clean up, submittals, safety and as-builts and close out in addition to line items apportioning "the Work". Payments made against these items will be directly related to Trade contractor's Performance. A schedule of values must be submitted and approved prior to the first application for payment being submitted.
  18. Electrical power for 110 v. power tools and its consumption cost is by others. Include all cost for electrical connection or hook up required is by this bid package.
  19. Sets of documents are available at the Trade Contractor's expense. Contact Service Point at 203.624.0079.
  20. Whenever the contract documents require a certified engineer's stamp, review or report, it shall be understood to mean an engineer licensed in the applicable discipline, fully insured and registered in the State of Connecticut.
  21. Demobilize/remobilize as the construction schedule and/or weather conditions require at no extra cost.
  22. Each Trade Contractor will perform a First Delivery Inspection of materials with the Construction Manager to confirm that materials meet the Project Specifications and approved submittals. These reports shall be turned in with the daily report no more than 24 hours after material arrival. Submission of the First Delivery Inspection Report is a condition of monthly payment. All delays that result from failure to confirm materials delivered with the Construction Manager are at the Trade Contractor's cost, including those of other Trade Contractors on this Project. The Construction Manager will provide a form for this use, which is to be jointly filled out by the Construction Manager and the Trade Contractor. It is the Trade Contractor's responsibility to perform subsequent delivery inspections to ensure compliance with Specifications. Include Benchmarking of initial installations in accordance with the Quality Plan in the Project Manual.
  23. There will be no deviations from the submittal format established by the Project Specifications. It is the Trade Contractor's responsibility to complete Submittals in a timely fashion, and to monitor the status of the A/E review. The Trade Contractors shall provide a Submittal Schedule no later than ten (10) days following the receipt of the Notice of Award. All submittals must be received by Construction Manager within 60 days of award, or earlier as required to meet delivery schedules. Include in the schedule a listing for any equipment or materials where shop drawings will take more than 4 weeks to prepare, and for equipment or materials that will take more than 6 weeks to arrive following shop drawing approval.

24. Any payment for overtime work, if authorized as an extra, is for labor, and not for equipment provided on job during regular shift.
25. The successful Bidder shall be responsible for all winter conditions and temporary protection associated with the work of this bid package. If applicable, Include snow removal as necessary to perform your work, except access to the site and slabs, which is by others
26. Each Trade Contractor, where applicable, will receive, unload, and distribute, secure and install all materials furnished by others for installation under this scope. All fittings and hardware required for final connection and installation shall be by the installer.
27. The Construction Manager will arrange to provide temporary electrical power panels for hand tools (by –Electrical Trade Contractor) and water (by HVAC & Plumbing Trade Contractor) at the site for the Trade Contractor's use.
28. Trade Contractor must not use building or site sewage or drainage systems for equipment cleaning purposes.
29. There will be no watchman or security guard on site. All trade Contractors are responsible for security of materials, equipment, and work in place until acceptance as it relates to your work. This includes safety barriers and precautions during off-hours.
30. It is the trade contractor's responsibility to request a preconstruction meeting 30 days prior to commencement of work or 30 days prior to the start of shop drawings where coordination with other trades are required.
31. Specification Section 01 45 00 Paragraph 1.4, B indicates that the re-testing or re-inspection of deficient items are the cost responsibility of the CMR. This will be the cost responsibility of the Trade Contractor. The Trade Contractor shall ensure to submit requests for ALL inspections to the Construction Manager and shall ensure that the assembly to be inspected has been reviewed in advanced of the inspector. Any costs associated with re-inspection will be the trade contractor's responsibility
32. The trade contractor shall request approval from the Construction Manager to work overtime 72 (Construction Manager has 48 hour notice request to the owner) hours in advanced
33. Deduct changes utilizing the Unit Prices per Specification Section 01 20 00 Part 1.5 D – Unit Prices will be issued at a 10% reduction of the Contract Unit Price
34. Specification Section 01 25 00 – Paragraph 1.4 A specifically indicates that the owner will consider requests for equal or substitutions if made prior to the Construction Manager's Subcontractor Competitive Bid. The trade contractor must submit (in the format indicated) requests for substitution or equals a minimum of two (2) week prior to the bid date as a means of allowing for adequate time for review and consideration by the owner and A/E.
35. RFIs process under the Contract Modification Procedures – Specification Section 01 26 00 – The trade contractor shall be timely in reviewing documents. The Construction Manager has a 5 day notice period to inform the owner of potential changes following the Architect's response per Specification Section 01 26 00 – Paragraph 1.3, Part 6. The

- trade contract will have two (2) calendar days to provide such notice to the Construction Manager or the trade contractor waives the right to seek additional time or cost.
36. RFPs issued by the architect and submitted to the trade contractor by the Construction Manager shall be responded to within 7 calendar days.
  37. Specification Section 01 29 76 – Paragraph 1.3 – Part 4 specifically notes SOV requirements of the Construction Manager to the owner. Item Nos. b, d, e, f, and h are specifically tied to the deliverables required by the trade contractors. These items shall be specifically itemized in the trade contractor’s SOV to the Construction Manager. The trade contractors inability to submit or perform the referenced work will result in forfeiting the monthly value and a deduct change order will be processed.
  38. A minimum of one safety meeting per month is required per Specification Section 01 31 19, 1.6.
  39. Fire Stop Systems – A single source fire stop manufacturer will be selected by the Construction Manager from the list of providers noted in the Contract Documents. The trade contractor will be required to provide fire stop systems as it applies to the individual scope. The trade contractors shall also include fire stop / safe labeling and tagging each penetration or application with data including but not limited to Installer, Contractor, Location, System used, and date. Also, the trade contractor shall provide data log entries for use in generating an as-built plan including location.
  40. Refer to perimeter fencing and gates as indicated on the Site Utilization Plan. The site contractor will provide all fencing and it is each trade contractor’s responsibility to keep the gates closed when entering or exiting the site. The gates shall be closed at all times. This will be included as part of the initial orientation process but must be reinforced by the trade contractor’s project manager and field supervisor.
  41. The State will utilize PM Web for electronic documentation submission for all daily reports, safety reports, submittals, as-builts, RFIs, change related correspondence and general correspondence. The license costs is \$500 per trade contractor plus 20% each year (or any portion of a year) for maintenance. For example, if the license is purchased in February, 2012 and is needed through September of 2014, the cost would be \$800, \$500 for the license fee plus 20% (\$100) per year for maintenance for 3 years (\$300 total), even if the duration is only 31 months of usage.
  42. Trade contractors will be required to enter daily reports in PM Web on a community computer provided and located by the Construction Manager. It is recommended that your field foreman is equipped with their own computer for efficiency in the event the community computer is not available due to use by other trade contractors during the work day.
  43. All reference in the contract documents to the Construction Manager/CMR/General Contractor/Contractor as performing any field work or providing services in connection with any aspect of the Work shall be understood to mean the Trade Contractor. The Construction Manager will not layout, log, record, or otherwise provide actual work or service related to the Trade Contractor’s scope of work, inclusive of Division 0 and Division 1 specifications.

44. Note specification section 01 78 30, 1.3, F; minimum warranty period is eighteen (18) months unless specified otherwise for a longer duration. The warranty period does not commence until final acceptance by the Owner. Do not assume a shorter warranty period regardless of a shorter period stipulated elsewhere in the documents and include all costs accordingly.
45. Gilbane has automated its monthly payment application process and solely utilizes an online web-based application provided by Textura LLC. Trade contractors will be required to participate and must implement Textura on the project. Textura will automatically generate the AIA G702/703 and Lien Release Documents. Any additional documentation required as part of the Gilbane application process must be uploaded in the form of a PDF prior to your submission. There is a nominal fee to use this service. These costs are summarized in the Textura brochure included as an attachment to this bid package. Include the costs of using this service in your bid. If you have any questions regarding Textura's Terms and Conditions, costs of service, or training implementation please contact Textura at 866-TEXTURA (839-8872).
46. Conduct an in-house kick-off meeting which must include the personnel that estimated the project and attended the scope review meeting with Gilbane and the personnel that will administer the project (project manager, lead field foreman, accounting, purchasing, etc.). The kick-off meeting must transfer the knowledge of the estimating team to the project administration team. Produce and submit for record the minutes of the meeting, complete with attendance sign-in sheet to the Construction Manager. In the event the Construction Manager is required to devote excessive amounts of time to educating trade contractor administrative personnel on the requirements of the project, the Trade Contractor may be billed for that time at the rates in the Construction Manager's contract with the Owner.

**SPECIFIC ITEMS:**

1. Provide all labor, materials, equipment and services required to complete all stage curtains and all related accessories.
2. Provide all work indicated on the drawing and as specified in the following Specification Sections. The work specified in the following specification sections is the sole responsibility of this Trade Contractor unless modified below:  
116143 Stage Curtains  
In addition, the Trade Contractor shall provide work specified elsewhere in the Specifications and specifically listed within this scope of work.
3. Review the curtain schedule of specification 116143 and the existing equipment onsite prior to submitting a bid. If new hardware is required in lieu of reusing existing, it is the responsibility of this bid package to provide the new hardware as part of your base bid.
4. Provide demolition and removal of all existing stage curtains and rigging as required by the specifications and field conditions. Coordinate with BP26A electrical for de-energize and make-safe work prior to the commencement of the removal work.
5. Provide all supplemental steel and/or blocking required for installation of all the stage curtain components. Become familiar with existing building conditions. Any additional structural components required are the responsibility of this bid package.

6. Coordinate all work with surrounding construction and notify the Construction Manager of any conflicts prior to installation.
7. Curtains shall not be hung until final cleaning of the area is complete.
8. This Trade Contractor is responsible to participate in all MEP coordination meetings which cover work in the stage area. Stay informed of meeting schedule. This bid package also includes verifying that the electric service requirements shown on the Contract Documents are adequate and proper for the stage equipment scheduled to be used and installed.

2. Description of Work Excluded

1. Stage Lighting by bid package 26A

**M. SPECIFICATIONS**

The following Specifications Sections, together with the Drawings and other related items of work as described herein, further define the Scope of Work of the Bid Package (Contract):

1. Specific work of this trade as defined in the following Specification Sections:

Gilbane Project Manual  
All Division 01 – General Requirements  
116143 Stage Curtains

2. Work related to this trade as defined in the following Specification Sections:

All other specification sections as listed in the Project Manual for the Additions and Renovation HC Wilcox Regional Vocational Technical School project, Table of Contents, dated Rev. 102010 as prepared by Tai Soo Kim Partners, LLC. Note this table of contents may be modified by Bid Supplements and Addenda.

**N. CONTRACT DRAWINGS**

1. The following drawings are included in the Scope of Work of this Bid Package.

All drawings as listed in Section 00 01 15 – List of Drawing Sheets with schedule titled Additions & Alterations HC Wilcox Technical High School, Meriden, CT, State Project No. BI-RT-843 Contract Drawing List, dated September 26, 2011. Note this list may be modified by Bid Supplements and Addenda.

**O.** The undersigned represents that this Proposal is made in good faith, without fraud, collusion, or connection of any kind with any other bidder of the same work, that he is competing in his own interest and in his own behalf, without connection of obligation to any undisclosed person, that no other person has any interest in regard to all conditions pertaining to the Work and in regard to the place where it is to be done, has made his own examination and estimates and from them makes this Proposal.

The undersigned represents that he has reviewed the Trade Contract Agreement issued as part of the bidding documents, agrees that if selected for award he will execute the Trade Contract Agreement without exceptions, exclusions, qualifications, clarifications and/or alterations, and is authorized to make such representation on behalf of the Bidder.

The undersigned represents that he has reviewed the insurance requirements in Article 6 of the Trade Contract Agreement, has included all costs to fully comply with same, and is authorized to make this representation on behalf of the Bidder.

Bidder: \_\_\_\_\_  
(Legal Signature) (Type/Print Name)  
\_\_\_\_\_  
(Title)

Firm: \_\_\_\_\_ Address: \_\_\_\_\_  
Business Phone No.: (\_\_\_\_) \_\_\_\_\_  
Business Fax No.: (\_\_\_\_) \_\_\_\_\_

This bidder is a (an): \_\_\_\_\_ Individual, Partnership, Corporation  
**Current Experience Modification Rating** \_\_\_\_\_ **Federal ID#** \_\_\_\_\_  
**OSHA Incident Rates: Recordable** \_\_\_\_\_

List here by title and number all licenses held by the bidder associated with the performance of this work.

License Title	License Number
_____	_____
_____	_____
_____	_____

Indicate the name of the health plan(s) to which benefits will be paid for all employees working on this project. \_\_\_\_\_

The full names, addresses and telephone numbers of all persons interested in this Proposal, as principals are as follows:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**NOTE:** This Proposal must bear the written signature of the Bidder.

- a. If the Bidder is an Individual doing business under a name other than his own name, the Proposal must so state, giving the address of the Individual.
- b. If the Bidder is a Partnership, the Proposal must so state, setting forth the names and addresses of all Partners, and must be signed by a Partner so designated as such.
- c. If the Bidder is a Corporation, the Proposal must be signed by a duly authorized officer or agent of such Corporation.

**BREAKDOWN OF HOURLY RATES**

**WORKERS TITLE:** \_\_\_\_\_

	<b>STRAIGHT TIME</b>	<b>ADD for 1 ½ TIME PREMIUM</b>	<b>ADD for DOUBLE TIME PREMIUM</b>
<b>BASE WAGE RATE</b>			
<b>F.I.C.A.</b>			
<b>F.U.T.A.</b>			
<b>S.U.T.A.</b>			
<b>GEN. LIABILITY INS.</b>			
<b>WORKER'S COMP. INS.</b>			
<b>WELFARE FUND</b>			
<b>PENSION FUND</b>			
<b>APPRENTICE FUND</b>			
<b>VACATION FUND</b>			
<b>ED. &amp; CULT. FUND</b>			
<b>DEFERRED INCOME FUND</b>			
<b>PAID HOLIDAYS</b>			
<b>INCIDENTALS</b>			
<b>OTHER:</b> _____			
<b>SUBTOTAL</b>			
<b>OVERHEAD &amp; PROFIT (15%)</b>			
<b>TOTAL</b>			

**SUBMITTED BY:** \_\_\_\_\_

**Not to be included in the wages above:**

<b>BOND PREMIUM</b> .....			
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**PROPOSAL FORM  
FOR  
ADDITIONS AND RENOVATIONS  
HC WILCOX REGIONAL VOCATIONAL TECHNICAL SCHOOL  
STATE PROJECT NO. BI-RT-843-CMR**



**GILBANE JOB NO. 11.5311.000  
BID PACKAGE No. 12A – Lab Casework**

**PRE-BID CONFERENCE:**   **October 11, 2011**  
**TIME:**                           **3:00 PM**

**PROPOSAL DUE DATE:**   **October 25, 2011**  
**TIME:**                           **2:00 PM**

**LOCATION:**   **HC Wilcox Technical School**  
                  **298 Oregon Road**  
                  **Meriden, CT 06451**

**LOCATION:**   **Gilbane Building Company**  
                  **208 New London Turnpike**  
                  **Glastonbury, CT 06033**

**DEADLINE FOR SUBMISSION OF QUESTIONS:**   **October 18, 2011**

**To:**   Gilbane Building Company  
          208 New London Turnpike  
          Glastonbury, CT 06033  
          Attention: Patrick J. Delany, District Chief Purchasing Agent

FIRM NAME:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ the undersigned

**A.**   Proposes to furnish all labor, materials, equipment and services as required to satisfactorily complete all **Lab Casework** work herein described as Bid Package **No. 12A** as required for the additions and alternations at HC Wilcox Regional Vocational Technical School Project, all in accordance with the Drawings and Specifications as prepared by Tai Soo Kim Partners, LLC, the Gilbane Project Manual, and this Proposal Form.

**B.**   All work required by the foregoing documents will be accomplished for the Lump Sum Bid Price of \_\_\_\_\_ Dollars (\$) \_\_\_\_\_).  
(Show amount in both words and figures. In case of discrepancy, amount shown in words will govern.)

The Lump Sum Bid Price above INCLUDES all applicable sales and/or use taxes; INCLUDES all insurance premiums required to meet contractual insurance requirements; and INCLUDES all premiums for a Performance Bond and a Labor and Material Payment Bond in the sum of one hundred percent of the Contract price.

**C.**   Bidder agrees that if written notice of the acceptance of this bid is mailed or delivered to the undersigned within one hundred eighty (180) days after the Proposal Due Date, or any time thereafter before it is withdrawn, the undersigned shall meet a representative of the Gilbane Glastonbury office or a mutually agreed upon location to



execute the Contract. Performance and Payment Bonds and the appropriate insurance certificates will be delivered to the Construction Manager at the time of execution of the Contract. Failure to execute said contract within ten (10) days after receipt of Notice to Award may be considered a default under the obligation of the bid bond.

**D. The above price includes all stipulations and requirements of the following Supplements:**

- Supplement \_\_\_ dated \_\_\_\_\_
- Supplement \_\_\_ dated \_\_\_\_\_
- Supplement \_\_\_ dated \_\_\_\_\_
- Supplement \_\_\_ dated \_\_\_\_\_

which have been received and accepted by the undersigned. Note that it is incumbent of the bidder to include all Supplements issued in the bid. Failure to acknowledge a supplement does not relieve the bidder from the requirements of the supplement.

**E. MILESTONE SCHEDULE DATES**

See Gilbane Project Manual section 00 31 13 – Schedule for activity milestones, durations, and reference. This schedule represents the general milestones that need to be met to achieve the overall project completion dates, and provides guidance to the bidders to understand the time constraints the work must be performed under. The project detailed schedule, in accordance with the terms of the Contract and General Conditions, will be derived from a “Card Trick” scheduling session with mandatory attendance by all prime Trade Contractors.

- 1. Anticipated Date of Contract Award: ..... January 19, 2012
- 2. Commence Shop Drawings and Submittals..... January 19, 2012
- 3. Commence Work for the Proposal:..... September 3, 2013
- 4. Bid Package Substantial Completion:..... October 7, 2013
- 5. Project Substantial Completion..... November 5, 2014

**F. TRADE SUBCONTRACTORS AND MAJOR SUPPLIERS**

The following trade subcontractors are proposed for the item of work listed. Trade subcontractors are subject to review per the General Conditions.

ITEM OF WORK	TRADE SUBCONTRACTORS
_____	_____ EMR:___
_____	_____ EMR:___
_____	_____ EMR:___
_____	_____ EMR:___

**G. UTILIZATION OF MINORITY CONTRACTORS AND SUPPLIERS**

1. The Bidder will endeavor to obtain a minimum goal of five percent (5%) of the awarded amount to small business enterprises, with five percent (5%) of the awarded amount to minority business trade subcontractors and/or suppliers certified by the **State of Connecticut**.
2. The successful Trade Contractor shall substantiate this participation within ten (10) days after receipt of Notice of Award. Refer to the General Instruction to Bidders for further information.
3. Indicate here the utilization of certified S/MBEs included in the base bid. Failure to comply with M/WBE participation goals may constitute a non-responsive proposal. **IF NO INDICATION IS GIVEN, IT SHALL BE INTERPRETED THAT ZERO M/WBE PARTICIPATION IS INCLUDED.**

This proposal includes \_\_\_\_\_% certified SBE participation.

This proposal includes \_\_\_\_\_% certified MBE participation.

4. S/MBE participation shall count toward stipulated contractual goals or requirements only as described in the General Instructions to Bidders.

**H. UNIT PRICES**

Unit Prices shall be used, where applicable, to make adjustments to the cost of the Work due to changes. All Unit Prices submitted shall be complete in-place prices (unless noted otherwise) and include all costs for overhead, profit, labor, materials, equipment, and any other incidentals related to the completion of the Work, and shall remain firm for the period of the contract. Unit prices listed are for additive work. Deductive unit prices will be calculated at no less than 85% of the additive unit price (100% if used in conjunction with an allowance).

UNIT PRICES:

None.

**Changes in the Work.** All bidders are herein advised that they are to provide, in the space provided below, a written description of how they would price lump sum changes. It is understood that the Unit Prices which you would insert in this Proposal Form response would be one element of the Change pricing, however, it is necessary to determine up front and reach agreement on, your intended method of determining units of labor productivity and material pricing as well. Bidders are to be explicit as to what Manual(s), if any, are intended to be utilized. Once accepted by the Construction Manager, provide copies of all applicable pricing manuals for use by the Construction Manual in evaluating Change Order pricing.

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Provide labor rates which may be used, subject to review and approval, in pricing any extra work that may be required. Rates are to be complete billing rates and are to include actual wages, taxes, fringes, insurance, small tools and incidentals and **15%** overhead and profit (combined). Base price on current rates in effect at time of bid.

As prevailing wages and fringes rate change, these increases will be added to the labor rates at actual cost. Increases in wage rates are subject to audit. Complete the attached Wage Rate Breakdown Form for each classification of worker anticipated to work on the Project.

**I. ALTERNATE PRICES**

An Alternate Price shall include all costs associated with the changes, omissions, additions or other adjustments to the Work of this Bid Package (Contract) which are described in the Alternate, or are reasonably inferable therefrom. Claims for extras resulting from changes caused by the acceptance or rejection of any Alternate will not be allowed. Alternate Prices shall also include all costs of overhead, profit and bonds associated with the work of the Alternate, whether additive or deductive.

The Drawings, Specifications and other Contract Documents shall be considered appropriately modified by either the acceptance or rejection of the various Alternates. The Owner and the Construction Manager expressly reserve the right to accept or reject any, or all, Alternate Prices, and in any sequence prior to or after award. Acceptance or rejection of any Alternate does not relieve the Bidder of timely completion of the Work within the time periods indicated.

ALTERNATES:

None.

**J. ALLOWANCES**

The Bidder includes the following Allowances and rates in the total Lump Sum Amount of the Base Bid for this Bid Package. Further to Article 10 in the General Conditions and unless noted otherwise below, the following allowance amounts include the Trade Contractor's cost of materials less applicable discounts, delivery to the site, applicable taxes, unloading, handling, installation, allowable overhead and profit. All other costs associated with completing the work described in the allowance is included in the base bid but outside of the allowance amount.

ALLOWANCES:

1. 48 man-hours of premium time labor to accelerate work in addition to the base scope requirements at the direction of the Construction Manager. Note that the Trade Contractor remains responsible to maintain the schedule and that this allowance will not be used for that purpose.

Carpenter Journeyman .....	\$ _____/Hr X 16 =	\$ _____
Laborer Journeyman .....	\$ _____/Hr X 32 =	\$ _____
Total .....		\$ _____

**K. COST AND QUANTITY BREAKDOWN**

In order to properly evaluate the Proposal, provide the following information. The Scope of Work to be awarded will not be influenced by the cost and quantity information requested here.

1. COST BREAKDOWN

Total Material .....\$ \_\_\_\_\_  
 Total Labor Cost .....\$ \_\_\_\_\_  
 Total Subcontractor/Equipment Cost.....\$ \_\_\_\_\_  
 Total Applicable Sales and Use Taxes.....\$ \_\_\_\_\_  
 Allowances.....\$ \_\_\_\_\_  
 Total Bond Cost .....\$ \_\_\_\_\_  
 Total Bid .....\$ \_\_\_\_\_  
 Total Estimated On-Site Manhours ..... \_\_\_\_\_

2. QUANTITY BREAKDOWN (Note: The items listed below are not intended to be an all inclusive listing, but merely to highlight some items of work.)

**THE INFORMATION LISTED BELOW IN THE QUANTITY BREAKDOWN SECTION IS REQUIRED AT THE TIME OF BID SUBMISSION.**

Item	Quantity	Total Cost
Mobilization	_____ EA	\$ _____
Safety	L.S.	\$ _____
Wood Laboratory Casework	LS	\$ _____
Epoxy Resin Countertops	_____ SF.	\$ _____
Fume Hoods	L.S.	\$ _____
Sinks and plumbing fixtures	_____ LS	\$ _____
Allowances	L.S.	\$ _____
Other	L.S.	\$ _____
Total Bid	L.S.	\$ _____

**L. SCOPE OF WORK**

1. Description of Work Included

Except for those items (if any) specifically noted in the section below entitled "Description of Work Excluded", the Work of this Bid Package shall INCLUDE all of the following:

- a. All items of work required by, and/or specified in, those Sections of the Specifications which are listed herein, under Section M SPECIFICATIONS.
- b. All items of work related to the "Scope of Work", which are shown on the Drawings listed herein under Section N Contract Drawings.
- c. The following "Significant Items of Work" are related to those required by the above referenced documents and are to be provided under, and hereby form a part of, the Scope of Work of this Bid Package (Contract). Should any conflict exist between this written scope of work and the scope of work inferred by the above referenced documents, this scope of work shall govern. All items are furnished and installed by this Trade Contractor unless noted otherwise.

## GENERAL

1. Include all costs for Trade Contractor personnel and all sub-trade contractor personnel for safety orientation and other safety related meetings, etc. for all labor forces working on this jobsite. This orientation is mandatory for all personnel working on-site and is expected to last approximately 1/2 hour. Safety orientations will be scheduled by the Construction Manager. ALL PERSONNEL (including truck drivers) MUST ATTEND THE SAFETY ORIENTATION PRIOR TO PERFORMING ANY WORK ON SITE. Also, each week, in addition to safety training, safety meetings, and tool box talks that the Trade Contractor provides to their employees, include attendance by all on-site personnel to attend a weekly safety talk that will be conducted by the Construction Manager. This talk will take place on a regular basis one day a week immediately following the lunch break and will last no longer than 10 minutes.
2. Retainage of 7.5% is intended to be withheld until Substantial Completion however "partial payments may be made if agreed to by the DCS and Gilbane."
3. This Trade Contractor will not be allowed to begin work on the project until the following items have been submitted: Certificate of Insurance, written Safety Program with Job Hazard Analysis, material status report and a list of all materials required under this Contract with indication of which materials require submittal for approval as outlined in the specifications and a schedule of anticipated date(s) of submittal for each.
4. The items listed herein are not intended to be an all-inclusive listing of the specified Contract Scope of Work, but merely highlight the major items of work. Review the scope of work closely and include all cost to provide all work as required by this bid package. Provide all work required by your scope of work which may be contained in other specifications, or on drawings whether or not specifically listed within this Proposal Form. Should a scope of work item be duplicated in another bid package, do not delete the item from your bid. Notify the Construction Manager immediately. Failure to include costs for a duplicated item will not alleviate the Trade Contractor's responsibility to provide full credit for the item should it be deleted from the bid package after a contract is awarded.
5. Gilbane shall have the right to assemble the craftsmen for orientation, quality, daily stretching, and safety related matters at no additional cost
6. Parking will be available on site in areas to be designated by the Construction Manager. Please refer to the Site Utilization Plan detailing parking in Lot A. A portion of the lot will be provided for parking, general lay-down, and storage containers.
7. Construction is to be sequenced and phased per the Gilbane project schedule included in the Project manual and the Phasing Drawings. Review these documents carefully. The school will remain active during construction, and cannot be disrupted. Work within the existing building is to occur as the schedule depicts. Every effort will be made to work around the school schedule, vacations and days off will be utilized.
8. Provide all labor necessary to unload, distribute, and re-handle his material as required until such time that material is in place.
9. All costs required for transporting, erecting, dismantling, and removal of temporary facilities and equipment required by this Trade Contractor are to be included in the base bid amount.

10. Trade contractors shall participate with the inspection walkthroughs as requested by the Construction Manager. Provide suitable access for inspectors to perform all tests or inspections. Trade Contractor supplied temporary ladders and lifts to perform their work are to be available for the use of all parties.
11. The site is very restricted and the building will be occupied during the work. Deliveries and storage must be coordinated with the Construction Manager in advance. On site storage will not be available without prior approval by the Construction Manager.
12. All equipment used on the Jobsite shall be in good working order and maintained and operated as designed and have state of the art noise, vibration and exhaust control
13. Layout from a bench mark provided by others is the responsibility of the Trade Contractor requiring the layout.
14. Immediately notify the Construction Manager of any delays to the schedule of this bid package scope which is being caused by the work of any other Trade Contractor on site. This requirement supersedes other notice provisions in the Contract Documents for this type of delay.
15. This Trade Contractor shall keep all access roadways free and clean from equipment, material, soil or objects which may inhibit the flow of traffic.
16. Daily cleanup is to be provided on a daily basis to a central location and the adequate cost for same is to be carried in the proposal response. Daily clean up is defined as properly removing all debris, neatly organizing remaining material, and broom sweeping work areas, etc. after completion of the day's work at a minimum of EVERY SINGLE DAY.
17. The schedule of values will contain line items for clean up, submittals, safety and as-builts and close out in addition to line items apportioning "the Work". Payments made against these items will be directly related to Trade contractor's Performance. A schedule of values must be submitted and approved prior to the first application for payment being submitted.
18. Electrical power for 110 v. power tools and its consumption cost is by others. Include all cost for electrical connection or hook up required is by this bid package.
19. Sets of documents are available at the Trade Contractor's expense. Contact Service Point at 203.624.0079.
20. Whenever the contract documents require a certified engineer's stamp, review or report, it shall be understood to mean an engineer licensed in the applicable discipline, fully insured and registered in the State of Connecticut.
21. Demobilize/remobilize as the construction schedule and/or weather conditions require at no extra cost.
22. Each Trade Contractor will perform a First Delivery Inspection of materials with the Construction Manager to confirm that materials meet the Project Specifications and approved submittals. These reports shall be turned in with the daily report no more than 24 hours after material arrival. Submission of the First Delivery Inspection Report is a condition of monthly payment. All delays that result from failure to confirm materials

delivered with the Construction Manager are at the Trade Contractor's cost, including those of other Trade Contractors on this Project. The Construction Manager will provide a form for this use, which is to be jointly filled out by the Construction Manager and the Trade Contractor. It is the Trade Contractor's responsibility to perform subsequent delivery inspections to ensure compliance with Specifications. Include Benchmarking of initial installations in accordance with the Quality Plan in the Project Manual.

23. There will be no deviations from the submittal format established by the Project Specifications. It is the Trade Contractor's responsibility to complete Submittals in a timely fashion, and to monitor the status of the A/E review. The Trade Contractors shall provide a Submittal Schedule no later than ten (10) days following the receipt of the Notice of Award. All submittals must be received by Construction Manager within 60 days of award, or earlier as required to meet delivery schedules. Include in the schedule a listing for any equipment or materials where shop drawings will take more than 4 weeks to prepare, and for equipment or materials that will take more than 6 weeks to arrive following shop drawing approval.
24. Any payment for overtime work, if authorized as an extra, is for labor, and not for equipment provided on job during regular shift.
25. The successful Bidder shall be responsible for all winter conditions and temporary protection associated with the work of this bid package. If applicable, Include snow removal as necessary to perform your work, except access to the site and slabs, which is by others
26. Each Trade Contractor, where applicable, will receive, unload, and distribute, secure and install all materials furnished by others for installation under this scope. All fittings and hardware required for final connection and installation shall be by the installer.
27. The Construction Manager will arrange to provide temporary electrical power panels for hand tools (by –Electrical Trade Contractor) and water (by HVAC & Plumbing Trade Contractor) at the site for the Trade Contractor's use.
28. Trade Contractor must not use building or site sewage or drainage systems for equipment cleaning purposes.
29. There will be no watchman or security guard on site. All trade Contractors are responsible for security of materials, equipment, and work in place until acceptance as it relates to your work. This includes safety barriers and precautions during off-hours.
30. It is the trade contractor's responsibility to request a preconstruction meeting 30 days prior to commencement of work or 30 days prior to the start of shop drawings where coordination with other trades are required.
31. Specification Section 01 45 00 Paragraph 1.4, B indicates that the re-testing or re-inspection of deficient items are the cost responsibility of the CMR. This will be the cost responsibility of the Trade Contractor. The Trade Contractor shall ensure to submit requests for ALL inspections to the Construction Manager and shall ensure that the assembly to be inspected has been reviewed in advanced of the inspector. Any costs associated with re-inspection will be the trade contractor's responsibility

32. The trade contractor shall request approval from the Construction Manager to work overtime 72 (Construction Manager has 48 hour notice request to the owner) hours in advanced
33. Deduct changes utilizing the Unit Prices per Specification Section 01 20 00 Part 1.5 D – Unit Prices will be issued at a 10% reduction of the Contract Unit Price
34. Specification Section 01 25 00 – Paragraph 1.4 A specifically indicates that the owner will consider requests for equal or substitutions if made prior to the Construction Manager’s Subcontractor Competitive Bid. The trade contractor must submit (in the format indicated) requests for substitution or equals a minimum of two (2) week prior to the bid date as a means of allowing for adequate time for review and consideration by the owner and A/E.
35. RFIs process under the Contract Modification Procedures – Specification Section 01 26 00 – The trade contractor shall be timely in reviewing documents. The Construction Manager has a 5 day notice period to inform the owner of potential changes following the Architect’s response per Specification Section 01 26 00 – Paragraph 1.3, Part 6. The trade contract will have two (2) calendar days to provide such notice to the Construction Manager or the trade contractor waives the right to seek additional time or cost.
36. RFPs issued by the architect and submitted to the trade contractor by the Construction Manager shall be responded to within 7 calendar days.
37. Specification Section 01 29 76 – Paragraph 1.3 – Part 4 specifically notes SOV requirements of the Construction Manager to the owner. Item Nos. b, d, e, f, and h are specifically tied to the deliverables required by the trade contractors. These items shall be specifically itemized in the trade contractor’s SOV to the Construction Manager. The trade contractors inability to submit or perform the referenced work will result in forfeiting the monthly value and a deduct change order will be processed.
38. A minimum of one safety meeting per month is required per Specification Section 01 31 19, 1.6.
39. Fire Stop Systems – A single source fire stop manufacturer will be selected by the Construction Manager from the list of providers noted in the Contract Documents. The trade contractor will be required to provide fire stop systems as it applies to the individual scope. The trade contractors shall also include fire stop / safe labeling and tagging each penetration or application with data including but not limited to Installer, Contractor, Location, System used, and date. Also, the trade contractor shall provide data log entries for use in generating an as-built plan including location.
40. Refer to perimeter fencing and gates as indicated on the Site Utilization Plan. The site contractor will provide all fencing and it is each trade contractor’s responsibility to keep the gates closed when entering or exiting the site. The gates shall be closed at all times. This will be included as part of the initial orientation process but must be reinforced by the trade contractor’s project manager and field supervisor.
41. The State will utilize PM Web for electronic documentation submission for all daily reports, safety reports, submittals, as-builts, RFIs, change related correspondence and general correspondence. The license costs is \$500 per trade contractor plus 20% each year (or any portion of a year) for maintenance. For example, if the license is purchased



in February, 2012 and is needed through September of 2014, the cost would be \$800, \$500 for the license fee plus 20% (\$100) per year for maintenance for 3 years (\$300 total), even if the duration is only 31 months of usage.

42. Trade contractors will be required to enter daily reports in PM Web on a community computer provided and located by the Construction Manager. It is recommended that your field foreman is equipped with their own computer for efficiency in the event the community computer is not available due to use by other trade contractors during the work day.
43. All reference in the contract documents to the Construction Manager/CMR/General Contractor/Contractor as performing any field work or providing services in connection with any aspect of the Work shall be understood to mean the Trade Contractor. The Construction Manager will not layout, log, record, or otherwise provide actual work or service related to the Trade Contractor's scope of work, inclusive of Division 0 and Division 1 specifications.
44. Note specification section 01 78 30, 1.3, F; minimum warranty period is eighteen (18) months unless specified otherwise for a longer duration. The warranty period does not commence until final acceptance by the Owner. Do not assume a shorter warranty period regardless of a shorter period stipulated elsewhere in the documents and include all costs accordingly.
45. Gilbane has automated its monthly payment application process and solely utilizes an online web-based application provided by Textura LLC. Trade contractors will be required to participate and must implement Textura on the project. Textura will automatically generate the AIA G702/703 and Lien Release Documents. Any additional documentation required as part of the Gilbane application process must be uploaded in the form of a PDF prior to your submission. There is a nominal fee to use this service. These costs are summarized in the Textura brochure included as an attachment to this bid package. Include the costs of using this service in your bid. If you have any questions regarding Textura's Terms and Conditions, costs of service, or training implementation please contact Textura at 866-TEXTURA (839-8872).
46. Conduct an in-house kick-off meeting which must include the personnel that estimated the project and attended the scope review meeting with Gilbane and the personnel that will administer the project (project manager, lead field foreman, accounting, purchasing, etc.). The kick-off meeting must transfer the knowledge of the estimating team to the project administration team. Produce and submit for record the minutes of the meeting, complete with attendance sign-in sheet to the Construction Manager. In the event the Construction Manager is required to devote excessive amounts of time to educating trade contractor administrative personnel on the requirements of the project, the Trade Contractor may be billed for that time at the rates in the Construction Manager's contract with the Owner.

**SPECIFIC ITEMS:**

1. Provide all labor, materials, equipment and services required to complete all laboratory fume hoods, wood laboratory casework, filler panels, epoxy resin countertops, laboratory sinks, laboratory accessories, and fittings in accordance with the Contract Documents.

2. Provide all work indicated on the drawing and as specified in the following Specification Sections. The work specified in the following specification sections is the sole responsibility of this Trade Contractor unless modified below:  
115313 Laboratory Fume Hoods  
123553 Wood Laboratory Casework  
In addition, the Trade Contractor shall provide work specified elsewhere in the Specifications and specifically listed within this scope of work.
3. All casework within the Science Classrooms or Prep Rooms is to be provided by this Trade Contractor.
4. Provide all flammable storage cabinets. See Equipment schedule and specification section 115000 for details.
5. Provide epoxy resin sinks S-6. Furnish plumbing fixtures including tailpiece for epoxy resin sinks to the plumbing contractor for installation.
6. Furnish laboratory gas, water, and electric service fittings to the plumbing/electrical contractor for installation.
7. Provide Science Demo tables per 8/A9.02 and all similar.
8. Provide Student science tables per 9/A9.02 and all similar.
9. Field measure all lab casework items prior to shop fabrication.
10. Provide all sealants and caulking required within the work of this bid package, and between this work and the work of other Trade Contractors. Caulking and sealants shall be in accordance with Section 079000 Joint Sealers.
11. Provide all blocking exterior of drywall or CMU required for the adequate fastening and support of your work. In-wall blocking will be provided by the Drywall Trade Contractor contingent on timely receipt of approved millwork shop drawings showing the precise locations of required blocking. All blocking within drywall partitions shall be fire treated wood, except where wood blocking will not fit due to other in-wall items. At such locations only, blocking shall be bent stock metal.
12. Provide all trim scribes, fillers, shims, fasteners, brackets, and standards necessary to provide a complete installation.
13. Provide glazing within your work.
14. All casework/millwork is to be back sealed and shop finished. Touchup in the field or refinish if necessary. All paint grade materials are to be provided with prime coat.
15. Protect installed work with cardboard. Clean surfaces and remove protection at substantial completion.
16. Provide all finish hardware as required for your work.
17. Provide all shelving and hanger rods contained within laboratory casework.

18. Shop drawings shall be fabrication drawings that show the full extent of how each item is to be fabricated and installed in every detail.
  19. Coordinate deliveries, onsite storage, and lay down area with the Construction Manager.
  20. At various intervals in the construction process, this trade contractor shall verify that the substructure that the woodwork is attached to, is within the tolerances of the specifications and advise Gilbane of any deviations, immediately. Failure to inform Gilbane, or discovering the problem after the millwork is fabricated will be the responsibility of this trade contractor to correct at no additional cost to the owner.
  21. Verify and document humidity levels in the building are acceptable to install millwork.
  22. Provide all hoisting, rigging, staging necessary to execute the scope of this bid package work.
  23. Joint sealant shall be used exclusively as a filler of hairline seams at abutments of dissimilar materials. Sealant will not be permitted to be installed in lieu of properly joining and scribing this installation.
  24. Remove and dispose of all packaging, bracing, protective coatings/ blankets, spacers, etc.
  25. Work with any scratches, marks, dents, or other deformations will not be accepted. Onsite repair procedures must be pre-approved by the architect. Items with unacceptable repair or deformations shall be removed and replaced. Unacceptable work shall not be removed until receipt of an acceptable replacement.
  26. Coordinate your installation and testing of fume hoods with MEP contractors.
2. Description of Work Excluded
1. Plastic laminate countertops (by 06A)
  2. Solid surface countertops (by 06A)
  3. Casework in Non scientific classrooms (by 06A)
  4. Installation of plumbing fixtures for epoxy resin sinks

## M. SPECIFICATIONS

The following Specifications Sections, together with the Drawings and other related items of work as described herein, further define the Scope of Work of the Bid Package (Contract):

1. Specific work of this trade as defined in the following Specification Sections:  
Gilbane Project Manual  
All Division 01 – General Requirements  
115313 Laboratory Fume Hoods  
123553 Wood Laboratory Casework
2. Work related to this trade as defined in the following Specification Sections:

All other specification sections as listed in the Project Manual for the Additions and Renovation HC Wilcox Regional Vocational Technical School project, Table of Contents, dated Rev. 102010

as prepared by Tai Soo Kim Partners, LLC. Note this table of contents may be modified by Bid Supplements and Addenda.

**N. CONTRACT DRAWINGS**

1. The following drawings are included in the Scope of Work of this Bid Package.

All drawings as listed in Section 00 01 15 – List of Drawing Sheets with schedule titled Additions & Alterations HC Wilcox Technical High School, Meriden, CT, State Project No. BI-RT-843 Contract Drawing List, dated September 26, 2011. Note this list may be modified by Bid Supplements and Addenda.

**O.** The undersigned represents that this Proposal is made in good faith, without fraud, collusion, or connection of any kind with any other bidder of the same work, that he is competing in his own interest and in his own behalf, without connection of obligation to any undisclosed person, that no other person has any interest in regard to all conditions pertaining to the Work and in regard to the place where it is to be done, has made his own examination and estimates and from them makes this Proposal.

The undersigned represents that he has reviewed the Trade Contract Agreement issued as part of the bidding documents, agrees that if selected for award he will execute the Trade Contract Agreement without exceptions, exclusions, qualifications, clarifications and/or alterations, and is authorized to make such representation on behalf of the Bidder.

The undersigned represents that he has reviewed the insurance requirements in Article 6 of the Trade Contract Agreement, has included all costs to fully comply with same, and is authorized to make this representation on behalf of the Bidder.

Bidder: \_\_\_\_\_  
(Legal Signature) (Type/Print Name)  
\_\_\_\_\_  
(Title)

Firm: \_\_\_\_\_ Address: \_\_\_\_\_  
Business Phone No.: (\_\_\_\_) \_\_\_\_\_  
Business Fax No.: (\_\_\_\_) \_\_\_\_\_

This bidder is a (an): \_\_\_\_\_ Individual, Partnership, Corporation  
**Current Experience Modification Rating** \_\_\_\_\_ **Federal ID#** \_\_\_\_\_  
**OSHA Incident Rates: Recordable** \_\_\_\_\_

List here by title and number all licenses held by the bidder associated with the performance of this work.

License Title	License Number
_____	_____
_____	_____
_____	_____

Indicate the name of the health plan(s) to which benefits will be paid for all employees working on this project. \_\_\_\_\_

The full names, addresses and telephone numbers of all persons interested in this Proposal, as principals are as follows:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**NOTE:** This Proposal must bear the written signature of the Bidder.

- a. If the Bidder is an Individual doing business under a name other than his own name, the Proposal must so state, giving the address of the Individual.
- b. If the Bidder is a Partnership, the Proposal must so state, setting forth the names and addresses of all Partners, and must be signed by a Partner so designated as such.
- c. If the Bidder is a Corporation, the Proposal must be signed by a duly authorized officer or agent of such Corporation.

**BREAKDOWN OF HOURLY RATES**

**WORKERS TITLE:** \_\_\_\_\_

	<b>STRAIGHT TIME</b>	<b>ADD for 1 ½ TIME PREMIUM</b>	<b>ADD for DOUBLE TIME PREMIUM</b>
<b>BASE WAGE RATE</b>			
<b>F.I.C.A.</b>			
<b>F.U.T.A.</b>			
<b>S.U.T.A.</b>			
<b>GEN. LIABILITY INS.</b>			
<b>WORKER'S COMP. INS.</b>			
<b>WELFARE FUND</b>			
<b>PENSION FUND</b>			
<b>APPRENTICE FUND</b>			
<b>VACATION FUND</b>			
<b>ED. &amp; CULT. FUND</b>			
<b>DEFERRED INCOME FUND</b>			
<b>PAID HOLIDAYS</b>			
<b>INCIDENTALS</b>			
<b>OTHER:</b> _____			
<b>SUBTOTAL</b>			
<b>OVERHEAD &amp; PROFIT (15%)</b>			
<b>TOTAL</b>			

**SUBMITTED BY:** \_\_\_\_\_

**Not to be included in the wages above:**

<b>BOND PREMIUM</b> .....			
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**PROPOSAL FORM  
FOR  
ADDITIONS AND RENOVATIONS  
HC WILCOX REGIONAL VOCATIONAL TECHNICAL SCHOOL  
STATE PROJECT NO. BI-RT-843-CMR**



**GILBANE JOB NO. 11.5311.000  
BID PACKAGE No. 13A PORTABLE & MOBILE BUILDINGS**

**PRE-BID CONFERENCE:** October 11, 2011  
**TIME:** 3:00 PM

**PROPOSAL DUE DATE:** October 25, 2011  
**TIME:** 2:00 PM

**LOCATION:** HC Wilcox Technical School  
298 Oregon Road  
Meriden, CT 06451

**LOCATION:** Gilbane Building Company  
208 New London Turnpike  
Glastonbury, CT 06033

**DEADLINE FOR SUBMISSION OF QUESTIONS:** October 18, 2011

**To:** Gilbane Building Company  
208 New London Turnpike  
Glastonbury, CT 06033  
Attention: Patrick J. Delany, District Chief Purchasing Agent

FIRM NAME:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

the undersigned

**A.** Proposes to furnish all labor, materials, equipment and services as required to satisfactorily complete all **Portable and Mobile Building** work herein described as Bid Package **No. 13A** as required for the additions and alternations at HC Wilcox Regional Vocational Technical School Project, all in accordance with the Drawings and Specifications as prepared by Tai Soo Kim Partners, LLC, the Gilbane Project Manual, and this Proposal Form.

**B.** All work required by the foregoing documents will be accomplished for the Lump Sum Bid Price of

\_\_\_\_\_ Dollars (\$) \_\_\_\_\_).  
(Show amount in both words and figures. In case of discrepancy, amount shown in words will govern.)

The Lump Sum Bid Price above INCLUDES all applicable sales and/or use taxes; INCLUDES all insurance premiums required to meet contractual insurance requirements; and INCLUDES all premiums for a Performance Bond and a Labor and Material Payment Bond in the sum of one hundred percent of the Contract price.

**C.** Bidder agrees that if written notice of the acceptance of this bid is mailed or delivered to the undersigned within one hundred eighty (180) days after the Proposal Due Date, or any time thereafter before it is withdrawn, the

undersigned shall meet a representative of the Gilbane Glastonbury office or a mutually agreed upon location to execute the Contract. Performance and Payment Bonds and the appropriate insurance certificates will be delivered to the Construction Manager at the time of execution of the Contract. Failure to execute said contract within ten (10) days after receipt of Notice to Award may be considered a default under the obligation of the bid bond.

**D. The above price includes all stipulations and requirements of the following Supplements:**

- Supplement \_\_\_ dated \_\_\_\_\_
- Supplement \_\_\_ dated \_\_\_\_\_
- Supplement \_\_\_ dated \_\_\_\_\_
- Supplement \_\_\_ dated \_\_\_\_\_

which have been received and accepted by the undersigned. Note that it is incumbent of the bidder to include all Supplements issued in the bid. Failure to acknowledge a supplement does not relieve the bidder from the requirements of the supplement.

**E. MILESTONE SCHEDULE DATES**

See Gilbane Project Manual section 00 31 13 – Schedule for activity milestones, durations, and reference. This schedule represents the general milestones that need to be met to achieve the overall project completion dates, and provides guidance to the bidders to understand the time constraints the work must be performed under. The project detailed schedule, in accordance with the terms of the Contract and General Conditions, will be derived from a “Card Trick” scheduling session with mandatory attendance by all prime Trade Contractors.

1. Anticipated Date of Contract Award: ..... January 19, 2012
2. Commence Shop Drawings and Submittals..... January 19, 2012
3. Commence Work for the Proposal:..... April 5, 2012
4. Bid Package Substantial Completion:..... July 3, 2012
5. Project Substantial Completion..... November 5, 2014

**F. TRADE SUBCONTRACTORS AND MAJOR SUPPLIERS**

The following trade subcontractors are proposed for the item of work listed. Trade subcontractors are subject to review per the General Conditions.

ITEM OF WORK	TRADE SUBCONTRACTORS
_____	_____ EMR:___
_____	_____ EMR:___
_____	_____ EMR:___
_____	_____ EMR:___



**G. UTILIZATION OF MINORITY CONTRACTORS AND SUPPLIERS**

1. The Bidder will endeavor to obtain a minimum goal of ten percent (10%) of the awarded amount to small business enterprises, with six and one quarter percent (6.25%) of the awarded amount to minority business trade subcontractors and/or suppliers certified by the **State of Connecticut**.
2. The successful Trade Contractor shall substantiate this participation within ten (10) days after receipt of Notice of Award. Refer to the General Instruction to Bidders for further information.
3. Indicate here the utilization of certified S/MBEs included in the base bid. Failure to comply with M/WBE participation goals may constitute a non-responsive proposal. **IF NO INDICATION IS GIVEN, IT SHALL BE INTERPRETED THAT ZERO M/WBE PARTICIPATION IS INCLUDED.**

This proposal includes \_\_\_\_\_% certified SBE participation.

This proposal includes \_\_\_\_\_% certified MBE participation.

4. S/MBE participation shall count toward stipulated contractual goals or requirements only as described in the General Instructions to Bidders.

**H. UNIT PRICES**

Unit Prices shall be used, where applicable, to make adjustments to the cost of the Work due to changes. All Unit Prices submitted shall be complete in-place prices (unless noted otherwise) and include all costs for overhead, profit, labor, materials, equipment, and any other incidentals related to the completion of the Work, and shall remain firm for the period of the contract. Unit prices listed are for additive work. Deductive unit prices will be calculated at no less than 85% of the additive unit price (100% if used in conjunction with an allowance).

**UNIT PRICES:**

1. Electrical Outlet with 50' of wire tied to an adjacent outlet ..... \$ \_\_\_\_\_ /EA
2. Tel/Data Outlet with wiring back to data rack in data closet..... \$ \_\_\_\_\_ /EA

**Changes in the Work.** All bidders are herein advised that they are to provide, in the space provided below, a written description of how they would price lump sum changes. It is understood that the Unit Prices which you would insert in this Proposal Form response would be one element of the Change pricing, however, it is necessary to determine up front and reach agreement on, your intended method of determining units of labor productivity and material pricing as well. Bidders are to be explicit as to what Manual(s), if any, are intended to be utilized. Once accepted by the Construction Manager, provide copies of all applicable pricing manuals for use by the Construction Manual in evaluating Change Order pricing.

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Provide labor rates which may be used, subject to review and approval, in pricing any extra work that may be required. Rates are to be complete billing rates and are to include actual wages, taxes, fringes, insurance, small

tools and incidentals and **15%** overhead and profit (combined). Base price on current rates in effect at time of bid. As prevailing wages and fringes rate change, these increases will be added to the labor rates at actual cost. Increases in wage rates are subject to audit. Complete the attached Wage Rate Breakdown Form for each classification of worker anticipated to work on the Project.

**I. ALTERNATE PRICES**

An Alternate Price shall include all costs associated with the changes, omissions, additions or other adjustments to the Work of this Bid Package (Contract) which are described in the Alternate, or are reasonably inferable therefrom. Claims for extras resulting from changes caused by the acceptance or rejection of any Alternate will not be allowed. Alternate Prices shall also include all costs of overhead, profit and bonds associated with the work of the Alternate, whether additive or deductive.

The Drawings, Specifications and other Contract Documents shall be considered appropriately modified by either the acceptance or rejection of the various Alternates. The Owner and the Construction Manager expressly reserve the right to accept or reject any, or all, Alternate Prices, and in any sequence prior to or after award. Acceptance or rejection of any Alternate does not relieve the Bidder of timely completion of the Work within the time periods indicated.

ALTERNATES:

None.

**J. ALLOWANCES**

The Bidder includes the following Allowances and rates in the total Lump Sum Amount of the Base Bid for this Bid Package. Further to Article 10 in the General Conditions and unless noted otherwise below, the following allowance amounts include the Trade Contractor's cost of materials less applicable discounts, delivery to the site, applicable taxes, unloading, handling, installation, allowable overhead and profit. All other costs associated with completing the work described in the allowance is included in the base bid but outside of the allowance amount.

ALLOWANCES:

None

**K. COST AND QUANTITY BREAKDOWN**

In order to properly evaluate the Proposal, provide the following information. The Scope of Work to be awarded will not be influenced by the cost and quantity information requested here.

1. COST BREAKDOWN

Total Material .....	\$ _____
Total Labor Cost .....	\$ _____
Total Subcontractor/Equipment Cost.....	\$ _____
Total Applicable Sales and Use Taxes.....	\$ _____
Allowances.....	\$ _____
Total Bond Cost .....	\$ _____

Total Bid .....\$ \_\_\_\_\_  
 Total Estimated On-Site Manhours ..... \_\_\_\_\_

2. QUANTITY BREAKDOWN (Note: The items listed below are not intended to be an all inclusive listing, but merely to highlight some items of work.)

**THE INFORMATION LISTED BELOW IN THE QUANTITY BREAKDOWN SECTION IS REQUIRED AT THE TIME OF BID SUBMISSION.**

Item	Quantity	Total Cost
Mobilization	_____ EA	\$ _____
Safety	L.S.	\$ _____
Excavation and backfill work	L.S.	\$ _____
Concrete work	L.S.	\$ _____
Set-up and assembly	L.S.	\$ _____
“Rental” costs	L.S.	\$ _____
Portable classroom Building removal	L.S.	\$ _____
Allowances	L.S.	\$ _____
Other	L.S.	\$ _____
Total Bid	L.S.	\$ _____

**L. SCOPE OF WORK**

1. Description of Work Included

Except for those items (if any) specifically noted in the section below entitled "Description of Work Excluded", the Work of this Bid Package shall INCLUDE all of the following:

- a. All items of work required by, and/or specified in, those Sections of the Specifications which are listed herein, under Section M SPECIFICATIONS.
- b. All items of work related to the "Scope of Work", which are shown on the Drawings listed herein under Section N Contract Drawings.
- c. The following "Significant Items of Work" are related to those required by the above referenced documents and are to be provided under, and hereby form a part of, the Scope of Work of this Bid Package (Contract). Should any conflict exist between this written scope of work and the scope of work inferred by the above referenced documents, this scope of work shall govern. All items are furnished and installed by this Trade Contractor unless noted otherwise.

**GENERAL**

- 1. Include all costs for Trade Contractor personnel and all sub-trade contractor personnel for safety orientation and other safety related meetings, etc. for all labor forces working on this jobsite. This orientation is mandatory for all personnel working on-site and is expected to last approximately 1/2 hour. Safety orientations will be scheduled by the Construction Manager. **ALL PERSONNEL** (including truck drivers) **MUST ATTEND**

THE SAFETY ORIENTATION PRIOR TO PERFORMING ANY WORK ON SITE. Also, each week, in addition to safety training, safety meetings, and tool box talks that the Trade Contractor provides to their employees, include attendance by all on-site personnel to attend a weekly safety talk that will be conducted by the Construction Manager. This talk will take place on a regular basis one day a week immediately following the lunch break and will last no longer than 10 minutes.

2. Retainage of 7.5% is intended to be withheld until Substantial Completion however “partial payments may be made if agreed to by the DCS and Gilbane.”
3. This Trade Contractor will not be allowed to begin work on the project until the following items have been submitted: Certificate of Insurance, written Safety Program with Job Hazard Analysis, material status report and a list of all materials required under this Contract with indication of which materials require submittal for approval as outlined in the specifications and a schedule of anticipated date(s) of submittal for each.
4. The items listed herein are not intended to be an all-inclusive listing of the specified Contract Scope of Work, but merely highlight the major items of work. Review the scope of work closely and include all cost to provide all work as required by this bid package. Provide all work required by your scope of work which may be contained in other specifications, or on drawings whether or not specifically listed within this Proposal Form. Should a scope of work item be duplicated in another bid package, do not delete the item from your bid. Notify the Construction Manager immediately. Failure to include costs for a duplicated item will not alleviate the Trade Contractor’s responsibility to provide full credit for the item should it be deleted from the bid package after a contract is awarded.
5. Gilbane shall have the right to assemble the craftsmen for orientation, quality, daily stretching, and safety related matters at no additional cost
6. Parking will be available on site in areas to be designated by the Construction Manager. Please refer to the Site Utilization Plan detailing parking in Lot A. A portion of the lot will be provided for parking, general lay-down, and storage containers.
7. Construction is to be sequenced and phased per the Gilbane project schedule included in the Project manual and the Phasing Drawings. Review these documents carefully. The school will remain active during construction, and cannot be disrupted. Work within the existing building is to occur as the schedule depicts. Every effort will be made to work around the school schedule, vacations and days off will be utilized.
8. Provide all labor necessary to unload, distribute, and re-handle his material as required until such time that material is in place.
9. All costs required for transporting, erecting, dismantling, and removal of temporary facilities and equipment required by this Trade Contractor are to be included in the base bid amount.
10. Trade contractors shall participate with the inspection walkthroughs as requested by the Construction Manager. Provide suitable access for inspectors to perform all tests or inspections. Trade Contractor supplied temporary ladders and lifts to perform their work are to be available for the use of all parties.

11. The site is very restricted and the building will be occupied during the work. Deliveries and storage must be coordinated with the Construction Manager in advance. On site storage will not be available without prior approval by the Construction Manager.
12. All equipment used on the Jobsite shall be in good working order and maintained and operated as designed and have state of the art noise, vibration and exhaust control
13. Layout from a bench mark provided by others is the responsibility of the Trade Contractor requiring the layout.
14. Immediately notify the Construction Manager of any delays to the schedule of this bid package scope which is being caused by the work of any other Trade Contractor on site. This requirement supersedes other notice provisions in the Contract Documents for this type of delay.
15. This Trade Contractor shall keep all access roadways free and clean from equipment, material, soil or objects which may inhibit the flow of traffic.
16. Daily cleanup is to be provided on a daily basis to a central location and the adequate cost for same is to be carried in the proposal response. Daily clean up is defined as properly removing all debris, neatly organizing remaining material, and broom sweeping work areas, etc. after completion of the day's work at a minimum of EVERY SINGLE DAY.
17. The schedule of values will contain line items for clean up, submittals, safety and as-builts and close out in addition to line items apportioning "the Work". Payments made against these items will be directly related to Trade contractor's Performance. A schedule of values must be submitted and approved prior to the first application for payment being submitted.
18. Electrical power for 110 v. power tools and its consumption cost is by others. Include all cost for electrical connection or hook up required is by this bid package.
19. Sets of documents are available at the Trade Contractor's expense. Contact Service Point at 203.624.0079.
20. Whenever the contract documents require a certified engineer's stamp, review or report, it shall be understood to mean an engineer licensed in the applicable discipline, fully insured and registered in the State of Connecticut.
21. Demobilize/remobilize as the construction schedule and/or weather conditions require at no extra cost.
22. Each Trade Contractor will perform a First Delivery Inspection of materials with the Construction Manager to confirm that materials meet the Project Specifications and approved submittals. These reports shall be turned in with the daily report no more than 24 hours after material arrival. Submission of the First Delivery Inspection Report is a condition of monthly payment. All delays that result from failure to confirm materials delivered with the Construction Manager are at the Trade Contractor's cost, including those of other Trade Contractors on this Project. The Construction Manager will provide a form for this use, which is to be jointly filled out by the Construction Manager and the Trade Contractor. It is the Trade Contractor's responsibility to perform subsequent delivery inspections to ensure compliance with Specifications. Include Benchmarking of initial installations in accordance with the Quality Plan in the Project Manual.

23. There will be no deviations from the submittal format established by the Project Specifications. It is the Trade Contractor's responsibility to complete Submittals in a timely fashion, and to monitor the status of the A/E review. The Trade Contractors shall provide a Submittal Schedule no later than ten (10) days following the receipt of the Notice of Award. All submittals must be received by Construction Manager within 60 days of award, or earlier as required to meet delivery schedules. Include in the schedule a listing for any equipment or materials where shop drawings will take more than 4 weeks to prepare, and for equipment or materials that will take more than 6 weeks to arrive following shop drawing approval.
24. Any payment for overtime work, if authorized as an extra, is for labor, and not for equipment provided on job during regular shift.
25. The successful Bidder shall be responsible for all winter conditions and temporary protection associated with the work of this bid package. If applicable, Include snow removal as necessary to perform your work, except access to the site and slabs, which is by others
26. Each Trade Contractor, where applicable, will receive, unload, and distribute, secure and install all materials furnished by others for installation under this scope. All fittings and hardware required for final connection and installation shall be by the installer.
27. The Construction Manager will arrange to provide temporary electrical power panels for hand tools (by –Electrical Trade Contractor) and water (by HVAC & Plumbing Trade Contractor) at the site for the Trade Contractor's use.
28. Trade Contractor must not use building or site sewage or drainage systems for equipment cleaning purposes.
29. There will be no watchman or security guard on site. All trade Contractors are responsible for security of materials, equipment, and work in place until acceptance as it relates to your work. This includes safety barriers and precautions during off-hours.
30. It is the trade contractor's responsibility to request a preconstruction meeting 30 days prior to commencement of work or 30 days prior to the start of shop drawings where coordination with other trades are required.
31. Specification Section 01 45 00 Paragraph 1.4, B indicates that the re-testing or re-inspection of deficient items are the cost responsibility of the CMR. This will be the cost responsibility of the Trade Contractor. The Trade Contractor shall ensure to submit requests for ALL inspections to the Construction Manager and shall ensure that the assembly to be inspected has been reviewed in advanced of the inspector. Any costs associated with re-inspection will be the trade contractor's responsibility
32. The trade contractor shall request approval from the Construction Manager to work overtime 72 (Construction Manager has 48 hour notice request to the owner) hours in advanced
33. Deduct changes utilizing the Unit Prices per Specification Section 01 20 00 Part 1.5 D – Unit Prices will be issued at a 10% reduction of the Contract Unit Price

34. Specification Section 01 25 00 – Paragraph 1.4 A specifically indicates that the owner will consider requests for equal or substitutions if made prior to the Construction Manager’s Subcontractor Competitive Bid. The trade contractor must submit (in the format indicated) requests for substitution or equals a minimum of two (2) week prior to the bid date as a means of allowing for adequate time for review and consideration by the owner and A/E.
35. RFIs process under the Contract Modification Procedures – Specification Section 01 26 00 – The trade contractor shall be timely in reviewing documents. The Construction Manager has a 5 day notice period to inform the owner of potential changes following the Architect’s response per Specification Section 01 26 00 – Paragraph 1.3, Part 6. The trade contract will have two (2) calendar days to provide such notice to the Construction Manager or the trade contractor waives the right to seek additional time or cost.
36. RFPs issued by the architect and submitted to the trade contractor by the Construction Manager shall be responded to within 7 calendar days.
37. Specification Section 01 29 76 – Paragraph 1.3 – Part 4 specifically notes SOV requirements of the Construction Manager to the owner. Item Nos. b, d, e, f, and h are specifically tied to the deliverables required by the trade contractors. These items shall be specifically itemized in the trade contractor’s SOV to the Construction Manager. The trade contractors inability to submit or perform the referenced work will result in forfeiting the monthly value and a deduct change order will be processed.
38. A minimum of one safety meeting per month is required per Specification Section 01 31 19, 1.6.
39. Fire Stop Systems – A single source fire stop manufacturer will be selected by the Construction Manager from the list of providers noted in the Contract Documents. The trade contractor will be required to provide fire stop systems as it applies to the individual scope. The trade contractors shall also include fire stop / safe labeling and tagging each penetration or application with data including but not limited to Installer, Contractor, Location, System used, and date. Also, the trade contractor shall provide data log entries for use in generating an as-built plan including location.
40. Refer to perimeter fencing and gates as indicated on the Site Utilization Plan. The site contractor will provide all fencing and it is each trade contractor’s responsibility to keep the gates closed when entering or exiting the site. The gates shall be closed at all times. This will be included as part of the initial orientation process but must be reinforced by the trade contractor’s project manager and field supervisor.
41. The State will utilize PM Web for electronic documentation submission for all daily reports, safety reports, submittals, as-builts, RFIs, change related correspondence and general correspondence. The license costs is \$500 per trade contractor plus 20% each year (or any portion of a year) for maintenance. For example, if the license is purchased in February, 2012 and is needed through September of 2014, the cost would be \$800, \$500 for the license fee plus 20% (\$100) per year for maintenance for 3 years (\$300 total), even if the duration is only 31 months of usage.
42. Trade contractors will be required to enter daily reports in PM Web on a community computer provided and located by the Construction Manager. It is recommended that your field foreman is equipped with their own computer for efficiency in the event the

community computer is not available due to use by other trade contractors during the work day.

43. All reference in the contract documents to the Construction Manager/CMR/General Contractor/Contractor as performing any field work or providing services in connection with any aspect of the Work shall be understood to mean the Trade Contractor. The Construction Manager will not layout, log, record, or otherwise provide actual work or service related to the Trade Contractor's scope of work, inclusive of Division 0 and Division 1 specifications.
44. Note specification section 01 78 30, 1.3, F; minimum warranty period is eighteen (18) months unless specified otherwise for a longer duration. The warranty period does not commence until final acceptance by the Owner. Do not assume a shorter warranty period regardless of a shorter period stipulated elsewhere in the documents and include all costs accordingly.
45. Gilbane has automated its monthly payment application process and solely utilizes an online web-based application provided by Textura LLC. Trade contractors will be required to participate and must implement Textura on the project. Textura will automatically generate the AIA G702/703 and Lien Release Documents. Any additional documentation required as part of the Gilbane application process must be uploaded in the form of a PDF prior to your submission. There is a nominal fee to use this service. These costs are summarized in the Textura brochure included as an attachment to this bid package. Include the costs of using this service in your bid. If you have any questions regarding Textura's Terms and Conditions, costs of service, or training implementation please contact Textura at 866-TEXTURA (839-8872).
46. Conduct an in-house kick-off meeting which must include the personnel that estimated the project and attended the scope review meeting with Gilbane and the personnel that will administer the project (project manager, lead field foreman, accounting, purchasing, etc.). The kick-off meeting must transfer the knowledge of the estimating team to the project administration team. Produce and submit for record the minutes of the meeting, complete with attendance sign-in sheet to the Construction Manager. In the event the Construction Manager is required to devote excessive amounts of time to educating trade contractor administrative personnel on the requirements of the project, the Trade Contractor may be billed for that time at the rates in the Construction Manager's contract with the Owner.

**SPECIFIC ITEMS:**

1. Provide all labor, materials, equipment and services required to complete all work related to the fabrication, installation, owner use of units, and removal of the portable and mobile buildings. The work includes, but is not limited to, all design, engineering, approvals, excavation for foundations, foundations, site stairs & ramps, off-site fabrication, delivery and installation for a complete turnkey building in accordance with the Contract Documents. Also include the rental charges for the duration specified in the project schedule.
2. Provide all work indicated on the drawing and as specified in the following Specification Sections. The work specified in the following specification sections is the sole responsibility of this Trade Contractor unless modified below:  
133423.13 Portable and Mobile Buildings



In addition, the Trade Contractor shall provide work specified elsewhere in the Specifications and specifically listed within this scope of work.

3. The specifications and drawings related to this work are performance based only. The design, engineering, approvals and coordination are to be performed solely by this contractor.
4. Include all costs to provide a new electrical service, independent of the main building, fed from the power lines on Oregon Street to the switch/panel board for the portable classroom building. Include all conduit, wire, backboard, disconnects, excavation and backfill necessary, and any other components needed to install a complete new electrical service. Also include all utility company charges in your bid; electric consumption will be by Owner. At the conclusion of the project, when the portable classrooms are to be removed from the site, disconnect and complete remove this service back to the source as required.
5. The domestic water and sanitary sewer piping will be brought to the portable classroom building by the site contractor. The utilities will terminate beneath the buildings above grade in a location in line where shown on the contract drawings, just inside the skirting. Provide all piping below the buildings and final connections to the sanitary and water services. Provide insulation for domestic water and sanitary piping in unheated areas below the building down to grade. In addition, provide insulation for hot water piping in building, this is in addition to insulation required by specifications.
6. Provide heat tracing on all domestic water piping and fire sprinkler located in unheated areas including the crawl space beneath the buildings. Extend heat trace 3' -0" below grade. Include required power outlet or connection for heat tracing back to the nearest sub panel that has capacity.
7. Excavate for portable trailer footings and remove spoils to a stockpile location on site. Coordinate with Site Contractor.
8. See Spec Section 102800 for information on toilet and bath accessories. Provide specified products in quantity necessary for a complete installation. See Spec Section 105113 for additional information regarding metal lockers i.e. size.
9. Provide all site stairs and ramps as indicated on contract documents as well as any that are necessary to meet code requirements. Provide structural framing plan for stairs and ramps that is stamped by an engineer registered in the State of Connecticut.
10. Include the removal off-site disposal of the portable classroom building at the conclusion of the project in accordance with the project schedule. Foundations will be removed by others.

2. Description of Work Excluded

1. Underground Sanitary
2. Underground Domestic Water Service

**M. SPECIFICATIONS**

The following Specifications Sections, together with the Drawings and other related items of work as described herein, further define the Scope of Work of the Bid Package (Contract):

1. Specific work of this trade as defined in the following Specification Sections:

Gilbane Project Manual  
All Division 01 – General Requirements  
133423.13 Portable and Mobile Buildings

2. Work related to this trade as defined in the following Specification Sections:

All other specification sections as listed in the Project Manual for the Additions and Renovation HC Wilcox Regional Vocational Technical School project, Table of Contents, dated Rev. 102010 as prepared by Tai Soo Kim Partners, LLC. Note this table of contents may be modified by Bid Supplements and Addenda.

**N. CONTRACT DRAWINGS**

1. The following drawings are included in the Scope of Work of this Bid Package.

All drawings as listed in Section 00 01 15 – List of Drawing Sheets with schedule titled Additions & Alterations HC Wilcox Technical High School, Meriden, CT, State Project No. BI-RT-843 Contract Drawing List, dated September 26, 2011. Note this list may be modified by Bid Supplements and Addenda.

**O.** The undersigned represents that this Proposal is made in good faith, without fraud, collusion, or connection of any kind with any other bidder of the same work, that he is competing in his own interest and in his own behalf, without connection of obligation to any undisclosed person, that no other person has any interest in regard to all conditions pertaining to the Work and in regard to the place where it is to be done, has made his own examination and estimates and from them makes this Proposal.

The undersigned represents that he has reviewed the Trade Contract Agreement issued as part of the bidding documents, agrees that if selected for award he will execute the Trade Contract Agreement without exceptions, exclusions, qualifications, clarifications and/or alterations, and is authorized to make such representation on behalf of the Bidder.

The undersigned represents that he has reviewed the insurance requirements in Article 6 of the Trade Contract Agreement, has included all costs to fully comply with same, and is authorized to make this representation on behalf of the Bidder.

Bidder: \_\_\_\_\_  
(Legal Signature) (Type/Print Name)  
\_\_\_\_\_  
(Title)

Firm: \_\_\_\_\_ Address: \_\_\_\_\_  
Business Phone No.: (\_\_\_\_) \_\_\_\_\_  
Business Fax No.: (\_\_\_\_) \_\_\_\_\_

This bidder is a (an): \_\_\_\_\_ Individual, Partnership, Corporation  
**Current Experience Modification Rating** \_\_\_\_\_ **Federal ID#** \_\_\_\_\_  
**OSHA Incident Rates: Recordable** \_\_\_\_\_

List here by title and number all licenses held by the bidder associated with the performance of this work.

License Title	License Number
_____	_____
_____	_____
_____	_____

Indicate the name of the health plan(s) to which benefits will be paid for all employees working on this project. \_\_\_\_\_

The full names, addresses and telephone numbers of all persons interested in this Proposal, as principals are as follows:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**NOTE:** This Proposal must bear the written signature of the Bidder.

- a. If the Bidder is an Individual doing business under a name other than his own name, the Proposal must so state, giving the address of the Individual.
- b. If the Bidder is a Partnership, the Proposal must so state, setting forth the names and addresses of all Partners, and must be signed by a Partner so designated as such.
- c. If the Bidder is a Corporation, the Proposal must be signed by a duly authorized officer or agent of such Corporation.

**BREAKDOWN OF HOURLY RATES**

**WORKERS TITLE:** \_\_\_\_\_

	<b>STRAIGHT TIME</b>	<b>ADD for 1 ½ TIME PREMIUM</b>	<b>ADD for DOUBLE TIME PREMIUM</b>
<b>BASE WAGE RATE</b>			
<b>F.I.C.A.</b>			
<b>F.U.T.A.</b>			
<b>S.U.T.A.</b>			
<b>GEN. LIABILITY INS.</b>			
<b>WORKER'S COMP. INS.</b>			
<b>WELFARE FUND</b>			
<b>PENSION FUND</b>			
<b>APPRENTICE FUND</b>			
<b>VACATION FUND</b>			
<b>ED. &amp; CULT. FUND</b>			
<b>DEFERRED INCOME FUND</b>			
<b>PAID HOLIDAYS</b>			
<b>INCIDENTALS</b>			
<b>OTHER:</b> _____			
<b>SUBTOTAL</b>			
<b>OVERHEAD &amp; PROFIT (15%)</b>			
<b>TOTAL</b>			

**SUBMITTED BY:** \_\_\_\_\_

**Not to be included in the wages above:**

<b>BOND PREMIUM</b> .....			
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**PROPOSAL FORM  
FOR  
ADDITIONS AND RENOVATIONS  
HC WILCOX REGIONAL VOCATIONAL TECHNICAL SCHOOL  
STATE PROJECT NO. BI-RT-843-CMR**



**GILBANE JOB NO. 11.5311.000  
BID PACKAGE No. 14A ELEVATORS**

**PRE-BID CONFERENCE:** October 11, 2011  
**TIME:** 3:00 PM

**PROPOSAL DUE DATE:** October 25, 2011  
**TIME:** 2:00 PM

**LOCATION:** HC Wilcox Technical School  
298 Oregon Road  
Meriden, CT 06451

**LOCATION:** Gilbane Building Company  
208 New London Turnpike  
Glastonbury, CT 06033

**DEADLINE FOR SUBMISSION OF QUESTIONS:** October 18, 2011

**To:** Gilbane Building Company  
208 New London Turnpike  
Glastonbury, CT 06033  
Attention: Patrick J. Delany, District Chief Purchasing Agent

FIRM NAME:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ the undersigned

**A.** Proposes to furnish all labor, materials, equipment and services as required to satisfactorily complete all **Elevator** work herein described as Bid Package **No. 14A** as required for the additions and alternations at HC Wilcox Regional Vocational Technical School Project, all in accordance with the Drawings and Specifications as prepared by Tai Soo Kim Partners, LLC, the Gilbane Project Manual, and this Proposal Form.

**B.** All work required by the foregoing documents will be accomplished for the Lump Sum Bid Price of

\_\_\_\_\_ Dollars (\$) \_\_\_\_\_).

(Show amount in both words and figures. In case of discrepancy, amount shown in words will govern.)

The Lump Sum Bid Price above INCLUDES all applicable sales and/or use taxes; INCLUDES all insurance premiums required to meet contractual insurance requirements; and INCLUDES all premiums for a Performance Bond and a Labor and Material Payment Bond in the sum of one hundred percent of the Contract price.

**C.** Bidder agrees that if written notice of the acceptance of this bid is mailed or delivered to the undersigned within one hundred eighty (180) days after the Proposal Due Date, or any time thereafter before it is withdrawn, the undersigned shall meet a representative of the Gilbane Glastonbury office or a mutually agreed upon location to

execute the Contract. Performance and Payment Bonds and the appropriate insurance certificates will be delivered to the Construction Manager at the time of execution of the Contract. Failure to execute said contract within ten (10) days after receipt of Notice to Award may be considered a default under the obligation of the bid bond.

**D.** The above price includes all stipulations and requirements of the following Supplements:

- Supplement \_\_\_ dated \_\_\_\_\_
- Supplement \_\_\_ dated \_\_\_\_\_
- Supplement \_\_\_ dated \_\_\_\_\_
- Supplement \_\_\_ dated \_\_\_\_\_

which have been received and accepted by the undersigned. Note that it is incumbent of the bidder to include all Supplements issued in the bid. Failure to acknowledge a supplement does not relieve the bidder from the requirements of the supplement.

**E. MILESTONE SCHEDULE DATES**

See Gilbane Project Manual section 00 31 13 – Schedule for activity milestones, durations, and reference. This schedule represents the general milestones that need to be met to achieve the overall project completion dates, and provides guidance to the bidders to understand the time constraints the work must be performed under. The project detailed schedule, in accordance with the terms of the Contract and General Conditions, will be derived from a “Card Trick” scheduling session with mandatory attendance by all prime Trade Contractors.

- 1. Anticipated Date of Contract Award: ..... January 19, 2012
- 2. Commence Shop Drawings and Submittals..... January 19, 2012
- 3. Commence Work for the Proposal:..... July 8, 2013
- 4. Bid Package Substantial Completion:..... September 9, 2013
- 5. Project Substantial Completion..... November 5, 2014

**F. TRADE SUBCONTRACTORS AND MAJOR SUPPLIERS**

The following trade subcontractors are proposed for the item of work listed. Trade subcontractors are subject to review per the General Conditions.

ITEM OF WORK	TRADE SUBCONTRACTORS
_____	_____ EMR:___
_____	_____ EMR:___
_____	_____ EMR:___
_____	_____ EMR:___

**G. UTILIZATION OF MINORITY CONTRACTORS AND SUPPLIERS**

- 1. The Bidder will endeavor to obtain participation from small business enterprises and minority business trade subcontractors and/or suppliers certified by the **State of Connecticut**.

2. The successful Trade Contractor shall substantiate this participation within ten (10) days after receipt of Notice of Award. Refer to the General Instruction to Bidders for further information.
3. Indicate here the utilization of certified S/MBEs included in the base bid. Failure to comply with M/WBE participation goals may constitute a non-responsive proposal. IF NO INDICATION IS GIVEN, IT SHALL BE INTERPRETED THAT ZERO M/WBE PARTICIPATION IS INCLUDED.

This proposal includes \_\_\_\_\_% certified SBE participation.

This proposal includes \_\_\_\_\_% certified MBE participation.

4. S/MBE participation shall count toward stipulated contractual goals or requirements only as described in the General Instructions to Bidders.

**H. UNIT PRICES**

Unit Prices shall be used, where applicable, to make adjustments to the cost of the Work due to changes. All Unit Prices submitted shall be complete in-place prices (unless noted otherwise) and include all costs for overhead, profit, labor, materials, equipment, and any other incidentals related to the completion of the Work, and shall remain firm for the period of the contract. Unit prices listed are for additive work. Deductive unit prices will be calculated at no less than 85% of the additive unit price (100% if used in conjunction with an allowance).

UNIT PRICES:

None

**Changes in the Work.** All bidders are herein advised that they are to provide, in the space provided below, a written description of how they would price lump sum changes. It is understood that the Unit Prices which you would insert in this Proposal Form response would be one element of the Change pricing, however, it is necessary to determine up front and reach agreement on, your intended method of determining units of labor productivity and material pricing as well. Bidders are to be explicit as to what Manual(s), if any, are intended to be utilized. Once accepted by the Construction Manager, provide copies of all applicable pricing manuals for use by the Construction Manual in evaluating Change Order pricing.

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Provide labor rates which may be used, subject to review and approval, in pricing any extra work that may be required. Rates are to be complete billing rates and are to include actual wages, taxes, fringes, insurance, small tools and incidentals and **15%** overhead and profit (combined). Base price on current rates in effect at time of bid.

As prevailing wages and fringes rate change, these increases will be added to the labor rates at actual cost. Increases in wage rates are subject to audit. Complete the attached Wage Rate Breakdown Form for each classification of worker anticipated to work on the Project.

**I. ALTERNATE PRICES**

An Alternate Price shall include all costs associated with the changes, omissions, additions or other adjustments to the Work of this Bid Package (Contract) which are described in the Alternate, or are reasonably inferable therefrom. Claims for extras resulting from changes caused by the acceptance or rejection of any Alternate will not be allowed. Alternate Prices shall also include all costs of overhead, profit and bonds associated with the work of the Alternate, whether additive or deductive.

The Drawings, Specifications and other Contract Documents shall be considered appropriately modified by either the acceptance or rejection of the various Alternates. The Owner and the Construction Manager expressly reserve the right to accept or reject any, or all, Alternate Prices, and in any sequence prior to or after award. Acceptance or rejection of any Alternate does not relieve the Bidder of timely completion of the Work within the time periods indicated.

ALTERNATES:

None.

**J. ALLOWANCES**

The Bidder includes the following Allowances and rates in the total Lump Sum Amount of the Base Bid for this Bid Package. Further to Article 10 in the General Conditions and unless noted otherwise below, the following allowance amounts include the Trade Contractor's cost of materials less applicable discounts, delivery to the site, applicable taxes, unloading, handling, installation, allowable overhead and profit. All other costs associated with completing the work described in the allowance is included in the base bid but outside of the allowance amount.

ALLOWANCES:

1. 100 man-hours of premium time labor to accelerate work in addition to the base scope requirements at the direction of the Construction Manager. Note that the Trade Contractor remains responsible to maintain the schedule and that this allowance will not be used for that purpose.  
Journeyman..... \$ \_\_\_\_\_/Hr X 100 = \$ \_\_\_\_\_
2. 100 man-hours of operator time to run the elevators as directed by the Construction Manager for deliveries and hoisting materials.  
Journeyman..... \$ \_\_\_\_\_/Hr X 100 = \$ \_\_\_\_\_

**K. COST AND QUANTITY BREAKDOWN**

In order to properly evaluate the Proposal, provide the following information. The Scope of Work to be awarded will not be influenced by the cost and quantity information requested here.

1. COST BREAKDOWN

Total Material ..... \$ \_\_\_\_\_  
Total Labor Cost ..... \$ \_\_\_\_\_  
Total Subcontractor/Equipment Cost..... \$ \_\_\_\_\_  
Total Applicable Sales and Use Taxes..... \$ \_\_\_\_\_



Allowances.....\$ \_\_\_\_\_  
 Total Bond Cost.....\$ \_\_\_\_\_  
 Total Bid.....\$ \_\_\_\_\_  
 Total Estimated On-Site Manhours..... \_\_\_\_\_

2. **QUANTITY BREAKDOWN** *(Note: The items listed below are not intended to be an all inclusive listing, but merely to highlight some items of work.)*

**THE INFORMATION LISTED BELOW IN THE QUANTITY BREAKDOWN SECTION IS REQUIRED AT THE TIME OF BID SUBMISSION.**

Item	Quantity	Total Cost
Mobilization	L.S.	\$ _____
Safety	L.S.	\$ _____
Jack-hole drilling	L.S.	\$ _____
Elevator	L.S.	\$ _____
3 days platform use by other trades	L.S.	\$ _____
Daily Clean-up	L.S.	\$ _____
Allowances	L.S.	\$ _____
Other	L.S.	\$ _____
Total Bid	L.S.	\$ _____

**L. SCOPE OF WORK**

1. Description of Work Included

Except for those items (if any) specifically noted in the section below entitled "Description of Work Excluded", the Work of this Bid Package shall INCLUDE all of the following:

- a. All items of work required by, and/or specified in, those Sections of the Specifications which are listed herein, under Section M SPECIFICATIONS.
- b. All items of work related to the "Scope of Work", which are shown on the Drawings listed herein under Section N Contract Drawings.
- c. The following "Significant Items of Work" are related to those required by the above referenced documents and are to be provided under, and hereby form a part of, the Scope of Work of this Bid Package (Contract). Should any conflict exist between this written scope of work and the scope of work inferred by the above referenced documents, this scope of work shall govern. All items are furnished and installed by this Trade Contractor unless noted otherwise.

**GENERAL**

- 1. Include all costs for Trade Contractor personnel and all sub-trade contractor personnel for safety orientation and other safety related meetings, etc. for all labor forces working on this jobsite. This orientation is mandatory for all personnel working on-site and is expected to last approximately 1/2 hour. Safety orientations will be scheduled by the Construction Manager. **ALL PERSONNEL (including truck drivers) MUST ATTEND THE SAFETY ORIENTATION PRIOR TO PERFORMING ANY WORK ON SITE.**

Also, each week, in addition to safety training, safety meetings, and tool box talks that the Trade Contractor provides to their employees, include attendance by all on-site personnel to attend a weekly safety talk that will be conducted by the Construction Manager. This talk will take place on a regular basis one day a week immediately following the lunch break and will last no longer than 10 minutes.

2. Retainage of 7.5% is intended to be withheld until Substantial Completion however “partial payments may be made if agreed to by the DCS and Gilbane.”
3. This Trade Contractor will not be allowed to begin work on the project until the following items have been submitted: Certificate of Insurance, written Safety Program with Job Hazard Analysis, material status report and a list of all materials required under this Contract with indication of which materials require submittal for approval as outlined in the specifications and a schedule of anticipated date(s) of submittal for each.
4. The items listed herein are not intended to be an all-inclusive listing of the specified Contract Scope of Work, but merely highlight the major items of work. Review the scope of work closely and include all cost to provide all work as required by this bid package. Provide all work required by your scope of work which may be contained in other specifications, or on drawings whether or not specifically listed within this Proposal Form. Should a scope of work item be duplicated in another bid package, do not delete the item from your bid. Notify the Construction Manager immediately. Failure to include costs for a duplicated item will not alleviate the Trade Contractor’s responsibility to provide full credit for the item should it be deleted from the bid package after a contract is awarded.
5. Gilbane shall have the right to assemble the craftsmen for orientation, quality, daily stretching, and safety related matters at no additional cost
6. Parking will be available on site in areas to be designated by the Construction Manager. Please refer to the Site Utilization Plan detailing parking in Lot A. A portion of the lot will be provided for parking, general lay-down, and storage containers.
7. Construction is to be sequenced and phased per the Gilbane project schedule included in the Project manual and the Phasing Drawings. Review these documents carefully. The school will remain active during construction, and cannot be disrupted. Work within the existing building is to occur as the schedule depicts. Every effort will be made to work around the school schedule, vacations and days off will be utilized.
8. Provide all labor necessary to unload, distribute, and re-handle his material as required until such time that material is in place.
9. All costs required for transporting, erecting, dismantling, and removal of temporary facilities and equipment required by this Trade Contractor are to be included in the base bid amount.
10. Trade contractors shall participate with the inspection walkthroughs as requested by the Construction Manager. Provide suitable access for inspectors to perform all tests or inspections. Trade Contractor supplied temporary ladders and lifts to perform their work are to be available for the use of all parties.
11. The site is very restricted and the building will be occupied during the work. Deliveries and storage must be coordinated with the Construction Manager in advance. On site storage will not be available without prior approval by the Construction Manager.

12. All equipment used on the Jobsite shall be in good working order and maintained and operated as designed and have state of the art noise, vibration and exhaust control
13. Layout from a bench mark provided by others is the responsibility of the Trade Contractor requiring the layout.
14. Immediately notify the Construction Manager of any delays to the schedule of this bid package scope which is being caused by the work of any other Trade Contractor on site. This requirement supersedes other notice provisions in the Contract Documents for this type of delay.
15. This Trade Contractor shall keep all access roadways free and clean from equipment, material, soil or objects which may inhibit the flow of traffic.
16. Daily cleanup is to be provided on a daily basis to a central location and the adequate cost for same is to be carried in the proposal response. Daily clean up is defined as properly removing all debris, neatly organizing remaining material, and broom sweeping work areas, etc. after completion of the day's work at a minimum of EVERY SINGLE DAY.
17. The schedule of values will contain line items for clean up, submittals, safety and as-builts and close out in addition to line items apportioning "the Work". Payments made against these items will be directly related to Trade contractor's Performance. A schedule of values must be submitted and approved prior to the first application for payment being submitted.
18. Electrical power for 110 v. power tools and its consumption cost is by others. Include all cost for electrical connection or hook up required is by this bid package.
19. Sets of documents are available at the Trade Contractor's expense. Contact Service Point at 203.624.0079.
20. Whenever the contract documents require a certified engineer's stamp, review or report, it shall be understood to mean an engineer licensed in the applicable discipline, fully insured and registered in the State of Connecticut.
21. Demobilize/remobilize as the construction schedule and/or weather conditions require at no extra cost.
22. Each Trade Contractor will perform a First Delivery Inspection of materials with the Construction Manager to confirm that materials meet the Project Specifications and approved submittals. These reports shall be turned in with the daily report no more than 24 hours after material arrival. Submission of the First Delivery Inspection Report is a condition of monthly payment. All delays that result from failure to confirm materials delivered with the Construction Manager are at the Trade Contractor's cost, including those of other Trade Contractors on this Project. The Construction Manager will provide a form for this use, which is to be jointly filled out by the Construction Manager and the Trade Contractor. It is the Trade Contractor's responsibility to perform subsequent delivery inspections to ensure compliance with Specifications. Include Benchmarking of initial installations in accordance with the Quality Plan in the Project Manual.
23. There will be no deviations from the submittal format established by the Project Specifications. It is the Trade Contractor's responsibility to complete Submittals in a

timely fashion, and to monitor the status of the A/E review. The Trade Contractors shall provide a Submittal Schedule no later than ten (10) days following the receipt of the Notice of Award. All submittals must be received by Construction Manager within 60 days of award, or earlier as required to meet delivery schedules. Include in the schedule a listing for any equipment or materials where shop drawings will take more than 4 weeks to prepare, and for equipment or materials that will take more than 6 weeks to arrive following shop drawing approval.

24. Any payment for overtime work, if authorized as an extra, is for labor, and not for equipment provided on job during regular shift.
25. The successful Bidder shall be responsible for all winter conditions and temporary protection associated with the work of this bid package. If applicable, Include snow removal as necessary to perform your work, except access to the site and slabs, which is by others
26. Each Trade Contractor, where applicable, will receive, unload, and distribute, secure and install all materials furnished by others for installation under this scope. All fittings and hardware required for final connection and installation shall be by the installer.
27. The Construction Manager will arrange to provide temporary electrical power panels for hand tools (by –Electrical Trade Contractor) and water (by HVAC & Plumbing Trade Contractor) at the site for the Trade Contractor's use.
28. Trade Contractor must not use building or site sewage or drainage systems for equipment cleaning purposes.
29. There will be no watchman or security guard on site. All trade Contractors are responsible for security of materials, equipment, and work in place until acceptance as it relates to your work. This includes safety barriers and precautions during off-hours.
30. It is the trade contractor's responsibility to request a preconstruction meeting 30 days prior to commencement of work or 30 days prior to the start of shop drawings where coordination with other trades are required.
31. Specification Section 01 45 00 Paragraph 1.4, B indicates that the re-testing or re-inspection of deficient items are the cost responsibility of the CMR. This will be the cost responsibility of the Trade Contractor. The Trade Contractor shall ensure to submit requests for ALL inspections to the Construction Manager and shall ensure that the assembly to be inspected has been reviewed in advanced of the inspector. Any costs associated with re-inspection will be the trade contractor's responsibility
32. The trade contractor shall request approval from the Construction Manager to work overtime 72 (Construction Manager has 48 hour notice request to the owner) hours in advanced
33. Deduct changes utilizing the Unit Prices per Specification Section 01 20 00 Part 1.5 D – Unit Prices will be issued at a 10% reduction of the Contract Unit Price
34. Specification Section 01 25 00 – Paragraph 1.4 A specifically indicates that the owner will consider requests for equal or substitutions if made prior to the Construction

Manager's Subcontractor Competitive Bid. The trade contractor must submit (in the format indicated) requests for substitution or equals a minimum of two (2) week prior to the bid date as a means of allowing for adequate time for review and consideration by the owner and A/E.

35. RFIs process under the Contract Modification Procedures – Specification Section 01 26 00 – The trade contractor shall be timely in reviewing documents. The Construction Manager has a 5 day notice period to inform the owner of potential changes following the Architect's response per Specification Section 01 26 00 – Paragraph 1.3, Part 6. The trade contract will have two (2) calendar days to provide such notice to the Construction Manager or the trade contractor waives the right to seek additional time or cost.
36. RFPs issued by the architect and submitted to the trade contractor by the Construction Manager shall be responded to within 7 calendar days.
37. Specification Section 01 29 76 – Paragraph 1.3 – Part 4 specifically notes SOV requirements of the Construction Manager to the owner. Item Nos. b, d, e, f, and h are specifically tied to the deliverables required by the trade contractors. These items shall be specifically itemized in the trade contractor's SOV to the Construction Manager. The trade contractors inability to submit or perform the referenced work will result in forfeiting the monthly value and a deduct change order will be processed.
38. A minimum of one safety meeting per month is required per Specification Section 01 31 19, 1.6.
39. Fire Stop Systems – A single source fire stop manufacturer will be selected by the Construction Manager from the list of providers noted in the Contract Documents. The trade contractor will be required to provide fire stop systems as it applies to the individual scope. The trade contractors shall also include fire stop / safe labeling and tagging each penetration or application with data including but not limited to Installer, Contractor, Location, System used, and date. Also, the trade contractor shall provide data log entries for use in generating an as-built plan including location.
40. Refer to perimeter fencing and gates as indicated on the Site Utilization Plan. The site contractor will provide all fencing and it is each trade contractor's responsibility to keep the gates closed when entering or exiting the site. The gates shall be closed at all times. This will be included as part of the initial orientation process but must be reinforced by the trade contractor's project manager and field supervisor.
41. The State will utilize PM Web for electronic documentation submission for all daily reports, safety reports, submittals, as-builts, RFIs, change related correspondence and general correspondence. The license costs is \$500 per trade contractor plus 20% each year (or any portion of a year) for maintenance. For example, if the license is purchased in February, 2012 and is needed through September of 2014, the cost would be \$800, \$500 for the license fee plus 20% (\$100) per year for maintenance for 3 years (\$300 total), even if the duration is only 31 months of usage.
42. Trade contractors will be required to enter daily reports in PM Web on a community computer provided and located by the Construction Manager. It is recommended that your field foreman is equipped with their own computer for efficiency in the event the

community computer is not available due to use by other trade contractors during the work day.

43. All reference in the contract documents to the Construction Manager/CMR/General Contractor/Contractor as performing any field work or providing services in connection with any aspect of the Work shall be understood to mean the Trade Contractor. The Construction Manager will not layout, log, record, or otherwise provide actual work or service related to the Trade Contractor's scope of work, inclusive of Division 0 and Division 1 specifications.
44. Note specification section 01 78 30, 1.3, F; minimum warranty period is eighteen (18) months unless specified otherwise for a longer duration. The warranty period does not commence until final acceptance by the Owner. Do not assume a shorter warranty period regardless of a shorter period stipulated elsewhere in the documents and include all costs accordingly.
45. Gilbane has automated its monthly payment application process and solely utilizes an online web-based application provided by Textura LLC. Trade contractors will be required to participate and must implement Textura on the project. Textura will automatically generate the AIA G702/703 and Lien Release Documents. Any additional documentation required as part of the Gilbane application process must be uploaded in the form of a PDF prior to your submission. There is a nominal fee to use this service. These costs are summarized in the Textura brochure included as an attachment to this bid package. Include the costs of using this service in your bid. If you have any questions regarding Textura's Terms and Conditions, costs of service, or training implementation please contact Textura at 866-TEXTURA (839-8872).
46. Conduct an in-house kick-off meeting which must include the personnel that estimated the project and attended the scope review meeting with Gilbane and the personnel that will administer the project (project manager, lead field foreman, accounting, purchasing, etc.). The kick-off meeting must transfer the knowledge of the estimating team to the project administration team. Produce and submit for record the minutes of the meeting, complete with attendance sign-in sheet to the Construction Manager. In the event the Construction Manager is required to devote excessive amounts of time to educating trade contractor administrative personnel on the requirements of the project, the Trade Contractor may be billed for that time at the rates in the Construction Manager's contract with the Owner.

**SPECIFIC ITEMS:**

1. Provide all labor, materials, equipment and services required to complete all Elevator work in accordance with the Contract Documents.
2. Provide all work indicated on the drawing and as specified in the following Specification Sections. The work specified in the following specification sections is the sole responsibility of this Trade Contractor unless modified below:  
142400 – Hydraulic Elevators  
In addition, the Trade Contractor shall provide work specified elsewhere in the Specifications and specifically listed within this scope of work.

3. Provide an elevator that meets the requirements for the specifications and drawings for size, configuration, and location of the doors. In the event your product differs from the specified requirements and/or dimensions clearly identify each and every difference by listing the specified requirement/dimension and the deviation for your product. Attach this listing to the bid.
4. Provide your own means of installing work. No scaffolding or hoisting will be provided by others. Note site access and review schedule for coordination and sequencing with other trades.
5. Provide and maintain protection of the passenger elevator cabs until accepted by the Owner/Construction Manager in accordance with the Contract Documents. Provide removal when requested by the Construction Manager.
6. Provide all temporary hoist way lighting required during the execution of this bid package.
7. Provide a diagnostic tool and software licensed to the Owner at no additional charge for the beneficial use of a third party.
8. Identify the date that the permanent power is required for testing the elevator.
9. Shaft safety barricades are by others. Remove and replace as required to execute your work.
10. This Trade Contractor is responsible for any replacement and maintenance of Project Safety Plan and OSHA compliant protection (installed by others) at each elevator door opening that is required as a result of its removal to execute the scope of this bid package.
11. Provide any steel that is integral with the construction of the elevator cab.
12. Include in base bid (3) days of elevator platform use by other trades to complete interior shaftwall assemblies at each elevator. This is inclusive of the elevator operator(s) and shall be performed at the direction of the Construction Manager.
13. Provide all through-penetration firestop systems for your work in accordance with specification section 078413. Provide all fire resistive joint systems for your work in accordance with specification section 078446. Firesafing and fire stopping at all penetrations through horizontal or vertical surfaces will be provided by this Trade Contractor. The Construction Manager reserves the right to choose any of the specified firestopping materials. It is the Construction Manager's intent that all trades will use the same firestop product for their work.
14. Coordinate all sleeves for penetrations through the shaftwall prior to the placement of concrete. Attend weekly trade meeting to coordinate the work.
15. Provide coordination related to elevator sill depressions or preparations with the concrete contractor.

16. Coordinate the fire alarm and telephone tie-in with the Electrical Trade Contractor. Programming requirements related to fire alarm device (primary, secondary, or alternate) shall be communicated in writing to the electrical contractor.
17. Provide a pre-inspection check list in advanced of the elevator inspection. The check list shall be presented at a weekly trade meeting to ensure all responsible parties understand the requirements. At least three weeks prior to any inspection provide a listing of open items, regardless of responsibility, that would need to be completed for the elevators to pass inspection.
18. Provide any additional steel beams, brackets, clip angles, plates, etc. required for this work which are not shown on the drawings, but required for a complete installaiton.
19. Furnish any and all concrete or masonry anchors required for the elevator installation. Installation will be by others. This information shall be communicated at the weekly trade contractor meetings.
20. Power wiring will be brought to the elevator controller by others. Make all connections at the controller and provide all further wiring on the elevator side of the controller.
21. Maintain and service the elevator systems until they are accepted by the Owner. Include costs for a full maintenance service for 12 months following the date of Substantial Completion as per Specification.
22. Finish Flooring will be provided by the flooring contractor. The elevator contractor shall provide access to the cab prior to inspection and turnover at no additional cost to the Owner. This work is not inclusive of any other allowances or scope requirements and shall be coordinated by the elevator contractor to ensure flooring is performed in advanced of the pre-inspection checklist.
23. Include costs to put into early operation and maintain the car with additional protection pads designated by Construction Manager to be used for material and equipment deliveries. The costs for an operator shall not be by this Trade Contractor. Warranty for temporary car shall start upon substantial completion of project.
24. Provide ALL necessary permits, licenses, and fees required in order to complete the work in this bid package and provide copies to the Construction Manager.

2. Description of Work Excluded

1. Pit Ladder
2. Hoist Beam
3. Cab Finish Flooring

**M. SPECIFICATIONS**

The following Specifications Sections, together with the Drawings and other related items of work as described herein, further define the Scope of Work of the Bid Package (Contract):



1. Specific work of this trade as defined in the following Specification Sections:  
Gilbane Project Manual  
All Division 01 – General Requirements  
142400 Hydraulic Elevators

2. Work related to this trade as defined in the following Specification Sections:

All other specification sections as listed in the Project Manual for the Additions and Renovation HC Wilcox Regional Vocational Technical School project, Table of Contents, dated Rev. 102010 as prepared by Tai Soo Kim Partners, LLC. Note this table of contents may be modified by Bid Supplements and Addenda.

**N. CONTRACT DRAWINGS**

1. The following drawings are included in the Scope of Work of this Bid Package.

All drawings as listed in Section 00 01 15 – List of Drawing Sheets with schedule titled Additions & Alterations HC Wilcox Technical High School, Meriden, CT, State Project No. BI-RT-843 Contract Drawing List, dated September 26, 2011. Note this list may be modified by Bid Supplements and Addenda.

O. The undersigned represents that this Proposal is made in good faith, without fraud, collusion, or connection of any kind with any other bidder of the same work, that he is competing in his own interest and in his own behalf, without connection of obligation to any undisclosed person, that no other person has any interest in regard to all conditions pertaining to the Work and in regard to the place where it is to be done, has made his own examination and estimates and from them makes this Proposal.

The undersigned represents that he has reviewed the Trade Contract Agreement issued as part of the bidding documents, agrees that if selected for award he will execute the Trade Contract Agreement without exceptions, exclusions, qualifications, clarifications and/or alterations, and is authorized to make such representation on behalf of the Bidder.

The undersigned represents that he has reviewed the insurance requirements in Article 6 of the Trade Contract Agreement, has included all costs to fully comply with same, and is authorized to make this representation on behalf of the Bidder.

Bidder: \_\_\_\_\_  
(Legal Signature) (Type/Print Name)  
\_\_\_\_\_  
(Title)

Firm: \_\_\_\_\_ Address: \_\_\_\_\_  
Business Phone No.: (\_\_\_\_) \_\_\_\_\_  
Business Fax No.: (\_\_\_\_) \_\_\_\_\_

This bidder is a (an): \_\_\_\_\_ Individual, Partnership, Corporation

**Current Experience Modification Rating** \_\_\_\_\_ **Federal ID#** \_\_\_\_\_

**OSHA Incident Rates: Recordable** \_\_\_\_\_

List here by title and number all licenses held by the bidder associated with the performance of this work.

License Title	License Number
_____	_____
_____	_____
_____	_____

Indicate the name of the health plan(s) to which benefits will be paid for all employees working on this project. \_\_\_\_\_

The full names, addresses and telephone numbers of all persons interested in this Proposal, as principals are as follows:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**NOTE:** This Proposal must bear the written signature of the Bidder.

- a. If the Bidder is an Individual doing business under a name other than his own name, the Proposal must so state, giving the address of the Individual.
- b. If the Bidder is a Partnership, the Proposal must so state, setting forth the names and addresses of all Partners, and must be signed by a Partner so designated as such.
- c. If the Bidder is a Corporation, the Proposal must be signed by a duly authorized officer or agent of such Corporation.

**BREAKDOWN OF HOURLY RATES**

**WORKERS TITLE:** \_\_\_\_\_

	<b>STRAIGHT TIME</b>	<b>ADD for 1 ½ TIME PREMIUM</b>	<b>ADD for DOUBLE TIME PREMIUM</b>
<b>BASE WAGE RATE</b>			
<b>F.I.C.A.</b>			
<b>F.U.T.A.</b>			
<b>S.U.T.A.</b>			
<b>GEN. LIABILITY INS.</b>			
<b>WORKER'S COMP. INS.</b>			
<b>WELFARE FUND</b>			
<b>PENSION FUND</b>			
<b>APPRENTICE FUND</b>			
<b>VACATION FUND</b>			
<b>ED. &amp; CULT. FUND</b>			
<b>DEFERRED INCOME FUND</b>			
<b>PAID HOLIDAYS</b>			
<b>INCIDENTALS</b>			
<b>OTHER:</b> _____			
<b>SUBTOTAL</b>			
<b>OVERHEAD &amp; PROFIT (15%)</b>			
<b>TOTAL</b>			

**SUBMITTED BY:** \_\_\_\_\_

**Not to be included in the wages above:**

<b>BOND PREMIUM</b> .....			
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**PROPOSAL FORM  
FOR  
ADDITIONS AND RENOVATIONS  
HC WILCOX REGIONAL VOCATIONAL TECHNICAL SCHOOL  
STATE PROJECT NO. BI-RT-843-CMR**



**GILBANE JOB NO. 11.5311.000  
BID PACKAGE No. 21A – Fire Protection**

**PRE-BID CONFERENCE:**   **October 11, 2011**  
**TIME:**                           **3:00 PM**

**PROPOSAL DUE DATE:**   **October 25, 2011**  
**TIME:**                           **2:00 PM**

**LOCATION:**   **HC Wilcox Technical School**  
                  **298 Oregon Road**  
                  **Meriden, CT 06451**

**LOCATION:**   **Gilbane Building Company**  
                  **208 New London Turnpike**  
                  **Glastonbury, CT 06033**

**DEADLINE FOR SUBMISSION OF QUESTIONS:**   **October 18, 2011**

**To:**   Gilbane Building Company  
          208 New London Turnpike  
          Glastonbury, CT 06033  
          Attention: Patrick J. Delany, District Chief Purchasing Agent

FIRM NAME:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ the undersigned

**A.**   Proposes to furnish all labor, materials, equipment and services as required to satisfactorily complete all **Fire Protection Work** herein described as Bid Package **No. 21A** as required for the additions and alternations at HC Wilcox Regional Vocational Technical School Project, all in accordance with the Drawings and Specifications as prepared by Tai Soo Kim Partners, LLC, the Gilbane Project Manual, and this Proposal Form.

**B.**   All work required by the foregoing documents will be accomplished for the Lump Sum Bid Price of \_\_\_\_\_ Dollars (\$) \_\_\_\_\_).  
(Show amount in both words and figures. In case of discrepancy, amount shown in words will govern.)

The Lump Sum Bid Price above INCLUDES all applicable sales and/or use taxes; INCLUDES all insurance premiums required to meet contractual insurance requirements; and INCLUDES all premiums for a Performance Bond and a Labor and Material Payment Bond in the sum of one hundred percent of the Contract price.

**C.**   Bidder agrees that if written notice of the acceptance of this bid is mailed or delivered to the undersigned within one hundred eighty (180) days after the Proposal Due Date, or any time thereafter before it is withdrawn, the undersigned shall meet a representative of the Gilbane Glastonbury office or a mutually agreed upon location to

execute the Contract. Performance and Payment Bonds and the appropriate insurance certificates will be delivered to the Construction Manager at the time of execution of the Contract. Failure to execute said contract within ten (10) days after receipt of Notice to Award may be considered a default under the obligation of the bid bond.

**D. The above price includes all stipulations and requirements of the following Supplements:**

- Supplement \_\_ dated \_\_\_\_\_
- Supplement \_\_ dated \_\_\_\_\_
- Supplement \_\_ dated \_\_\_\_\_
- Supplement \_\_ dated \_\_\_\_\_

which have been received and accepted by the undersigned. Note that it is incumbent of the bidder to include all Supplements issued in the bid. Failure to acknowledge a supplement does not relieve the bidder from the requirements of the supplement.

**E. MILESTONE SCHEDULE DATES**

See Gilbane Project Manual section 00 31 13 – Schedule for activity milestones, durations, and reference. This schedule represents the general milestones that need to be met to achieve the overall project completion dates, and provides guidance to the bidders to understand the time constraints the work must be performed under. The project detailed schedule, in accordance with the terms of the Contract and General Conditions, will be derived from a “Card Trick” scheduling session with mandatory attendance by all prime Trade Contractors.

- 1. Anticipated Date of Contract Award: ..... January 19, 2012
- 2. Commence Shop Drawings and Submittals..... January 19, 2012
- 3. Commence Work for the Proposal:..... January 25, 2012
- 4. Bid Package Substantial Completion:..... July 30, 2014
- 5. Project Substantial Completion..... November 5, 2014

**F. TRADE SUBCONTRACTORS AND MAJOR SUPPLIERS**

The following trade subcontractors are proposed for the item of work listed. Trade subcontractors are subject to review per the General Conditions.

ITEM OF WORK	TRADE SUBCONTRACTORS
Sprinkler Design	_____ EMR:___
Sprinkler Fabrication	_____ EMR:___
_____	_____ EMR:___
_____	_____ EMR:___

**G. UTILIZATION OF MINORITY CONTRACTORS AND SUPPLIERS**

- 1. The Bidder will endeavor to obtain a minimum goal of ten percent (10%) of the awarded amount to small business enterprises, with ten percent (10%) of the awarded amount to minority business trade subcontractors and/or suppliers certified by the **State of Connecticut**.

2. The successful Trade Contractor shall substantiate this participation within ten (10) days after receipt of Notice of Award. Refer to the General Instruction to Bidders for further information.

3. Indicate here the utilization of certified S/MBEs included in the base bid. Failure to comply with M/WBE participation goals may constitute a non-responsive proposal. IF NO INDICATION IS GIVEN, IT SHALL BE INTERPRETED THAT ZERO M/WBE PARTICIPATION IS INCLUDED.

This proposal includes \_\_\_\_\_% certified SBE participation.

This proposal includes \_\_\_\_\_% certified MBE participation.

4. S/MBE participation shall count toward stipulated contractual goals or requirements only as described in the General Instructions to Bidders.

**H. UNIT PRICES**

Unit Prices shall be used, where applicable, to make adjustments to the cost of the Work due to changes. All Unit Prices submitted shall be complete in-place prices (unless noted otherwise) and include all costs for overhead, profit, labor, materials, equipment, and any other incidentals related to the completion of the Work, and shall remain firm for the period of the contract. Unit prices listed are for additive work. Deductive unit prices will be calculated at no less than 85% of the additive unit price (100% if used in conjunction with an allowance).

**UNIT PRICES:**

- 1. Concealed ceiling sprinkler with swing joint, 10' pipe, tap into main ..... \$ \_\_\_\_\_ /EA
- 2. Sidewall Sprinkler with 10' pipe, tap into main..... \$ \_\_\_\_\_ /EA
- 3. Pendent sprinkler with 10' pipe, tap into main..... \$ \_\_\_\_\_ /EA
- 4. Sprinkler head guard ..... \$ \_\_\_\_\_ /EA
- 5. Core Drilling – up to 6" dia..... \$ \_\_\_\_\_ /EA
- 6. 1" schedule 40 black pipe..... \$ \_\_\_\_\_ /LF

**Changes in the Work.** All bidders are herein advised that they are to provide, in the space provided below, a written description of how they would price lump sum changes. It is understood that the Unit Prices which you would insert in this Proposal Form response would be one element of the Change pricing, however, it is necessary to determine up front and reach agreement on, your intended method of determining units of labor productivity and material pricing as well. Bidders are to be explicit as to what Manual(s), if any, are intended to be utilized. Once accepted by the Construction Manager, provide copies of all applicable pricing manuals for use by the Construction Manual in evaluating Change Order pricing.

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Provide labor rates which may be used, subject to review and approval, in pricing any extra work that may be required. Rates are to be complete billing rates and are to include actual wages, taxes, fringes, insurance, small tools and incidentals and **15%** overhead and profit (combined). Base price on current rates in effect at time of bid. As prevailing wages and fringes rate change, these increases will be added to the labor rates at actual cost.

Increases in wage rates are subject to audit. Complete the attached Wage Rate Breakdown Form for each classification of worker anticipated to work on the Project.

**I. ALTERNATE PRICES**

An Alternate Price shall include all costs associated with the changes, omissions, additions or other adjustments to the Work of this Bid Package (Contract) which are described in the Alternate, or are reasonably inferable therefrom. Claims for extras resulting from changes caused by the acceptance or rejection of any Alternate will not be allowed. Alternate Prices shall also include all costs of overhead, profit and bonds associated with the work of the Alternate, whether additive or deductive.

The Drawings, Specifications and other Contract Documents shall be considered appropriately modified by either the acceptance or rejection of the various Alternates. The Owner and the Construction Manager expressly reserve the right to accept or reject any, or all, Alternate Prices, and in any sequence prior to or after award. Acceptance or rejection of any Alternate does not relieve the Bidder of timely completion of the Work within the time periods indicated.

ALTERNATES:

None

**J. ALLOWANCES**

The Bidder includes the following Allowances and rates in the total Lump Sum Amount of the Base Bid for this Bid Package. Further to Article 10 in the General Conditions and unless noted otherwise below, the following allowance amounts include the Trade Contractor's cost of materials less applicable discounts, delivery to the site, applicable taxes, unloading, handling, installation, allowable overhead and profit. All other costs associated with completing the work described in the allowance is included in the base bid but outside of the allowance amount.

ALLOWANCES:

1. 200 man-hours of premium time portion of the labor rate to accelerate work in addition to the base scope requirements at the direction of the Construction Manager. Note that the Trade Contractor remains responsible to maintain the schedule and that this allowance will not be used for that purpose.

Journeyman .....	\$ _____/Hr X 180 =	\$ _____
Foreman .....	\$ _____/Hr X 20 =	\$ _____
Total .....		\$ _____

2. 40 man-hours and 100 LF of 1" schedule 40 pipe for use as directed by the Construction Manager to replace any/all of the existing sprinkler equipment; typically marked as existing to remain

Journeyman .....	\$ _____/Hr X 40 =	\$ _____
1" schedule 40 pipe .....	\$ _____/LF X 100 =	\$ _____
Total .....		\$ _____

**K. COST AND QUANTITY BREAKDOWN**

In order to properly evaluate the Proposal, provide the following information. The Scope of Work to be awarded will not be influenced by the cost and quantity information requested here.

1. COST BREAKDOWN

Total Material .....	\$ _____
Total Labor Cost .....	\$ _____
Total Subcontractor/Equipment Cost.....	\$ _____
Total Applicable Sales and Use Taxes.....	\$ _____
Allowances.....	\$ _____
Total Bond Cost .....	\$ _____
Total Bid .....	\$ _____
Total Estimated On-Site Man-hours .....	_____
Total Estimated Off-Site Man-hours.....	_____

2. QUANTITY BREAKDOWN (Note: The items listed below are not intended to be an all inclusive listing, but merely to highlight some items of work.)

**THE INFORMATION LISTED BELOW IN THE QUANTITY BREAKDOWN SECTION IS REQUIRED AT THE TIME OF BID SUBMISSION.**

Item	Quantity	Total Cost
Mobilization	_____ EA	\$ _____
Safety	L.S.	\$ _____
Design & Coordination	L.S.	\$ _____
Sprinkler Pipe (all sizes/materials)	_____ LF	\$ _____
Total Hangers	_____ EA	\$ _____
Total Sprinkler Heads	_____ EA	\$ _____
Tamper & Flow Switches	L.S.	\$ _____
Daily Clean-up	L.S.	\$ _____
Allowances	L.S.	\$ _____
Other	L.S.	\$ _____
Total Bid	L.S.	\$ _____

**L. SCOPE OF WORK**

1. Description of Work Included

Except for those items (if any) specifically noted in the section below entitled "Description of Work Excluded", the Work of this Bid Package shall INCLUDE all of the following:

- a. All items of work required by, and/or specified in, those Sections of the Specifications which are listed herein, under Section M SPECIFICATIONS.
- b. All items of work related to the "Scope of Work", which are shown on the Drawings listed herein under Section N Contract Drawings.
- c. The following "Significant Items of Work" are related to those required by the above referenced documents and are to be provided under, and hereby form a part of, the Scope of Work of this Bid Package (Contract). Should any conflict exist between this written scope of work and the scope



of work inferred by the above referenced documents, this scope of work shall govern. All items are furnished and installed by this Trade Contractor unless noted otherwise.

### **GENERAL**

1. Include all costs for Trade Contractor personnel and all sub-trade contractor personnel for safety orientation and other safety related meetings, etc. for all labor forces working on this jobsite. This orientation is mandatory for all personnel working on-site and is expected to last approximately 1/2 hour. Safety orientations will be scheduled by the Construction Manager. ALL PERSONNEL (including truck drivers) MUST ATTEND THE SAFETY ORIENTATION PRIOR TO PERFORMING ANY WORK ON SITE. Also, each week, in addition to safety training, safety meetings, and tool box talks that the Trade Contractor provides to their employees, include attendance by all on-site personnel to attend a weekly safety talk that will be conducted by the Construction Manager. This talk will take place on a regular basis one day a week immediately following the lunch break and will last no longer than 10 minutes.
2. Retainage of 7.5% is intended to be withheld until Substantial Completion however "partial payments may be made if agreed to by the DCS and Gilbane."
3. This Trade Contractor will not be allowed to begin work on the project until the following items have been submitted: Certificate of Insurance, written Safety Program with Job Hazard Analysis, material status report and a list of all materials required under this Contract with indication of which materials require submittal for approval as outlined in the specifications and a schedule of anticipated date(s) of submittal for each.
4. The items listed herein are not intended to be an all-inclusive listing of the specified Contract Scope of Work, but merely highlight the major items of work. Review the scope of work closely and include all cost to provide all work as required by this bid package. Provide all work required by your scope of work which may be contained in other specifications, or on drawings whether or not specifically listed within this Proposal Form. Should a scope of work item be duplicated in another bid package, do not delete the item from your bid. Notify the Construction Manager immediately. Failure to include costs for a duplicated item will not alleviate the Trade Contractor's responsibility to provide full credit for the item should it be deleted from the bid package after a contract is awarded.
5. Gilbane shall have the right to assemble the craftsmen for orientation, quality, daily stretching, and safety related matters at no additional cost
6. Parking will be available on site in areas to be designated by the Construction Manager. Please refer to the Site Utilization Plan detailing parking in Lot A. A portion of the lot will be provided for parking, general lay-down, and storage containers.
7. Construction is to be sequenced and phased per the Gilbane project schedule included in the Project manual and the Phasing Drawings. Review these documents carefully. The school will remain active during construction, and cannot be disrupted. Work within the existing building is to occur as the schedule depicts. Every effort will be made to work around the school schedule, vacations and days off will be utilized.
8. Provide all labor necessary to unload, distribute, and re-handle his material as required until such time that material is in place.

9. All costs required for transporting, erecting, dismantling, and removal of temporary facilities and equipment required by this Trade Contractor are to be included in the base bid amount.
10. Trade contractors shall participate with the inspection walkthroughs as requested by the Construction Manager. Provide suitable access for inspectors to perform all tests or inspections. Trade Contractor supplied temporary ladders and lifts to perform their work are to be available for the use of all parties.
11. The site is very restricted and the building will be occupied during the work. Deliveries and storage must be coordinated with the Construction Manager in advance. On site storage will not be available without prior approval by the Construction Manager.
12. All equipment used on the Jobsite shall be in good working order and maintained and operated as designed and have state of the art noise, vibration and exhaust control
13. Layout from a bench mark provided by others is the responsibility of the Trade Contractor requiring the layout.
14. Immediately notify the Construction Manager of any delays to the schedule of this bid package scope which is being caused by the work of any other Trade Contractor on site. This requirement supersedes other notice provisions in the Contract Documents for this type of delay.
15. This Trade Contractor shall keep all access roadways free and clean from equipment, material, soil or objects which may inhibit the flow of traffic.
16. Daily cleanup is to be provided on a daily basis to a central location and the adequate cost for same is to be carried in the proposal response. Daily clean up is defined as properly removing all debris, neatly organizing remaining material, and broom sweeping work areas, etc. after completion of the day's work at a minimum of EVERY SINGLE DAY.
17. The schedule of values will contain line items for clean up, submittals, safety and as-builts and close out in addition to line items apportioning "the Work". Payments made against these items will be directly related to Trade contractor's Performance. A schedule of values must be submitted and approved prior to the first application for payment being submitted.
18. Electrical power for 110 v. power tools and its consumption cost is by others. Include all cost for electrical connection or hook up required is by this bid package.
19. Sets of documents are available at the Trade Contractor's expense. Contact Service Point at 203.624.0079.
20. Whenever the contract documents require a certified engineer's stamp, review or report, it shall be understood to mean an engineer licensed in the applicable discipline, fully insured and registered in the State of Connecticut.
21. Demobilize/remobilize as the construction schedule and/or weather conditions require at no extra cost.
22. Each Trade Contractor will perform a First Delivery Inspection of materials with the Construction Manager to confirm that materials meet the Project Specifications and

approved submittals. These reports shall be turned in with the daily report no more than 24 hours after material arrival. Submission of the First Delivery Inspection Report is a condition of monthly payment. All delays that result from failure to confirm materials delivered with the Construction Manager are at the Trade Contractor's cost, including those of other Trade Contractors on this Project. The Construction Manager will provide a form for this use, which is to be jointly filled out by the Construction Manager and the Trade Contractor. It is the Trade Contractor's responsibility to perform subsequent delivery inspections to ensure compliance with Specifications. Include Benchmarking of initial installations in accordance with the Quality Plan in the Project Manual.

23. There will be no deviations from the submittal format established by the Project Specifications. It is the Trade Contractor's responsibility to complete Submittals in a timely fashion, and to monitor the status of the A/E review. The Trade Contractors shall provide a Submittal Schedule no later than ten (10) days following the receipt of the Notice of Award. All submittals must be received by Construction Manager within 60 days of award, or earlier as required to meet delivery schedules. Include in the schedule a listing for any equipment or materials where shop drawings will take more than 4 weeks to prepare, and for equipment or materials that will take more than 6 weeks to arrive following shop drawing approval.
24. Any payment for overtime work, if authorized as an extra, is for labor, and not for equipment provided on job during regular shift.
25. The successful Bidder shall be responsible for all winter conditions and temporary protection associated with the work of this bid package. If applicable, Include snow removal as necessary to perform your work, except access to the site and slabs, which is by others
26. Each Trade Contractor, where applicable, will receive, unload, and distribute, secure and install all materials furnished by others for installation under this scope. All fittings and hardware required for final connection and installation shall be by the installer.
27. The Construction Manager will arrange to provide temporary electrical power panels for hand tools (by –Electrical Trade Contractor) and water (by HVAC & Plumbing Trade Contractor) at the site for the Trade Contractor's use.
28. Trade Contractor must not use building or site sewage or drainage systems for equipment cleaning purposes.
29. There will be no watchman or security guard on site. All trade Contractors are responsible for security of materials, equipment, and work in place until acceptance as it relates to your work. This includes safety barriers and precautions during off-hours.
30. It is the trade contractor's responsibility to request a preconstruction meeting 30 days prior to commencement of work or 30 days prior to the start of shop drawings where coordination with other trades are required.
31. Specification Section 01 45 00 Paragraph 1.4, B indicates that the re-testing or re-inspection of deficient items are the cost responsibility of the CMR. This will be the cost responsibility of the Trade Contractor. The Trade Contractor shall ensure to submit requests for ALL inspections to the Construction Manager and shall ensure that the

- assembly to be inspected has been reviewed in advanced of the inspector. Any costs associated with re-inspection will be the trade contractor's responsibility
32. The trade contractor shall request approval from the Construction Manager to work overtime 72 (Construction Manager has 48 hour notice request to the owner) hours in advanced
  33. Deduct changes utilizing the Unit Prices per Specification Section 01 20 00 Part 1.5 D – Unit Prices will be issued at a 10% reduction of the Contract Unit Price
  34. Specification Section 01 25 00 – Paragraph 1.4 A specifically indicates that the owner will consider requests for equal or substitutions if made prior to the Construction Manager's Subcontractor Competitive Bid. The trade contractor must submit (in the format indicated) requests for substitution or equals a minimum of two (2) week prior to the bid date as a means of allowing for adequate time for review and consideration by the owner and A/E.
  35. RFIs process under the Contract Modification Procedures – Specification Section 01 26 00 – The trade contractor shall be timely in reviewing documents. The Construction Manager has a 5 day notice period to inform the owner of potential changes following the Architect's response per Specification Section 01 26 00 – Paragraph 1.3, Part 6. The trade contract will have two (2) calendar days to provide such notice to the Construction Manager or the trade contractor waives the right to seek additional time or cost.
  36. RFPs issued by the architect and submitted to the trade contractor by the Construction Manager shall be responded to within 7 calendar days.
  37. Specification Section 01 29 76 – Paragraph 1.3 – Part 4 specifically notes SOV requirements of the Construction Manager to the owner. Item Nos. b, d, e, f, and h are specifically tied to the deliverables required by the trade contractors. These items shall be specifically itemized in the trade contractor's SOV to the Construction Manager. The trade contractors inability to submit or perform the referenced work will result in forfeiting the monthly value and a deduct change order will be processed.
  38. A minimum of one safety meeting per month is required per Specification Section 01 31 19, 1.6.
  39. Fire Stop Systems – A single source fire stop manufacturer will be selected by the Construction Manager from the list of providers noted in the Contract Documents. The trade contractor will be required to provide fire stop systems as it applies to the individual scope. The trade contractors shall also include fire stop / safe labeling and tagging each penetration or application with data including but not limited to Installer, Contractor, Location, System used, and date. Also, the trade contractor shall provide data log entries for use in generating an as-built plan including location.
  40. Refer to perimeter fencing and gates as indicated on the Site Utilization Plan. The site contractor will provide all fencing and it is each trade contractor's responsibility to keep the gates closed when entering or exiting the site. The gates shall be closed at all times. This will be included as part of the initial orientation process but must be reinforced by the trade contractor's project manager and field supervisor.

41. The State will utilize PM Web for electronic documentation submission for all daily reports, safety reports, submittals, as-builts, RFIs, change related correspondence and general correspondence. The license costs is \$500 per trade contractor plus 20% each year (or any portion of a year) for maintenance. For example, if the license is purchased in February, 2012 and is needed through September of 2014, the cost would be \$800, \$500 for the license fee plus 20% (\$100) per year for maintenance for 3 years (\$300 total), even if the duration is only 31 months of usage.
42. Trade contractors will be required to enter daily reports in PM Web on a community computer provided and located by the Construction Manager. It is recommended that your field foreman is equipped with their own computer for efficiency in the event the community computer is not available due to use by other trade contractors during the work day.
43. All reference in the contract documents to the Construction Manager/CMR/General Contractor/Contractor as performing any field work or providing services in connection with any aspect of the Work shall be understood to mean the Trade Contractor. The Construction Manager will not layout, log, record, or otherwise provide actual work or service related to the Trade Contractor's scope of work, inclusive of Division 0 and Division 1 specifications.
44. Note specification section 01 78 30, 1.3, F; minimum warranty period is eighteen (18) months unless specified otherwise for a longer duration. The warranty period does not commence until final acceptance by the Owner. Do not assume a shorter warranty period regardless of a shorter period stipulated elsewhere in the documents and include all costs accordingly.
45. Gilbane has automated its monthly payment application process and solely utilizes an online web-based application provided by Textura LLC. Trade contractors will be required to participate and must implement Textura on the project. Textura will automatically generate the AIA G702/703 and Lien Release Documents. Any additional documentation required as part of the Gilbane application process must be uploaded in the form of a PDF prior to your submission. There is a nominal fee to use this service. These costs are summarized in the Textura brochure included as an attachment to this bid package. Include the costs of using this service in your bid. If you have any questions regarding Textura's Terms and Conditions, costs of service, or training implementation please contact Textura at 866-TEXTURA (839-8872).
46. Conduct an in-house kick-off meeting which must include the personnel that estimated the project and attended the scope review meeting with Gilbane and the personnel that will administer the project (project manager, lead field foreman, accounting, purchasing, etc.). The kick-off meeting must transfer the knowledge of the estimating team to the project administration team. Produce and submit for record the minutes of the meeting, complete with attendance sign-in sheet to the Construction Manager. In the event the Construction Manager is required to devote excessive amounts of time to educating trade contractor administrative personnel on the requirements of the project, the Trade Contractor may be billed for that time at the rates in the Construction Manager's contract with the Owner.

**SPECIFIC ITEMS:**

1. Furnish all labor, material, equipment and services required to complete all Fire Protection system work. Perform work to provide an operational system in accordance with the specifications, drawings and State and Local codes.
2. Provide all work indicated on the drawing and as specified in the following Specification Sections. The work specified in the following specification sections is the sole responsibility of this Trade Contractor unless modified below:
  - 210000 Fire Suppression Systems Descriptions
  - 210500 Common Work Results For Fire Suppression
  - 210548 Vibration And Seismic Controls For Fire Suppression Piping and Equipment
  - 211000 Water-Based Fire Suppression SystemsIn addition, the Trade Contractor shall provide work specified elsewhere in the Specifications and specifically listed within this scope of work.
3. Provide all demolition inside and outside the existing building as necessary to complete new work whether or not shown on demolition drawings. Review all drawings to determine extent of demolition necessary. Identify, make-safe, cut, cap, and drop to the floor in manageable pieces all Fire Protection items designated for removal and disposal; it is thereafter the responsibility of the demolition trade Contractor to remove and dispose of all MEP demolition material. Note that sprinklers in some areas remain in service after other services have been removed; modify existing sprinklers as required to accommodate the installation of new work. Review the phasing drawings and include all fire sprinkler work as noted. Demolition work where the whole building is scheduled to be demolished in its entirety is limited to make safe, cut, and cap the fire sprinkler lines serving the building to be demolished, removal inside the building will be by the demolition contractor.
4. Furnish all labor, material, equipment and services required to complete all Fire Protection system work. Perform work to provide an operational system in accordance with the specifications, drawings and State and Local codes.
5. Provide all firesafing and fire caulking in accordance with specification section 078413 THROUGH-PENETRATION FIRESTOP SYSTEMS for all fire protection assemblies as shown and /or required. The Construction Manager reserves the right to choose any of the specified fire-stopping and fire resistive joint materials. It is the Construction Manager's intent that all trades use the same firestop and fire resistive joint material products throughout the entire project site.
6. Provide all sealing of penetrations of this work through the work of others as specified in section 079200 JOINT SEALANTS and as shown and / or indicated on the drawings.
7. Furnish access panels as required for access to your work. Installation of access panels in the work of others is by others. Access panels shall be fire rated as required by the assembly into which they are installed thus Fire Rated Access doors shall be provided in all fire rated walls and ceilings. All work shall be in accordance with Specification Section 083113 Access Doors.
8. Pay for and obtain all required permits, other than the general building permit for this scope of work. Obtain all permits required by the state (fees have been waived). This

- Trade Contractor and all its subcontractors shall obtain all permits required and arrange for testing, inspection and approval of this work, such that the work of other trades can progress in a continuous manner. Provide the Construction Manager with copies of all permits.
9. Design the sprinkler piping system to satisfy the design criteria in the specification, and all applicable codes and regulations. If more heads (and related piping) or different type of heads are required than shown in order to provide the specified discharge and coverage, these additional heads shall be provided as part of the base bid cost. This includes but is not limited to those that may be required by project phasing, under soffits, large ductwork and piping, closets, attics, etc.
  10. Provide all Fire Department Connections and associated piping necessary for a complete, code-compliant system. Include signage required for these connections and for valve cabinets and standpipe connections. Standpipes will be made available for use as soon after the stairs are installed as practical
  11. Perform all testing, flushing, and cleaning of the fire protection work. Properly collect and dispose of discharge in accordance with local practices, codes and laws.
  12. Provide all means of support and attachments to the structure for the fire protection work, including any trapeze hangers to clear ductwork or other interferences. Include all vibration isolation and seismic restraints as required.
  13. All flow and tamper switches shall be furnished by this Trade Contractor. Provide installation so that switches can be easily viewed from eye level. The conduit and wire is provided by the Electrical Trade Contractor. Any wiring and connection to flow and tamper switches that are required beyond those indicated in the contract documents shall be provided by this Trade Contractor.
  14. Provide all shoring, bracing, hoisting, rigging and staging required to complete your Work.
  15. Provide all layout required for recessed cabinets that may be required and coordinate with Trade Contractor constructing wall. Fire extinguishers and fire extinguisher cabinets are being provided by others.
  16. Provide backflow preventers associated with your work, including all necessary permits, testing and registering of same.
  17. Provide all sleeves (including layout) required for this scope of work. Provide any coring, cutting or patching required for the installation of your work. Any openings missed shall be cored upon approval of the Structural Engineer at the cost of this Trade Contractor as well as any remedial work required by the Structural Engineer or Architect to permit the installation of the work. Cut metal deck at all unframed openings and sleeved penetrations as required for your work.
  18. Provide full coordination with the Fire Alarm system being installed by the Electrical Trade Contractor.
  19. Provide any additional valves or other provisions required to accomplish all testing whether indicated or not, as required to maintain the project schedule & phasing.

20. This Trade Contractor is responsible for providing drawings and obtaining approval stamps from the Owner's Insurance Company and jurisdictional Fire Marshal's Office. See 01 33 00.1.9 for procedures regarding approvals of fire protection shop drawing submittals.
21. Provide compressor(s) for the dry type sprinkler system. See specifications and drawings for details. Power & control wiring is by Division 26.
22. Coordinate installation and connection to utilities outside the building with the Sitework Contractor. Locate and connect all utility lines as it relates to your work. If sprinkler work is installed prior to outside utilities, provide such caps or fitting to seal the piping and properly identify the location of the piping. Verify and coordinate inverts of piping leaving building with inverts of site piping tie-ins. Building piping is to extend 5'-0" beyond the foundation wall and be connected to site piping as part of this scope with the exception of the new 6" galvanized underground fire department connection line and new 5" Storz connection as shown on FP1.05. Excavation and backfill is by BP31A.
23. Coordinate with the site contractor and witness the testing of underground water piping. Provide certifications necessary to accept underground water piping. Perform additional testing of underground water piping if required by this trade contractor at no additional cost.
24. Carefully review the PH series phasing drawings. The Notes and Key Notes indicate required for the project in addition to the items shown on the drawings. Include all fire sprinkler work identified in the drawings accordingly.
25. Reference Notes
  - a) Refer to 01 35 2.6 and include requirements for utility outages and safety procedures
  - b) Drawing PH1MEFP: MP& FP Phase 1 Key Notes (1, 3(sprinkler), 5(sprinkler), 8(sprinkler), and 12 ) are scope of work for this package.
  - c) Drawing PH 2MEFP: Electrical Phase 2 Key Notes (1 and 3 (sprinkler)) are scope of work for this package.
  - d) Drawing PH 3MEFP: Electrical Phase 2 Key Notes (2 and 4) are scope of work for this package.
  - e) FP1.01: Piping down the corridor in the "A" phase – coordinate with future (subsequent) phase. Rerouting through the adjacent classroom spaces is an option provided the path(s) are fully coordinated with future work. Temporary piping (i.e. below ceiling) would also be considered -- base bids must include a viable means to execute all phases of the work.

## 2. Description of Work Excluded

- a) Connection of fire protection devices to the fire alarm system
- b) Control wiring for remote electric alarm bells
- c) Power & Control wiring for dry system air compressors
- d) Piping beyond 5 ft from the building foundation, except the new 6" line for the new 5" Storz; final connection to yard piping remains work of this package
- e) Cost of water as used (metered; provide water meter)
- f) (Limited) Removal (and replacement) of ceilings to traverse areas of the building not included in a current phase, but required for that phase (e.g. feed to the new addition)



**M. SPECIFICATIONS**

The following Specifications Sections, together with the Drawings and other related items of work as described herein, further define the Scope of Work of the Bid Package (Contract):

1. Specific work of this trade as defined in the following Specification Sections:
  - Gilbane Project Manual
  - All Division 01 – General Requirements
  - 210000 Fire Suppression Systems Descriptions
  - 210500 Common Work Results For Fire Suppression
  - 210548 Vibration And Seismic Controls For Fire Suppression Piping and Equipment
  - 211000 Water-Based Fire Suppression Systems

2. Work related to this trade as defined in the following Specification Sections:

All other specification sections as listed in the Project Manual for the Additions and Renovation HC Wilcox Regional Vocational Technical School project, Table of Contents, dated Rev. 102010 as prepared by Tai Soo Kim Partners, LLC. Note this table of contents may be modified by Bid Supplements and Addenda.

**N. CONTRACT DRAWINGS**

1. The following drawings are included in the Scope of Work of this Bid Package.

All drawings as listed in Section 00 01 15 – List of Drawing Sheets with schedule titled Additions & Alterations HC Wilcox Technical High School, Meriden, CT, State Project No. BI-RT-843 Contract Drawing List, dated September 26, 2011. Note this list may be modified by Bid Supplements and Addenda.

**O.** The undersigned represents that this Proposal is made in good faith, without fraud, collusion, or connection of any kind with any other bidder of the same work, that he is competing in his own interest and in his own behalf, without connection of obligation to any undisclosed person, that no other person has any interest in regard to all conditions pertaining to the Work and in regard to the place where it is to be done, has made his own examination and estimates and from them makes this Proposal.

The undersigned represents that he has reviewed the Trade Contract Agreement issued as part of the bidding documents, agrees that if selected for award he will execute the Trade Contract Agreement without exceptions, exclusions, qualifications, clarifications and/or alterations, and is authorized to make such representation on behalf of the Bidder.

The undersigned represents that he has reviewed the insurance requirements in Article 6 of the Trade Contract Agreement, has included all costs to fully comply with same, and is authorized to make this representation on behalf of the Bidder.

Bidder: \_\_\_\_\_  
(Legal Signature) (Type/Print Name)  
\_\_\_\_\_  
(Title)

Firm: \_\_\_\_\_ Address: \_\_\_\_\_  
Business Phone No.: (\_\_\_\_) \_\_\_\_\_  
Business Fax No.: (\_\_\_\_) \_\_\_\_\_

This bidder is a (an): \_\_\_\_\_ Individual, Partnership, Corporation  
**Current Experience Modification Rating** \_\_\_\_\_ **Federal ID#** \_\_\_\_\_  
**OSHA Incident Rates: Recordable** \_\_\_\_\_

List here by title and number all licenses held by the bidder associated with the performance of this work.

License Title	License Number
_____	_____
_____	_____
_____	_____

Indicate the name of the health plan(s) to which benefits will be paid for all employees working on this project. \_\_\_\_\_

The full names, addresses and telephone numbers of all persons interested in this Proposal, as principals are as follows:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**NOTE:** This Proposal must bear the written signature of the Bidder.

- a. If the Bidder is an Individual doing business under a name other than his own name, the Proposal must so state, giving the address of the Individual.
- b. If the Bidder is a Partnership, the Proposal must so state, setting forth the names and addresses of all Partners, and must be signed by a Partner so designated as such.
- c. If the Bidder is a Corporation, the Proposal must be signed by a duly authorized officer or agent of such Corporation.

**BREAKDOWN OF HOURLY RATES**

**WORKERS TITLE:** \_\_\_\_\_

	<b>STRAIGHT TIME</b>	<b>ADD for 1 ½ TIME PREMIUM</b>	<b>ADD for DOUBLE TIME PREMIUM</b>
<b>BASE WAGE RATE</b>			
<b>F.I.C.A.</b>			
<b>F.U.T.A.</b>			
<b>S.U.T.A.</b>			
<b>GEN. LIABILITY INS.</b>			
<b>WORKER'S COMP. INS.</b>			
<b>WELFARE FUND</b>			
<b>PENSION FUND</b>			
<b>APPRENTICE FUND</b>			
<b>VACATION FUND</b>			
<b>ED. &amp; CULT. FUND</b>			
<b>DEFERRED INCOME FUND</b>			
<b>PAID HOLIDAYS</b>			
<b>INCIDENTALS</b>			
<b>OTHER:</b> _____			
<b>SUBTOTAL</b>			
<b>OVERHEAD &amp; PROFIT (15%)</b>			
<b>TOTAL</b>			

**SUBMITTED BY:** \_\_\_\_\_

**Not to be included in the wages above:**

<b>BOND PREMIUM</b> .....			
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**PROPOSAL FORM  
FOR  
ADDITIONS AND RENOVATIONS  
HC WILCOX REGIONAL VOCATIONAL TECHNICAL SCHOOL  
STATE PROJECT NO. BI-RT-843-CMR**



**GILBANE JOB NO. 11.5311.000  
BID PACKAGE No. 22A – Plumbing**

**PRE-BID CONFERENCE:**   **October 11, 2011**  
**TIME:**                           **3:00 PM**

**PROPOSAL DUE DATE:**   **October 25, 2011**  
**TIME:**                           **2:00 PM**

**LOCATION:**   **HC Wilcox Technical School**  
                  **298 Oregon Road**  
                  **Meriden, CT 06451**

**LOCATION:**   **Gilbane Building Company**  
                  **208 New London Turnpike**  
                  **Glastonbury, CT 06033**

**DEADLINE FOR SUBMISSION OF QUESTIONS: October 18, 2011**

**To:**   Gilbane Building Company  
          208 New London Turnpike  
          Glastonbury, CT 06033  
          Attention: Patrick J. Delany, District Chief Purchasing Agent

FIRM NAME:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ the undersigned

**A.**   Proposes to furnish all labor, materials, equipment and services as required to satisfactorily complete all **Plumbing** work herein described as Bid Package **No. 22A** as required for the additions and alternations at HC Wilcox Regional Vocational Technical School Project, all in accordance with the Drawings and Specifications as prepared by Tai Soo Kim Partners, LLC, the Gilbane Project Manual, and this Proposal Form.

**B.**   All work required by the foregoing documents will be accomplished for the Lump Sum Bid Price of \_\_\_\_\_ Dollars (\$) \_\_\_\_\_).  
(Show amount in both words and figures. In case of discrepancy, amount shown in words will govern.)

The Lump Sum Bid Price above INCLUDES all applicable sales and/or use taxes; INCLUDES all insurance premiums required to meet contractual insurance requirements; and INCLUDES all premiums for a Performance Bond and a Labor and Material Payment Bond in the sum of one hundred percent of the Contract price.

**C.**   Bidder agrees that if written notice of the acceptance of this bid is mailed or delivered to the undersigned within one hundred eighty (180) days after the Proposal Due Date, or any time thereafter before it is withdrawn, the undersigned shall meet a representative of the Gilbane Glastonbury office or a mutually agreed upon location to

execute the Contract. Performance and Payment Bonds and the appropriate insurance certificates will be delivered to the Construction Manager at the time of execution of the Contract. Failure to execute said contract within ten (10) days after receipt of Notice to Award may be considered a default under the obligation of the bid bond.

**D. The above price includes all stipulations and requirements of the following Supplements:**

- Supplement \_\_\_ dated \_\_\_\_\_
- Supplement \_\_\_ dated \_\_\_\_\_
- Supplement \_\_\_ dated \_\_\_\_\_
- Supplement \_\_\_ dated \_\_\_\_\_

which have been received and accepted by the undersigned. Note that it is incumbent of the bidder to include all Supplements issued in the bid. Failure to acknowledge a supplement does not relieve the bidder from the requirements of the supplement.

**E. MILESTONE SCHEDULE DATES**

See Gilbane Project Manual section 00 31 13 – Schedule for activity milestones, durations, and reference. This schedule represents the general milestones that need to be met to achieve the overall project completion dates, and provides guidance to the bidders to understand the time constraints the work must be performed under. The project detailed schedule, in accordance with the terms of the Contract and General Conditions, will be derived from a “Card Trick” scheduling session with mandatory attendance by all prime Trade Contractors.

- 1. Anticipated Date of Contract Award: ..... January 19, 2012
- 2. Commence Shop Drawings and Submittals..... January 19, 2012
- 3. Commence Work for the Proposal:..... August 15, 2012
- 4. Bid Package Substantial Completion:..... June 28, 2014
- 5. Project Substantial Completion..... November 5, 2014

**F. TRADE SUBCONTRACTORS AND MAJOR SUPPLIERS**

The following trade subcontractors are proposed for the item of work listed. Trade subcontractors are subject to review per the General Conditions.

ITEM OF WORK	TRADE SUBCONTRACTORS
Insulation	_____ EMR:___
_____	_____ EMR:___
_____	_____ EMR:___
_____	_____ EMR:___

**G. UTILIZATION OF MINORITY CONTRACTORS AND SUPPLIERS**

- 1. The Bidder will endeavor to obtain a minimum goal of twenty-five percent (25%) of the awarded amount to small business enterprises, with ten percent (10%) of the awarded amount to minority business trade subcontractors and/or suppliers certified by the **State of Connecticut**.

2. The successful Trade Contractor shall substantiate this participation within ten (10) days after receipt of Notice of Award. Refer to the General Instruction to Bidders for further information.
3. Indicate here the utilization of certified S/MBEs included in the base bid. Failure to comply with M/WBE participation goals may constitute a non-responsive proposal. IF NO INDICATION IS GIVEN, IT SHALL BE INTERPRETED THAT ZERO M/WBE PARTICIPATION IS INCLUDED.  
  
This proposal includes \_\_\_\_\_% certified SBE participation.  
  
This proposal includes \_\_\_\_\_% certified MBE participation.
4. S/MBE participation shall count toward stipulated contractual goals or requirements only as described in the General Instructions to Bidders.

**H. UNIT PRICES**

Unit Prices shall be used, where applicable, to make adjustments to the cost of the Work due to changes. All Unit Prices submitted shall be complete in-place prices (unless noted otherwise) and include all costs for overhead, profit, labor, materials, equipment, and any other incidentals related to the completion of the Work, and shall remain firm for the period of the contract. Unit prices listed are for additive work. Deductive unit prices will be calculated at no less than 85% of the additive unit price (100% if used in conjunction with an allowance).

**UNIT PRICES:**

- |    |  |          |     |
|----|--|----------|-----|
| 1. | 1" ball valve .....  | \$ _____ | /EA |
| 2. | 1" K Copper .....  | \$ _____ | /LF |
| 3. | Clevis Hanger for 1" copper pipe (insulated), including the insulation insert..... | \$ _____ | /EA |
| 4. | 1" fiberglass insulation with all service jacket for 1" copper pipe .....          | \$ _____ | /LF |
| 5. | 6" hubless cast iron pipe .....  | \$ _____ | /LF |

**Changes in the Work.** All bidders are herein advised that they are to provide, in the space provided below, a written description of how they would price lump sum changes. It is understood that the Unit Prices which you would insert in this Proposal Form response would be one element of the Change pricing, however, it is necessary to determine up front and reach agreement on, your intended method of determining units of labor productivity and material pricing as well. Bidders are to be explicit as to what Manual(s), if any, are intended to be utilized. Once accepted by the Construction Manager, provide copies of all applicable pricing manuals for use by the Construction Manual in evaluating Change Order pricing.

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Provide labor rates which may be used, subject to review and approval, in pricing any extra work that may be required. Rates are to be complete billing rates and are to include actual wages, taxes, fringes, insurance, small tools and incidentals and **15%** overhead and profit (combined). Base price on current rates in effect at time of bid. As prevailing wages and fringes rate change, these increases will be added to the labor rates at actual cost. Increases in wage rates are subject to audit. Complete the attached Wage Rate Breakdown Form for each classification of worker anticipated to work on the Project.

**I. ALTERNATE PRICES**

An Alternate Price shall include all costs associated with the changes, omissions, additions or other adjustments to the Work of this Bid Package (Contract) which are described in the Alternate, or are reasonably inferable therefrom. Claims for extras resulting from changes caused by the acceptance or rejection of any Alternate will not be allowed. Alternate Prices shall also include all costs of overhead, profit and bonds associated with the work of the Alternate, whether additive or deductive.

The Drawings, Specifications and other Contract Documents shall be considered appropriately modified by either the acceptance or rejection of the various Alternates. The Owner and the Construction Manager expressly reserve the right to accept or reject any, or all, Alternate Prices, and in any sequence prior to or after award. Acceptance or rejection of any Alternate does not relieve the Bidder of timely completion of the Work within the time periods indicated.

ALTERNATES:

None

**J. ALLOWANCES**

The Bidder includes the following Allowances and rates in the total Lump Sum Amount of the Base Bid for this Bid Package. Further to Article 10 in the General Conditions and unless noted otherwise below, the following allowance amounts include the Trade Contractor's cost of materials less applicable discounts, delivery to the site, applicable taxes, unloading, handling, installation, allowable overhead and profit. All other costs associated with completing the work described in the allowance is included in the base bid but outside of the allowance amount.

ALLOWANCES:

1. 300 man-hours of premium time portion of the labor rate to accelerate work in addition to the base scope requirements at the direction of the Construction Manager. Note that the Trade Contractor remains responsible to maintain the schedule and that this allowance will not be used for that purpose.

Journeyman.....\$ \_\_\_\_\_/Hr X 270 = \$ \_\_\_\_\_  
Foreman .....\$ \_\_\_\_\_/Hr X 30 = \$ \_\_\_\_\_  
Total.....\$ \_\_\_\_\_

2. 40 man-hours and 200 LF of 6" hubless cast iron pipe for temporary rain leaders to divert water outside the building until the permanent system can be established and connected.

Journeyman.....\$ \_\_\_\_\_/Hr X 40 = \$ \_\_\_\_\_  
6" hubless cast iron pipe .....\$ \_\_\_\_\_/LF X 200 = \$ \_\_\_\_\_  
Total.....\$ \_\_\_\_\_

3. 80 man-hours and 200 LF of 1" K copper pipe with 1" fiberglass insulation with all service jacket for 1" copper pipe for unforeseen conditions.

Journeyman.....\$ \_\_\_\_\_/Hr X 80 = \$ \_\_\_\_\_  
1" K copper pipe .....\$ \_\_\_\_\_/LF X 200 = \$ \_\_\_\_\_  
1" fiberglass insulation with all service jacket  
for 1" copper pipe .....\$ \_\_\_\_\_/LF X 200 = \$ \_\_\_\_\_  
Total.....\$ \_\_\_\_\_

**K. COST AND QUANTITY BREAKDOWN**

In order to properly evaluate the Proposal, provide the following information. The Scope of Work to be awarded will not be influenced by the cost and quantity information requested here.

1. **COST BREAKDOWN**

Total Material ..... \$ \_\_\_\_\_  
 Total Labor Cost ..... \$ \_\_\_\_\_  
 Total Subcontractor/Equipment Cost..... \$ \_\_\_\_\_  
 Total Applicable Sales and Use Taxes..... \$ \_\_\_\_\_  
 Allowances..... \$ \_\_\_\_\_  
 Total Bond Cost ..... \$ \_\_\_\_\_  
 Total Bid ..... \$ \_\_\_\_\_  
 Total Estimated On-Site Man-hours ..... \_\_\_\_\_  
 Total Estimated Off-Site Man-hours..... \_\_\_\_\_

2. **QUANTITY BREAKDOWN** (Note: The items listed below are not intended to be an all inclusive listing, but merely to highlight some items of work.)

**THE INFORMATION LISTED BELOW IN THE QUANTITY BREAKDOWN SECTION IS REQUIRED AT THE TIME OF BID SUBMISSION.**

Item	Quantity	Total Cost
Mobilization	_____ EA	\$ _____
Safety	L.S.	\$ _____
Pipe (all sizes & materials)	_____ LF.	\$ _____
Roof Drains	_____ EA	\$ _____
Valves	_____ EA.	\$ _____
Fixtures	_____ EA	
Equipment	L.S.	
Insulation	L.S.	\$ _____
Closeout (O&Ms, Training, etc)	L.S.	\$ _____
Other	L.S.	\$ _____
Total Bid	L.S.	\$ _____

**L. SCOPE OF WORK**

1. **Description of Work Included**

Except for those items (if any) specifically noted in the section below entitled "Description of Work Excluded", the Work of this Bid Package shall INCLUDE all of the following:

- a. All items of work required by, and/or specified in, those Sections of the Specifications which are listed herein, under Section M SPECIFICATIONS.



- b. All items of work related to the "Scope of Work", which are shown on the Drawings listed herein under Section N Contract Drawings.
- c. The following "Significant Items of Work" are related to those required by the above referenced documents and are to be provided under, and hereby form a part of, the Scope of Work of this Bid Package (Contract). Should any conflict exist between this written scope of work and the scope of work inferred by the above referenced documents, this scope of work shall govern. All items are furnished and installed by this Trade Contractor unless noted otherwise.

### **GENERAL**

1. Include all costs for Trade Contractor personnel and all sub-trade contractor personnel for safety orientation and other safety related meetings, etc. for all labor forces working on this jobsite. This orientation is mandatory for all personnel working on-site and is expected to last approximately 1/2 hour. Safety orientations will be scheduled by the Construction Manager. ALL PERSONNEL (including truck drivers) MUST ATTEND THE SAFETY ORIENTATION PRIOR TO PERFORMING ANY WORK ON SITE. Also, each week, in addition to safety training, safety meetings, and tool box talks that the Trade Contractor provides to their employees, include attendance by all on-site personnel to attend a weekly safety talk that will be conducted by the Construction Manager. This talk will take place on a regular basis one day a week immediately following the lunch break and will last no longer than 10 minutes.
2. Retainage of 7.5% is intended to be withheld until Substantial Completion however "partial payments may be made if agreed to by the DCS and Gilbane."
3. This Trade Contractor will not be allowed to begin work on the project until the following items have been submitted: Certificate of Insurance, written Safety Program with Job Hazard Analysis, material status report and a list of all materials required under this Contract with indication of which materials require submittal for approval as outlined in the specifications and a schedule of anticipated date(s) of submittal for each.
4. The items listed herein are not intended to be an all-inclusive listing of the specified Contract Scope of Work, but merely highlight the major items of work. Review the scope of work closely and include all cost to provide all work as required by this bid package. Provide all work required by your scope of work which may be contained in other specifications, or on drawings whether or not specifically listed within this Proposal Form. Should a scope of work item be duplicated in another bid package, do not delete the item from your bid. Notify the Construction Manager immediately. Failure to include costs for a duplicated item will not alleviate the Trade Contractor's responsibility to provide full credit for the item should it be deleted from the bid package after a contract is awarded.
5. Gilbane shall have the right to assemble the craftsmen for orientation, quality, daily stretching, and safety related matters at no additional cost
6. Parking will be available on site in areas to be designated by the Construction Manager. Please refer to the Site Utilization Plan detailing parking in Lot A. A portion of the lot will be provided for parking, general lay-down, and storage containers.
7. Construction is to be sequenced and phased per the Gilbane project schedule included in the Project manual and the Phasing Drawings. Review these documents carefully. The school will remain active during construction, and cannot be disrupted. Work within the

existing building is to occur as the schedule depicts. Every effort will be made to work around the school schedule, vacations and days off will be utilized.

8. Provide all labor necessary to unload, distribute, and re-handle his material as required until such time that material is in place.
9. All costs required for transporting, erecting, dismantling, and removal of temporary facilities and equipment required by this Trade Contractor are to be included in the base bid amount.
10. Trade contractors shall participate with the inspection walkthroughs as requested by the Construction Manager. Provide suitable access for inspectors to perform all tests or inspections. Trade Contractor supplied temporary ladders and lifts to perform their work are to be available for the use of all parties.
11. The site is very restricted and the building will be occupied during the work. Deliveries and storage must be coordinated with the Construction Manager in advance. On site storage will not be available without prior approval by the Construction Manager.
12. All equipment used on the Jobsite shall be in good working order and maintained and operated as designed and have state of the art noise, vibration and exhaust control
13. Layout from a bench mark provided by others is the responsibility of the Trade Contractor requiring the layout.
14. Immediately notify the Construction Manager of any delays to the schedule of this bid package scope which is being caused by the work of any other Trade Contractor on site. This requirement supersedes other notice provisions in the Contract Documents for this type of delay.
15. This Trade Contractor shall keep all access roadways free and clean from equipment, material, soil or objects which may inhibit the flow of traffic.
16. Daily cleanup is to be provided on a daily basis to a central location and the adequate cost for same is to be carried in the proposal response. Daily clean up is defined as properly removing all debris, neatly organizing remaining material, and broom sweeping work areas, etc. after completion of the day's work at a minimum of EVERY SINGLE DAY.
17. The schedule of values will contain line items for clean up, submittals, safety and as-builts and close out in addition to line items apportioning "the Work". Payments made against these items will be directly related to Trade contractor's Performance. A schedule of values must be submitted and approved prior to the first application for payment being submitted.
18. Electrical power for 110 v. power tools and its consumption cost is by others. Include all cost for electrical connection or hook up required is by this bid package.
19. Sets of documents are available at the Trade Contractor's expense. Contact Service Point at 203.624.0079.
20. Whenever the contract documents require a certified engineer's stamp, review or report, it shall be understood to mean an engineer licensed in the applicable discipline, fully insured and registered in the State of Connecticut.

21. Demobilize/remobilize as the construction schedule and/or weather conditions require at no extra cost.
22. Each Trade Contractor will perform a First Delivery Inspection of materials with the Construction Manager to confirm that materials meet the Project Specifications and approved submittals. These reports shall be turned in with the daily report no more than 24 hours after material arrival. Submission of the First Delivery Inspection Report is a condition of monthly payment. All delays that result from failure to confirm materials delivered with the Construction Manager are at the Trade Contractor's cost, including those of other Trade Contractors on this Project. The Construction Manager will provide a form for this use, which is to be jointly filled out by the Construction Manager and the Trade Contractor. It is the Trade Contractor's responsibility to perform subsequent delivery inspections to ensure compliance with Specifications. Include Benchmarking of initial installations in accordance with the Quality Plan in the Project Manual.
23. There will be no deviations from the submittal format established by the Project Specifications. It is the Trade Contractor's responsibility to complete Submittals in a timely fashion, and to monitor the status of the A/E review. The Trade Contractors shall provide a Submittal Schedule no later than ten (10) days following the receipt of the Notice of Award. All submittals must be received by Construction Manager within 60 days of award, or earlier as required to meet delivery schedules. Include in the schedule a listing for any equipment or materials where shop drawings will take more than 4 weeks to prepare, and for equipment or materials that will take more than 6 weeks to arrive following shop drawing approval.
24. Any payment for overtime work, if authorized as an extra, is for labor, and not for equipment provided on job during regular shift.
25. The successful Bidder shall be responsible for all winter conditions and temporary protection associated with the work of this bid package. If applicable, Include snow removal as necessary to perform your work, except access to the site and slabs, which is by others
26. Each Trade Contractor, where applicable, will receive, unload, and distribute, secure and install all materials furnished by others for installation under this scope. All fittings and hardware required for final connection and installation shall be by the installer.
27. The Construction Manager will arrange to provide temporary electrical power panels for hand tools (by –Electrical Trade Contractor) and water (by HVAC & Plumbing Trade Contractor) at the site for the Trade Contractor's use.
28. Trade Contractor must not use building or site sewage or drainage systems for equipment cleaning purposes.
29. There will be no watchman or security guard on site. All trade Contractors are responsible for security of materials, equipment, and work in place until acceptance as it relates to your work. This includes safety barriers and precautions during off-hours.
30. It is the trade contractor's responsibility to request a preconstruction meeting 30 days prior to commencement of work or 30 days prior to the start of shop drawings where coordination with other trades are required.

31. Specification Section 01 45 00 Paragraph 1.4, B indicates that the re-testing or re-inspection of deficient items are the cost responsibility of the CMR. This will be the cost responsibility of the Trade Contractor. The Trade Contractor shall ensure to submit requests for ALL inspections to the Construction Manager and shall ensure that the assembly to be inspected has been reviewed in advanced of the inspector. Any costs associated with re-inspection will be the trade contractor's responsibility
32. The trade contractor shall request approval from the Construction Manager to work overtime 72 (Construction Manager has 48 hour notice request to the owner) hours in advanced
33. Deduct changes utilizing the Unit Prices per Specification Section 01 20 00 Part 1.5 D – Unit Prices will be issued at a 10% reduction of the Contract Unit Price
34. Specification Section 01 25 00 – Paragraph 1.4 A specifically indicates that the owner will consider requests for equal or substitutions if made prior to the Construction Manager's Subcontractor Competitive Bid. The trade contractor must submit (in the format indicated) requests for substitution or equals a minimum of two (2) week prior to the bid date as a means of allowing for adequate time for review and consideration by the owner and A/E.
35. RFIs process under the Contract Modification Procedures – Specification Section 01 26 00 – The trade contractor shall be timely in reviewing documents. The Construction Manager has a 5 day notice period to inform the owner of potential changes following the Architect's response per Specification Section 01 26 00 – Paragraph 1.3, Part 6. The trade contract will have two (2) calendar days to provide such notice to the Construction Manager or the trade contractor waives the right to seek additional time or cost.
36. RFPs issued by the architect and submitted to the trade contractor by the Construction Manager shall be responded to within 7 calendar days.
37. Specification Section 01 29 76 – Paragraph 1.3 – Part 4 specifically notes SOV requirements of the Construction Manager to the owner. Item Nos. b, d, e, f, and h are specifically tied to the deliverables required by the trade contractors. These items shall be specifically itemized in the trade contractor's SOV to the Construction Manager. The trade contractors inability to submit or perform the referenced work will result in forfeiting the monthly value and a deduct change order will be processed.
38. A minimum of one safety meeting per month is required per Specification Section 01 31 19, 1.6.
39. Fire Stop Systems – A single source fire stop manufacturer will be selected by the Construction Manager from the list of providers noted in the Contract Documents. The trade contractor will be required to provide fire stop systems as it applies to the individual scope. The trade contractors shall also include fire stop / safe labeling and tagging each penetration or application with data including but not limited to Installer, Contractor, Location, System used, and date. Also, the trade contractor shall provide data log entries for use in generating an as-built plan including location.
40. Refer to perimeter fencing and gates as indicated on the Site Utilization Plan. The site contractor will provide all fencing and it is each trade contractor's responsibility to keep the gates closed when entering or exiting the site. The gates shall be closed at all times.

This will be included as part of the initial orientation process but must be reinforced by the trade contractor's project manager and field supervisor.

41. The State will utilize PM Web for electronic documentation submission for all daily reports, safety reports, submittals, as-builts, RFIs, change related correspondence and general correspondence. The license costs is \$500 per trade contractor plus 20% each year (or any portion of a year) for maintenance. For example, if the license is purchased in February, 2012 and is needed through September of 2014, the cost would be \$800, \$500 for the license fee plus 20% (\$100) per year for maintenance for 3 years (\$300 total), even if the duration is only 31 months of usage.
42. Trade contractors will be required to enter daily reports in PM Web on a community computer provided and located by the Construction Manager. It is recommended that your field foreman is equipped with their own computer for efficiency in the event the community computer is not available due to use by other trade contractors during the work day.
43. All reference in the contract documents to the Construction Manager/CMR/General Contractor/Contractor as performing any field work or providing services in connection with any aspect of the Work shall be understood to mean the Trade Contractor. The Construction Manager will not layout, log, record, or otherwise provide actual work or service related to the Trade Contractor's scope of work, inclusive of Division 0 and Division 1 specifications.
44. Note specification section 01 78 30, 1.3, F; minimum warranty period is eighteen (18) months unless specified otherwise for a longer duration. The warranty period does not commence until final acceptance by the Owner. Do not assume a shorter warranty period regardless of a shorter period stipulated elsewhere in the documents and include all costs accordingly.
45. Gilbane has automated its monthly payment application process and solely utilizes an online web-based application provided by Textura LLC. Trade contractors will be required to participate and must implement Textura on the project. Textura will automatically generate the AIA G702/703 and Lien Release Documents. Any additional documentation required as part of the Gilbane application process must be uploaded in the form of a PDF prior to your submission. There is a nominal fee to use this service. These costs are summarized in the Textura brochure included as an attachment to this bid package. Include the costs of using this service in your bid. If you have any questions regarding Textura's Terms and Conditions, costs of service, or training implementation please contact Textura at 866-TEXTURA (839-8872).
46. Conduct an in-house kick-off meeting which must include the personnel that estimated the project and attended the scope review meeting with Gilbane and the personnel that will administer the project (project manager, lead field foreman, accounting, purchasing, etc.). The kick-off meeting must transfer the knowledge of the estimating team to the project administration team. Produce and submit for record the minutes of the meeting, complete with attendance sign-in sheet to the Construction Manager. In the event the Construction Manager is required to devote excessive amounts of time to educating trade contractor administrative personnel on the requirements of the project, the Trade Contractor may be billed for that time at the rates in the Construction Manager's contract with the Owner.

**SPECIFIC ITEMS:**

1. Furnish all labor, materials, equipment and services required to complete all plumbing work, including but not limited to demolition, equipment, piping, insulation, and vents in accordance with the contract documents. This includes but is not limited to; scaffolding, equipment and accessories, anchor bolts, pipe, hangers, valves, fittings, brackets, inserts, clamps, hardware, sleeves, sealants, escutcheons, fixtures, identification, testing, flushing, cleaning, disinfection, temporary protection, and provisions for equipment furnished by others.
  
2. Provide all work indicated on the drawing and as specified in the following Specification Sections. The work specified in the following specification sections is the sole responsibility of this Trade Contractor unless modified below:
  - 220000 Plumbing Systems Descriptions
  - 220500 Common Work Results For Plumbing
  - 220513 Common Motor Requirements For Plumbing Equipment
  - 220516 Expansion Fittings And Loops For Plumbing Piping
  - 220519 Meters And Gages For Plumbing Piping
  - 220523 General-Duty Valves For Plumbing Piping
  - 220529 Hangers And Supports For Plumbing Piping And Equipment
  - 220533 Heat Tracing for Plumbing Piping
  - 220548 Vibration And Seismic Controls For Plumbing Piping And Equipment
  - 220553 Identification For Plumbing Piping And Equipment
  - 220700 Plumbing Insulation
  - 221113 Facility Water Distribution Piping
  - 221116 Domestic Water Piping
  - 221123 Domestic Water Piping Specialties
  - 221123 Domestic Water Pumps
  - 221313 Facility Sanitary Sewers
  - 221316 Sanitary Waste And Vent Piping
  - 221319 Sanitary Waste Piping Specialties
  - 221323 Sanitary Waste Interceptors
  - 221329 Sanitary Sewerage Pumps
  - 221413 Facility Storm Drainage Piping
  - 221423 Storm Drainage Piping Specialties
  - 221513 General-Service Compressed-Air Piping
  - 221519 General-Service Packaged Air Compressors And Receivers
  - 223400 Fuel-Fired Domestic Water Heaters
  - 224000 Plumbing Fixtures
  - 224500 Emergency Plumbing Fixtures
  - 224700 Drinking Fountains And Water Coolers
  - 226600 Chemical-Waste Systems for Laboratory and Healthcare Facilities
  - 231123 Facility natural Gas Piping

In addition, the Trade Contractor shall provide work specified elsewhere in the Specifications and specifically listed within this scope of work.

3. Provide all demolition inside and outside the existing building as necessary to complete new work whether or not shown on demolition drawings. Review all drawings to determine extent of demolition necessary. Identify, make-safe, cut, cap, and drop to the floor in manageable pieces all plumbing items designated for removal and disposal; it is thereafter the responsibility of the demolition trade Contractor to remove and dispose of

all MEP demolition material. Note that service in some areas remain functional after other services have been removed; modify existing service as required to accommodate the installation of new work. Review the phasing drawings and include all plumbing work as noted. Demolition work where the whole building is scheduled to be demolished in its entirety is limited to make safe, cut, and cap the plumbing lines serving the building to be demolished, removal inside the building will be by the demolition contractor.

4. Provide any valves, fittings, drains, vents, etc. not shown on the drawings or specifications but required for a code compliant, proper, safe, and complete installation (including start-up) of the work
5. Provide temporary water service to the project at a central location to the additions. Service will be a 2" line from an existing campus source with a temporary backflow preventer & meter, one (1) 1/2" valved takeoff, and four (4) 3/4" valved takeoffs. Provide self regulating heat trace and insulation for winter operations, power will be provided by others. Include water and sanitary connections to the Construction Manager's trailer as located on the site utilization plans
6. Provide all sleeves required for this Scope of Work. Provide all firesafing and fire caulking in accordance with specification section 078413 THROUGH-PENETRATION FIRESTOP SYSTEMS for all plumbing and HVAC assemblies as shown and /or required. Provide all fire stopping of penetrations of this work through the work of others as specified in section 078413 THROUGH-PENETRATION FIRESTOP SYSTEMS and as shown and/or indicated on the drawings. Firestopping within sleeves is by the trade whose work passes through the sleeve. Penetrations made after other work is in place shall be firestopped by the trade contractor making the penetration.
7. Include all caulking and sealants associated with this work and between this work and adjacent work. All caulking work shall be in accordance with specification section 07920 – Joint Sealants.
8. Furnish access panels as required for access to your work. Installation of access panels in the work of others is by others. Access panels shall be fire rated as required by the assembly into which they are installed thus Fire Rated Access doors shall be provided in all fire rated walls and ceilings. Verify that all equipment and material provided under this contract is installed with adequate and code compliant access for service provided. All work shall be in accordance with Specification Section 083113 Access Doors.
9. Pay for and obtain all required permits, other than the general building permit for this scope of work. This Trade Contractor and all its subcontractors shall obtain all permits required and arrange for testing, inspection and approval of this work, such that the work of other trades can progress in a continuous manner. Provide the Construction Manager with copies of all permits.
10. Take note of building access and make provisions to ensure that equipment will fit through permanent doorways and/or structure. Any work required to create openings or removal of doors/windows or walls in areas where equipment won't fit through existing openings shall be paid for by this trade contractor.
11. Include all vibration isolation, seismic restraints and equipment supports for this work. Provide sound and vibration isolation as required by contract and/or manufacturer's recommendations.

12. Provide all coring, cutting and patching as necessary for installation of this work.
13. Provide all means of support and attachments for all devices, panels and fixtures back to the structure, including any trapeze hangers to clear other work or interferences. Provide all miscellaneous steel supports which are not shown on any of the project drawings, but which are required to complete the work of this bid package, include primer and touch-up. Coordinate box-out framing with the General Trades and Masonry Trade Contractors.
14. Provide maintenance for all equipment installed under this scope of work until the project substantial completion date. Provide all necessary extended maintenance agreements, warranties and guarantees to account for the time period from start-up to substantial completion. This is in addition to the contractually required maintenance agreements, warranties and guarantees. The Owner's warranty (including all warranties specified) shall be exactly as specified and shall not commence until the final acceptance date. Refurbish all equipment to "like new" prior to turnover to the Owner.
15. Protect all equipment until final acceptance. Refinishing/restoration of painted surfaces damaged during construction remains this Trade Contractor's responsibility. Store and protect the equipment and material as it arrives on site and maintain protection as required until acceptance by the Owner.
16. Submit As-Built drawings and update them per building on a monthly basis. Updated As-Builts are a condition precedent for monthly progress payments.
17. Submit O & M Manuals at the completion of the submittal phase after receiving submittal approval. At a minimum, O & M Manuals must be delivered in a timely enough fashion for the Owner's personnel and Cx Agent to review the documents prior to the demonstration of and training on the systems to the Owner's representatives.
18. Provide all temporary power needed for your office/break trailers (including hook-ups and consumption). Provide hook-up for toilet in Construction Manager's trailer, excavation is by others.
19. Coordinate and furnish if necessary any auxiliary contacts required for their systems to operate in conjunction with equipment furnished by others.
20. Coordinate the filling, testing, disinfection, and flushing of their systems with the Construction Manager and the project phasing. This contractor is responsible for legal disposal of all wastewater discharged from plumbing system(s)
21. Provide all insulation for work installed as part of this bid package. No insulation is to be installed until work has been completely tested according to specifications. Provide all necessary equipment to allow testing to meet the project schedule. Install pipe identification after insulation is installed.
22. Provide any roof opening layout information required for the installation of any or plumbing related work within 4 weeks of contract award.
23. Cut all floor and roof openings required to install your work. This includes the cutting of metal roof decks at openings that were decked over for safety. Coordinate all roof penetrations with the Construction Manager and Roofing Trade Contractor.



24. Provide an “as-built” survey underground/underslab piping (including digital photos from a minimum 3 sides) to the Construction Manager a maximum of two (2) weeks after the work is covered. The survey must use the project control to denote the locations of the utilities.
25. Coordinate installation and connection to utilities outside the building with Sitework Trade Contractor. Locate and connect to all utility lines. If the plumbing work is installed prior to outside utilities, provide such caps or fittings to seal the piping and properly identify the location of the piping. Verify and coordinate inverts of piping leaving building with inverts of site piping tie-in. Except as otherwise stated herein utility piping is to be installed to 5’ beyond the foundation walls.
26. Provide connections to Owner Equipment as shown in Specification 115000 and on Drawing A12.09. Include tap from nearest source whether or not specifically shown on the drawings and connection materials and labor at each piece of equipment. See Utility Schedule on Drawing A12.09.
27. Provide all gas pipe and related inside the building, up to the connection to the gas meter. The gas meter and service from the street is by others.
28. Coordinate all service shutdowns well in advance with the Construction Manager. Temporary by-passes or other means may be required to keep live services active to other portions of the facility. Night or weekend shutdowns and tie-ins are to be expected to limit the impact on school activities, and costs of such included premium time are part of the base bid.
29. Carefully review the PH series phasing drawings. The Notes and Key Notes indicate required for the project in addition to the items shown on the drawings. Include all plumbing work identified in the drawings accordingly.
30. Reference Notes:
  - a) Refer to 01 35 2.6 requirements for utility outages and safety procedures and include all requirements accordingly.
  - b) Refer to 22 05 23 for stem extension requirements for valves on insulated pipe and include accordingly.
  - c) P1.01: Piping down the corridor in the “A” phase – coordinate with future (subsequent) phase. Rerouting through the adjacent classroom spaces is an option provided the path(s) are fully coordinated with future work. Temporary piping (i.e. below ceiling) would also be considered, base bids must include a viable means to execute all phases of the work.
  - d) See drawings (i.e. floor drains) to determine where electronic trap primers required, quantity and locations to be coordinated with BP 26A.
  - e) While gas piping has been specified under Division 23 but shown on P3.02, gas piping to the boilers is part of the scope of this package.
  - f) With respect to the equipment listing on A12.09, the scope of work of this package includes receiving and installing the following items per 01 11 00.1.6 (electrical & plumbing by others):

2. Description of Work Excluded

- 1 Testing and Balancing for Domestic Hot Water

- 2 Piping beyond 5 ft from building foundations; except for OS, where site scope will begin at the separator discharge
- 3 Condensate piping for HVAC equipment; coordinate locations with HVAC and provide a means for the plumbing piping to accept the condensate from HVAC
- 4 Toilet and Bath Accessories
- 5 Division 12 Casework will provide sinks; and furnish faucets, turrets, and tailpieces for installation by this package
- 6 Control wiring for Domestic Hot water heaters & related circulating pumps (see 1/P4.02)
- 7 Control Wiring for the Acid Neutralization System (P1.02)
- 8 Control wiring for the Duplex Sewage Ejector (7/P4.02)
- 9 Excavation, concrete, and backfill related to the installation of the sewage ejector
- 10 (Limited) Removal (and replacement) of ceilings to traverse areas of the building not included in the current phase, but required for that phase (e.g. plumbing to the new addition in Phase 1)

### **M. SPECIFICATIONS**

The following Specifications Sections, together with the Drawings and other related items of work as described herein, further define the Scope of Work of the Bid Package (Contract):

1. Specific work of this trade as defined in the following Specification Sections:

Gilbane Project Manual

All Division 01 – General Requirements

- 220000 Plumbing Systems Descriptions
- 220500 Common Work Results For Plumbing
- 220513 Common Motor Requirements For Plumbing Equipment
- 220516 Expansion Fittings And Loops For Plumbing Piping
- 220519 Meters And Gages For Plumbing Piping
- 220523 General-Duty Valves For Plumbing Piping
- 220529 Hangers And Supports For Plumbing Piping And Equipment
- 220533 Heat Tracing for Plumbing Piping
- 220548 Vibration And Seismic Controls For Plumbing Piping And Equipment
- 220553 Identification For Plumbing Piping And Equipment
- 220700 Plumbing Insulation
- 221113 Facility Water Distribution Piping
- 221116 Domestic Water Piping
- 221123 Domestic Water Piping Specialties
- 221123 Domestic Water Pumps
- 221313 Facility Sanitary Sewers
- 221316 Sanitary Waste And Vent Piping
- 221319 Sanitary Waste Piping Specialties
- 221323 Sanitary Waste Interceptors
- 221329 Sanitary Sewerage Pumps
- 221413 Facility Storm Drainage Piping
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- 221513 General-Service Compressed-Air Piping
- 221519 General-Service Packaged Air Compressors And Receivers
- 223400 Fuel-Fired Domestic Water Heaters
- 224000 Plumbing Fixtures
- 224500 Emergency Plumbing Fixtures
- 224700 Drinking Fountains And Water Coolers
- 226600 Chemical-Waste Systems for Laboratory and Healthcare Facilities

231123 Facility natural Gas Piping

2. Work related to this trade as defined in the following Specification Sections:

All other specification sections as listed in the Project Manual for the Additions and Renovation HC Wilcox Regional Vocational Technical School project, Table of Contents, dated Rev. 102010 as prepared by Tai Soo Kim Partners, LLC. Note this table of contents may be modified by Bid Supplements and Addenda.

#### **N. CONTRACT DRAWINGS**

1. The following drawings are included in the Scope of Work of this Bid Package.

All drawings as listed in Section 00 01 15 – List of Drawing Sheets with schedule titled Additions & Alterations HC Wilcox Technical High School, Meriden, CT, State Project No. BI-RT-843 Contract Drawing List, dated September 26, 2011. Note this list may be modified by Bid Supplements and Addenda.

**O.** The undersigned represents that this Proposal is made in good faith, without fraud, collusion, or connection of any kind with any other bidder of the same work, that he is competing in his own interest and in his own behalf, without connection of obligation to any undisclosed person, that no other person has any interest in regard to all conditions pertaining to the Work and in regard to the place where it is to be done, has made his own examination and estimates and from them makes this Proposal.

The undersigned represents that he has reviewed the Trade Contract Agreement issued as part of the bidding documents, agrees that if selected for award he will execute the Trade Contract Agreement without exceptions, exclusions, qualifications, clarifications and/or alterations, and is authorized to make such representation on behalf of the Bidder.

The undersigned represents that he has reviewed the insurance requirements in Article 6 of the Trade Contract Agreement, has included all costs to fully comply with same, and is authorized to make this representation on behalf of the Bidder.

Bidder: \_\_\_\_\_  
(Legal Signature) (Type/Print Name)  
\_\_\_\_\_  
(Title)

Firm: \_\_\_\_\_ Address: \_\_\_\_\_  
Business Phone No.: (\_\_\_\_) \_\_\_\_\_  
Business Fax No.: (\_\_\_\_) \_\_\_\_\_

This bidder is a (an): \_\_\_\_\_ Individual, Partnership, Corporation  
**Current Experience Modification Rating** \_\_\_\_\_ **Federal ID#** \_\_\_\_\_  
**OSHA Incident Rates: Recordable** \_\_\_\_\_

List here by title and number all licenses held by the bidder associated with the performance of this work.

License Title	License Number
_____	_____
_____	_____
_____	_____

Indicate the name of the health plan(s) to which benefits will be paid for all employees working on this project. \_\_\_\_\_

The full names, addresses and telephone numbers of all persons interested in this Proposal, as principals are as follows:  
\_\_\_\_\_  
\_\_\_\_\_

**NOTE:** This Proposal must bear the written signature of the Bidder.

- a. If the Bidder is an Individual doing business under a name other than his own name, the Proposal must so state, giving the address of the Individual.
- b. If the Bidder is a Partnership, the Proposal must so state, setting forth the names and addresses of all Partners, and must be signed by a Partner so designated as such.
- c. If the Bidder is a Corporation, the Proposal must be signed by a duly authorized officer or agent of such Corporation.

**BREAKDOWN OF HOURLY RATES**

**WORKERS TITLE:** \_\_\_\_\_

	<b>STRAIGHT TIME</b>	<b>ADD for 1 ½ TIME PREMIUM</b>	<b>ADD for DOUBLE TIME PREMIUM</b>
<b>BASE WAGE RATE</b>			
<b>F.I.C.A.</b>			
<b>F.U.T.A.</b>			
<b>S.U.T.A.</b>			
<b>GEN. LIABILITY INS.</b>			
<b>WORKER'S COMP. INS.</b>			
<b>WELFARE FUND</b>			
<b>PENSION FUND</b>			
<b>APPRENTICE FUND</b>			
<b>VACATION FUND</b>			
<b>ED. &amp; CULT. FUND</b>			
<b>DEFERRED INCOME FUND</b>			
<b>PAID HOLIDAYS</b>			
<b>INCIDENTALS</b>			
<b>OTHER:</b> _____			
<b>SUBTOTAL</b>			
<b>OVERHEAD &amp; PROFIT (15%)</b>			
<b>TOTAL</b>			

**SUBMITTED BY:** \_\_\_\_\_

**Not to be included in the wages above:**

<b>BOND PREMIUM</b> .....			
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**PROPOSAL FORM  
FOR  
ADDITIONS AND RENOVATIONS  
HC WILCOX REGIONAL VOCATIONAL TECHNICAL SCHOOL  
STATE PROJECT NO. BI-RT-843-CMR**



**GILBANE JOB NO. 11.5311.000  
BID PACKAGE No. 23A – HVAC**

**PRE-BID CONFERENCE:**   **October 11, 2011**  
**TIME:**                           **3:00 PM**

**PROPOSAL DUE DATE:**   **October 25, 2011**  
**TIME:**                           **2:00 PM**

**LOCATION:**   **HC Wilcox Technical School**  
                  **298 Oregon Road**  
                  **Meriden, CT 06451**

**LOCATION:**   **Gilbane Building Company**  
                  **208 New London Turnpike**  
                  **Glastonbury, CT 06033**

**DEADLINE FOR SUBMISSION OF QUESTIONS:**   **October 18, 2011**

**To:**   Gilbane Building Company  
          208 New London Turnpike  
          Glastonbury, CT 06033  
          Attention: Patrick J. Delany, District Chief Purchasing Agent

**FIRM NAME:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ the undersigned

**A.**   Proposes to furnish all labor, materials, equipment and services as required to satisfactorily complete all **HVAC Work** herein described as Bid Package **No. 23A** as required for the additions and alternations at HC Wilcox Regional Vocational Technical School Project, all in accordance with the Drawings and Specifications as prepared by Tai Soo Kim Partners, LLC, the Gilbane Project Manual, and this Proposal Form.

**B.**   All work required by the foregoing documents will be accomplished for the Lump Sum Bid Price of \_\_\_\_\_ Dollars (\$) \_\_\_\_\_).  
(Show amount in both words and figures. In case of discrepancy, amount shown in words will govern.)

The Lump Sum Bid Price above INCLUDES all applicable sales and/or use taxes; INCLUDES all insurance premiums required to meet contractual insurance requirements; and INCLUDES all premiums for a Performance Bond and a Labor and Material Payment Bond in the sum of one hundred percent of the Contract price.

**C.**   Bidder agrees that if written notice of the acceptance of this bid is mailed or delivered to the undersigned within one hundred eighty (180) days after the Proposal Due Date, or any time thereafter before it is withdrawn, the undersigned shall meet a representative of the Gilbane Glastonbury office or a mutually agreed upon location to

execute the Contract. Performance and Payment Bonds and the appropriate insurance certificates will be delivered to the Construction Manager at the time of execution of the Contract. Failure to execute said contract within ten (10) days after receipt of Notice to Award may be considered a default under the obligation of the bid bond.

**D. The above price includes all stipulations and requirements of the following Supplements:**

- Supplement \_\_ dated \_\_\_\_\_
- Supplement \_\_ dated \_\_\_\_\_
- Supplement \_\_ dated \_\_\_\_\_
- Supplement \_\_ dated \_\_\_\_\_

which have been received and accepted by the undersigned. Note that it is incumbent of the bidder to include all Supplements issued in the bid. Failure to acknowledge a supplement does not relieve the bidder from the requirements of the supplement.

**E. MILESTONE SCHEDULE DATES**

See Gilbane Project Manual section 00 31 13 – Schedule for activity milestones, durations, and reference. This schedule represents the general milestones that need to be met to achieve the overall project completion dates, and provides guidance to the bidders to understand the time constraints the work must be performed under. The project detailed schedule, in accordance with the terms of the Contract and General Conditions, will be derived from a “Card Trick” scheduling session with mandatory attendance by all prime Trade Contractors.

1. Anticipated Date of Contract Award: ..... January 19, 2012
2. Commence Shop Drawings and Submittals..... January 19, 2012
3. Commence Work for the Proposal:..... June 25, 2012
4. Bid Package Substantial Completion:..... July 30, 2014
5. Project Substantial Completion..... November 5, 2014

**F. TRADE SUBCONTRACTORS AND MAJOR SUPPLIERS**

The following trade subcontractors are proposed for the item of work listed. Trade subcontractors are subject to review per the General Conditions.

ITEM OF WORK	TRADE SUBCONTRACTORS
Insulation	_____ EMR:___
Air Handlers	_____ EMR:___
Duct Work	_____ EMR:___
_____	_____ EMR:___
_____	_____ EMR:___
_____	_____ EMR:___

**G. UTILIZATION OF MINORITY CONTRACTORS AND SUPPLIERS**

1. The Bidder will endeavor to obtain a minimum goal of thirty percent (30%) of the awarded amount to small business enterprises, with ten percent (10%) of the awarded amount to minority business trade subcontractors and/or suppliers certified by the **State of Connecticut**.
2. The successful Trade Contractor shall substantiate this participation within ten (10) days after receipt of Notice of Award. Refer to the General Instruction to Bidders for further information.
3. Indicate here the utilization of certified S/MBEs included in the base bid. Failure to comply with M/WBE participation goals may constitute a non-responsive proposal. **IF NO INDICATION IS GIVEN, IT SHALL BE INTERPRETED THAT ZERO M/WBE PARTICIPATION IS INCLUDED.**

This proposal includes \_\_\_\_\_% certified SBE participation.

This proposal includes \_\_\_\_\_% certified MBE participation.

4. S/MBE participation shall count toward stipulated contractual goals or requirements only as described in the General Instructions to Bidders.

**H. UNIT PRICES**

Unit Prices shall be used, where applicable, to make adjustments to the cost of the Work due to changes. All Unit Prices submitted shall be complete in-place prices (unless noted otherwise) and include all costs for overhead, profit, labor, materials, equipment, and any other incidentals related to the completion of the Work, and shall remain firm for the period of the contract. Unit prices listed are for additive work. Deductive unit prices will be calculated at no less than 85% of the additive unit price (100% if used in conjunction with an allowance).

**UNIT PRICES:**

- |    |  |          |     |
|----|--|----------|-----|
| 1. | 1" ball valve .....  | \$ _____ | /EA |
| 2. | 1" L Copper .....  | \$ _____ | /LF |
| 3. | Clevis Hanger for 1" copper pipe (insulated), including the insulation insert..... | \$ _____ | /EA |
| 4. | 1" fiberglass insulation with all service jacket for 1" copper pipe .....          | \$ _____ | /LF |
| 5. | MERV 7 filter media .....  | \$ _____ | /SF |
| 6. | 233300.2.11 – Test Holes “as required for testing & balancing” .....               | \$ _____ | /EA |

**Changes in the Work.** All bidders are herein advised that they are to provide, in the space provided below, a written description of how they would price lump sum changes. It is understood that the Unit Prices which you would insert in this Proposal Form response would be one element of the Change pricing, however, it is necessary to determine up front and reach agreement on, your intended method of determining units of labor productivity and material pricing as well. Bidders are to be explicit as to what Manual(s), if any, are intended to be utilized. Once accepted by the Construction Manager, provide copies of all applicable pricing manuals for use by the Construction Manual in evaluating Change Order pricing.

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Provide labor rates which may be used, subject to review and approval, in pricing any extra work that may be required. Rates are to be complete billing rates and are to include actual wages, taxes, fringes, insurance, small tools and incidentals and **15%** overhead and profit (combined). Base price on current rates in effect at time of bid. As prevailing wages and fringes rate change, these increases will be added to the labor rates at actual cost. Increases in wage rates are subject to audit. Complete the attached Wage Rate Breakdown Form for each classification of worker anticipated to work on the Project.

**I. ALTERNATE PRICES**

An Alternate Price shall include all costs associated with the changes, omissions, additions or other adjustments to the Work of this Bid Package (Contract) which are described in the Alternate, or are reasonably inferable therefrom. Claims for extras resulting from changes caused by the acceptance or rejection of any Alternate will not be allowed. Alternate Prices shall also include all costs of overhead, profit and bonds associated with the work of the Alternate, whether additive or deductive.

The Drawings, Specifications and other Contract Documents shall be considered appropriately modified by either the acceptance or rejection of the various Alternates. The Owner and the Construction Manager expressly reserve the right to accept or reject any, or all, Alternate Prices, and in any sequence prior to or after award. Acceptance or rejection of any Alternate does not relieve the Bidder of timely completion of the Work within the time periods indicated.

ALTERNATES:  
None

**J. ALLOWANCES**

The Bidder includes the following Allowances and rates in the total Lump Sum Amount of the Base Bid for this Bid Package. Further to Article 10 in the General Conditions and unless noted otherwise below, the following allowance amounts include the Trade Contractor's cost of materials less applicable discounts, delivery to the site, applicable taxes, unloading, handling, installation, allowable overhead and profit. All other costs associated with completing the work described in the allowance is included in the base bid but outside of the allowance amount.

ALLOWANCES:

1. 300 man-hours of premium time portion of the labor rate to accelerate work in addition to the base scope requirements at the direction of the Construction Manager. Note that the Trade Contractor remains responsible to maintain the schedule and that this allowance will not be used for that purpose.

Journeyman .....	\$ _____/Hr X 270 =	\$ _____
Foreman .....	\$ _____/Hr X 30 =	\$ _____
Total .....		\$ _____

2. One ( 1 ) complete set of filters for each new air handling system for use at the Construction Manager's direction. These filters are above and beyond the sets required elsewhere in the contract documents. Include installation, removal, and disposal in the allowance amount.

One ( 1 ) complete set of filters for each new air handling system..... \$ \_\_\_\_\_

3. 200 Man-hours and 500 sq ft of MERV 7 filter media for return grilles in addition to the base scope requirements at the direction of the Construction Manager.

Journeyman ..... \$ \_\_\_\_\_/Hr X 200 = \$ \_\_\_\_\_  
 MERV 7 filter media ..... \$ \_\_\_\_\_/SF X 500 = \$ \_\_\_\_\_  
 Total ..... \$ \_\_\_\_\_

4. 233300.2.11 – Twenty (20) Instrument Test Holes “as required for testing and balancing” (units at fans are base contract) in addition to the base scope requirements at the direction of the Construction Manager.  
 233300.2.11 – Test Holes ..... \$ \_\_\_\_\_/EA X 20 = \$ \_\_\_\_\_
5. 20 man-hours for repairs to existing curbs for existing air handlers/equipment to be removed and reinstalled in addition to the base scope requirements at the direction of the Construction Manager.  
 Journeyman ..... \$ \_\_\_\_\_/Hr X 20 = \$ \_\_\_\_\_
6. 80 man-hours and 200 LF of 1” K copper pipe with 1” fiberglass insulation with all service jacket for 1” copper pipe for unforeseen conditions.  
 Journeyman ..... \$ \_\_\_\_\_/Hr X 80 = \$ \_\_\_\_\_  
 1” K copper pipe ..... \$ \_\_\_\_\_/LF X 200 = \$ \_\_\_\_\_  
 1” fiberglass insulation with all service jacket  
 for 1” copper pipe ..... \$ \_\_\_\_\_/LF X 200 = \$ \_\_\_\_\_  
 Total ..... \$ \_\_\_\_\_
7. 40 man-hours (service technician) to examine and evaluate existing equipment to remain; and file a written report on existing deficiencies/defects. Include video and digital photos of physical defects.  
 Service Technician ..... \$ \_\_\_\_\_/Hr X 40 = \$ \_\_\_\_\_

**K. COST AND QUANTITY BREAKDOWN**

In order to properly evaluate the Proposal, provide the following information. The Scope of Work to be awarded will not be influenced by the cost and quantity information requested here.

1. **COST BREAKDOWN**

Total Material ..... \$ \_\_\_\_\_  
 Total Labor Cost ..... \$ \_\_\_\_\_  
 Total Subcontractor/Equipment Cost ..... \$ \_\_\_\_\_  
 Total Applicable Sales and Use Taxes ..... \$ \_\_\_\_\_  
 Allowances ..... \$ \_\_\_\_\_  
 Total Bond Cost ..... \$ \_\_\_\_\_  
 Total Bid ..... \$ \_\_\_\_\_  
 Total Estimated On-Site Manhours ..... \_\_\_\_\_  
 Total Estimated Off-Site Manhours ..... \_\_\_\_\_

2. **QUANTITY BREAKDOWN** (Note: The items listed below are not intended to be an all inclusive listing, but merely to highlight some items of work.)

**THE INFORMATION LISTED BELOW IN THE QUANTITY BREAKDOWN SECTION IS REQUIRED AT THE TIME OF BID SUBMISSION.**

Item	Quantity	Total Cost
Mobilization	_____ EA	\$ _____
Safety	L.S.	\$ _____
Pipe (all sizes & materials)	_____ LF.	\$ _____
Hangers (all sizes & types)	_____ EA	\$ _____
Pipe & Duct Insulation	L.S.	\$ _____
Valves	_____ EA	\$ _____
Sheetmetal	_____ LBS	\$ _____
Equipment	L.S.	\$ _____
Chillers	L.S.	\$ _____
Controls	L.S.	\$ _____
Tanks	L.S.	\$ _____
Daily Clean-up	L.S.	\$ _____
Allowances	L.S.	\$ _____
Other	L.S.	\$ _____
Total Bid	L.S.	\$ _____

**L. SCOPE OF WORK**

1. Description of Work Included

Except for those items (if any) specifically noted in the section below entitled "Description of Work Excluded", the Work of this Bid Package shall INCLUDE all of the following:

- a. All items of work required by, and/or specified in, those Sections of the Specifications which are listed herein, under Section M SPECIFICATIONS.
- b. All items of work related to the "Scope of Work", which are shown on the Drawings listed herein under Section N Contract Drawings.
- c. The following "Significant Items of Work" are related to those required by the above referenced documents and are to be provided under, and hereby form a part of, the Scope of Work of this Bid Package (Contract). Should any conflict exist between this written scope of work and the scope of work inferred by the above referenced documents, this scope of work shall govern. All items are furnished and installed by this Trade Contractor unless noted otherwise.

**GENERAL**

- 1. Include all costs for Trade Contractor personnel and all sub-trade contractor personnel for safety orientation and other safety related meetings, etc. for all labor forces working on this jobsite. This orientation is mandatory for all personnel working on-site and is expected to last approximately 1/2 hour. Safety orientations will be scheduled by the Construction Manager. ALL PERSONNEL (including truck drivers) MUST ATTEND THE SAFETY ORIENTATION PRIOR TO PERFORMING ANY WORK ON SITE. Also, each week, in addition to safety training, safety meetings, and tool box talks that

- the Trade Contractor provides to their employees, include attendance by all on-site personnel to attend a weekly safety talk that will be conducted by the Construction Manager. This talk will take place on a regular basis one day a week immediately following the lunch break and will last no longer than 10 minutes.
2. Retainage of 7.5% is intended to be withheld until Substantial Completion however “partial payments may be made if agreed to by the DCS and Gilbane.”
  3. This Trade Contractor will not be allowed to begin work on the project until the following items have been submitted: Certificate of Insurance, written Safety Program with Job Hazard Analysis, material status report and a list of all materials required under this Contract with indication of which materials require submittal for approval as outlined in the specifications and a schedule of anticipated date(s) of submittal for each.
  4. The items listed herein are not intended to be an all-inclusive listing of the specified Contract Scope of Work, but merely highlight the major items of work. Review the scope of work closely and include all cost to provide all work as required by this bid package. Provide all work required by your scope of work which may be contained in other specifications, or on drawings whether or not specifically listed within this Proposal Form. Should a scope of work item be duplicated in another bid package, do not delete the item from your bid. Notify the Construction Manager immediately. Failure to include costs for a duplicated item will not alleviate the Trade Contractor’s responsibility to provide full credit for the item should it be deleted from the bid package after a contract is awarded.
  5. Gilbane shall have the right to assemble the craftsmen for orientation, quality, daily stretching, and safety related matters at no additional cost
  6. Parking will be available on site in areas to be designated by the Construction Manager. Please refer to the Site Utilization Plan detailing parking in Lot A. A portion of the lot will be provided for parking, general lay-down, and storage containers.
  7. Construction is to be sequenced and phased per the Gilbane project schedule included in the Project manual and the Phasing Drawings. Review these documents carefully. The school will remain active during construction, and cannot be disrupted. Work within the existing building is to occur as the schedule depicts. Every effort will be made to work around the school schedule, vacations and days off will be utilized.
  8. Provide all labor necessary to unload, distribute, and re-handle his material as required until such time that material is in place.
  9. All costs required for transporting, erecting, dismantling, and removal of temporary facilities and equipment required by this Trade Contractor are to be included in the base bid amount.
  10. Trade contractors shall participate with the inspection walkthroughs as requested by the Construction Manager. Provide suitable access for inspectors to perform all tests or inspections. Trade Contractor supplied temporary ladders and lifts to perform their work are to be available for the use of all parties.
  11. The site is very restricted and the building will be occupied during the work. Deliveries and storage must be coordinated with the Construction Manager in advance. On site storage will not be available without prior approval by the Construction Manager.

12. All equipment used on the Jobsite shall be in good working order and maintained and operated as designed and have state of the art noise, vibration and exhaust control
13. Layout from a bench mark provided by others is the responsibility of the Trade Contractor requiring the layout.
14. Immediately notify the Construction Manager of any delays to the schedule of this bid package scope which is being caused by the work of any other Trade Contractor on site. This requirement supersedes other notice provisions in the Contract Documents for this type of delay.
15. This Trade Contractor shall keep all access roadways free and clean from equipment, material, soil or objects which may inhibit the flow of traffic.
16. Daily cleanup is to be provided on a daily basis to a central location and the adequate cost for same is to be carried in the proposal response. Daily clean up is defined as properly removing all debris, neatly organizing remaining material, and broom sweeping work areas, etc. after completion of the day's work at a minimum of EVERY SINGLE DAY.
17. The schedule of values will contain line items for clean up, submittals, safety and as-builts and close out in addition to line items apportioning "the Work". Payments made against these items will be directly related to Trade contractor's Performance. A schedule of values must be submitted and approved prior to the first application for payment being submitted.
18. Electrical power for 110 v. power tools and its consumption cost is by others. Include all cost for electrical connection or hook up required is by this bid package.
19. Sets of documents are available at the Trade Contractor's expense. Contact Service Point at 203.624.0079.
20. Whenever the contract documents require a certified engineer's stamp, review or report, it shall be understood to mean an engineer licensed in the applicable discipline, fully insured and registered in the State of Connecticut.
21. Demobilize/remobilize as the construction schedule and/or weather conditions require at no extra cost.
22. Each Trade Contractor will perform a First Delivery Inspection of materials with the Construction Manager to confirm that materials meet the Project Specifications and approved submittals. These reports shall be turned in with the daily report no more than 24 hours after material arrival. Submission of the First Delivery Inspection Report is a condition of monthly payment. All delays that result from failure to confirm materials delivered with the Construction Manager are at the Trade Contractor's cost, including those of other Trade Contractors on this Project. The Construction Manager will provide a form for this use, which is to be jointly filled out by the Construction Manager and the Trade Contractor. It is the Trade Contractor's responsibility to perform subsequent delivery inspections to ensure compliance with Specifications. Include Benchmarking of initial installations in accordance with the Quality Plan in the Project Manual.
23. There will be no deviations from the submittal format established by the Project Specifications. It is the Trade Contractor's responsibility to complete Submittals in a timely fashion, and to monitor the status of the A/E review. The Trade Contractors shall

provide a Submittal Schedule no later than ten (10) days following the receipt of the Notice of Award. All submittals must be received by Construction Manager within 60 days of award, or earlier as required to meet delivery schedules. Include in the schedule a listing for any equipment or materials where shop drawings will take more than 4 weeks to prepare, and for equipment or materials that will take more than 6 weeks to arrive following shop drawing approval.

24. Any payment for overtime work, if authorized as an extra, is for labor, and not for equipment provided on job during regular shift.
25. The successful Bidder shall be responsible for all winter conditions and temporary protection associated with the work of this bid package. If applicable, Include snow removal as necessary to perform your work, except access to the site and slabs, which is by others
26. Each Trade Contractor, where applicable, will receive, unload, and distribute, secure and install all materials furnished by others for installation under this scope. All fittings and hardware required for final connection and installation shall be by the installer.
27. The Construction Manager will arrange to provide temporary electrical power panels for hand tools (by –Electrical Trade Contractor) and water (by HVAC & Plumbing Trade Contractor) at the site for the Trade Contractor's use.
28. Trade Contractor must not use building or site sewage or drainage systems for equipment cleaning purposes.
29. There will be no watchman or security guard on site. All trade Contractors are responsible for security of materials, equipment, and work in place until acceptance as it relates to your work. This includes safety barriers and precautions during off-hours.
30. It is the trade contractor's responsibility to request a preconstruction meeting 30 days prior to commencement of work or 30 days prior to the start of shop drawings where coordination with other trades are required.
31. Specification Section 01 45 00 Paragraph 1.4, B indicates that the re-testing or re-inspection of deficient items are the cost responsibility of the CMR. This will be the cost responsibility of the Trade Contractor. The Trade Contractor shall ensure to submit requests for ALL inspections to the Construction Manager and shall ensure that the assembly to be inspected has been reviewed in advanced of the inspector. Any costs associated with re-inspection will be the trade contractor's responsibility
32. The trade contractor shall request approval from the Construction Manager to work overtime 72 (Construction Manager has 48 hour notice request to the owner) hours in advanced
33. Deduct changes utilizing the Unit Prices per Specification Section 01 20 00 Part 1.5 D – Unit Prices will be issued at a 10% reduction of the Contract Unit Price
34. Specification Section 01 25 00 – Paragraph 1.4 A specifically indicates that the owner will consider requests for equal or substitutions if made prior to the Construction Manager's Subcontractor Competitive Bid. The trade contractor must submit (in the format indicated) requests for substitution or equals a minimum of two (2) week prior to

the bid date as a means of allowing for adequate time for review and consideration by the owner and A/E.

35. RFIs process under the Contract Modification Procedures – Specification Section 01 26 00 – The trade contractor shall be timely in reviewing documents. The Construction Manager has a 5 day notice period to inform the owner of potential changes following the Architect’s response per Specification Section 01 26 00 – Paragraph 1.3, Part 6. The trade contract will have two (2) calendar days to provide such notice to the Construction Manager or the trade contractor waives the right to seek additional time or cost.
36. RFPs issued by the architect and submitted to the trade contractor by the Construction Manager shall be responded to within 7 calendar days.
37. Specification Section 01 29 76 – Paragraph 1.3 – Part 4 specifically notes SOV requirements of the Construction Manager to the owner. Item Nos. b, d, e, f, and h are specifically tied to the deliverables required by the trade contractors. These items shall be specifically itemized in the trade contractor’s SOV to the Construction Manager. The trade contractors inability to submit or perform the referenced work will result in forfeiting the monthly value and a deduct change order will be processed.
38. A minimum of one safety meeting per month is required per Specification Section 01 31 19, 1.6.
39. Fire Stop Systems – A single source fire stop manufacturer will be selected by the Construction Manager from the list of providers noted in the Contract Documents. The trade contractor will be required to provide fire stop systems as it applies to the individual scope. The trade contractors shall also include fire stop / safe labeling and tagging each penetration or application with data including but not limited to Installer, Contractor, Location, System used, and date. Also, the trade contractor shall provide data log entries for use in generating an as-built plan including location.
40. Refer to perimeter fencing and gates as indicated on the Site Utilization Plan. The site contractor will provide all fencing and it is each trade contractor’s responsibility to keep the gates closed when entering or exiting the site. The gates shall be closed at all times. This will be included as part of the initial orientation process but must be reinforced by the trade contractor’s project manager and field supervisor.
41. The State will utilize PM Web for electronic documentation submission for all daily reports, safety reports, submittals, as-builts, RFIs, change related correspondence and general correspondence. The license costs is \$500 per trade contractor plus 20% each year (or any portion of a year) for maintenance. For example, if the license is purchased in February, 2012 and is needed through September of 2014, the cost would be \$800, \$500 for the license fee plus 20% (\$100) per year for maintenance for 3 years (\$300 total), even if the duration is only 31 months of usage.
42. Trade contractors will be required to enter daily reports in PM Web on a community computer provided and located by the Construction Manager. It is recommended that your field foreman is equipped with their own computer for efficiency in the event the community computer is not available due to use by other trade contractors during the work day.

43. All reference in the contract documents to the Construction Manager/CMR/General Contractor/Contractor as performing any field work or providing services in connection with any aspect of the Work shall be understood to mean the Trade Contractor. The Construction Manager will not layout, log, record, or otherwise provide actual work or service related to the Trade Contractor's scope of work, inclusive of Division 0 and Division 1 specifications.
44. Note specification section 01 78 30, 1.3, F; minimum warranty period is eighteen (18) months unless specified otherwise for a longer duration. The warranty period does not commence until final acceptance by the Owner. Do not assume a shorter warranty period regardless of a shorter period stipulated elsewhere in the documents and include all costs accordingly.
45. Gilbane has automated its monthly payment application process and solely utilizes an online web-based application provided by Textura LLC. Trade contractors will be required to participate and must implement Textura on the project. Textura will automatically generate the AIA G702/703 and Lien Release Documents. Any additional documentation required as part of the Gilbane application process must be uploaded in the form of a PDF prior to your submission. There is a nominal fee to use this service. These costs are summarized in the Textura brochure included as an attachment to this bid package. Include the costs of using this service in your bid. If you have any questions regarding Textura's Terms and Conditions, costs of service, or training implementation please contact Textura at 866-TEXTURA (839-8872).
46. Conduct an in-house kick-off meeting which must include the personnel that estimated the project and attended the scope review meeting with Gilbane and the personnel that will administer the project (project manager, lead field foreman, accounting, purchasing, etc.). The kick-off meeting must transfer the knowledge of the estimating team to the project administration team. Produce and submit for record the minutes of the meeting, complete with attendance sign-in sheet to the Construction Manager. In the event the Construction Manager is required to devote excessive amounts of time to educating trade contractor administrative personnel on the requirements of the project, the Trade Contractor may be billed for that time at the rates in the Construction Manager's contract with the Owner.

**SPECIFIC ITEMS:**

1. Furnish all labor, materials, equipment and services required to complete all HVAC work, including but not limited to demolition, equipment, piping, insulation, and vents in accordance with the contract documents. This includes but is not limited to; scaffolding, equipment and accessories, anchor bolts, pipe, hangers, valves, fittings, brackets, inserts, clamps, hardware, sleeves, sealants, escutcheons, fixtures, identification, testing, flushing, cleaning, disinfection, temporary protection, and provisions for equipment furnished by others.
2. Provide all work indicated on the drawing and as specified in the following Specification Sections. The work specified in the following specification sections is the sole responsibility of this Trade Contractor unless modified below:
  - 230000 Mechanical Systems Descriptions
  - 230010 General Provisions
  - 230130.51 HVAC Air Duct Cleaning
  - 230500 Common Work Results For HVAC



230513	Common Motor Requirements For HVAC Equipment
230516	Expansion Fittings And Loops For HVAC Piping
230519	Meters And Gages For HVAC Piping
230523	General-Duty Valves For HVAC Piping
230529	Hangers And Supports For HVAC Piping And Equipment
230533	Heat Tracing For HVAC Piping
230548	Vibration And Seismic Controls For HVAC Piping and Equipment
230553	Identification For HVAC Piping And Equipment
230700	HVAC Insulation
230900	Instrumentation And Control For HVAC
231113.1	Facility Fuel-Oil Piping
231113.2	Double Wall Fiberglass Fuel Oil Storage Tank System
231113.3	Level Sensing And Leakage Detection Systems
231113.4	Sniff Tubes
232113	Hydronic Piping
232114	Hydronic Distribution
232123	Hydronic Pumps
232300	Refrigerant Piping
232500	HVAC Water Treatment
232913	Enclosed Controllers
232914	Variable-Frequency Motor Controllers
233113	Metal Ducts
233300	Air Duct Accessories
233413	Axial HVAC Fans
233416	Centrifugal HVAC Fans
233423	HVAC Power Ventilators
233600	Air Terminal Units
233713	Diffusers, Registers, And Grilles
233723	HVAC Gravity Ventilators
234100	Particulate Air Filtration
235100	Breechings, Chimneys, And Stacks
235113	Draft Control Devices
235113.13	Chimney Automation System
235113.14	Combustion Air Make-Up System
235223	Cast-Iron Boilers
236426	Rotary-Screw Water Chillers
237200	Air-To-Air Energy Recovery Equipment
237313	Modular Indoor Central-Station Air-Handling Units
237433	Packaged, Outdoor, Heating and Cooling Makeup Air-Conditioners
238126	Split-System Air-Conditioners
238213	Radiant Heating Panels
238216	Air Coils
238219	Fan Coil Units
238239	Unit Heaters

In addition, the Trade Contractor shall provide work specified elsewhere in the Specifications and specifically listed within this scope of work.

3. Provide all demolition inside and outside the existing building as necessary to complete new work whether or not shown on demolition drawings. Review all drawings to determine extent of demolition necessary. Identify, make-safe, cut, cap, and drop to the floor in manageable pieces all HVAC items designated for removal and disposal; it is thereafter the responsibility of the demolition trade Contractor to remove and dispose of

all MEP demolition material. Note that HVAC systems in some areas remain in service after other services have been removed; modify existing HVAC systems as required to accommodate the installation of new work. Review the phasing drawings and include all HVAC work as noted. Demolition work where the whole building is scheduled to be demolished in its entirety is limited to make safe, cut, and cap the HVAC system lines serving the building to be demolished, removal inside the building will be by the demolition contractor.

4. Provide any valves, fittings, drains, vents, etc. not shown on the drawings or specifications but required for a code compliant, proper, safe, and complete installation (including start-up) of the work and as necessary to accommodate phasing
5. Provide all sleeves required for this Scope of Work. Provide all firesafing and fire caulking in accordance with specification section 078413 THROUGH-PENETRATION FIRESTOP SYSTEMS for all HVAC assemblies as shown and /or required. Provide all fire stopping of penetrations of this work through the work of others as specified in section 07841 THROUGH-PENETRATION FIRESTOP SYSTEMS and as shown and/or indicated on the drawings. Firestopping within sleeves is by the trade whose work passes through the sleeve. Penetrations made after other work is in place shall be firestopped by the trade contractor making the penetration.
6. Include all caulking and sealants associated with this work and between this work and adjacent work. All caulking work shall be in accordance with specification section 079200 – Joint Sealants.
7. Furnish access panels as required for access to your work. Installation of access panels in the work of others is by others. Access panels shall be fire rated as required by the assembly into which they are installed thus Fire Rated Access doors shall be provided in all fire rated walls and ceilings. Verify that all equipment and material provided under this contract is installed with adequate and code compliant access for service provided. All work shall be in accordance with Specification Section 083113 Access Doors.
8. Pay for and obtain all required permits, other than the general building permit for this scope of work. This Trade Contractor and all its subcontractors shall obtain all permits required and arrange for testing, inspection and approval of this work, such that the work of other trades can progress in a continuous manner. Provide the Construction Manager with copies of all permits.
9. Take note of building access and make provisions to ensure that equipment will fit through permanent doorways and/or structure. Any work required to create openings or removal of doors/windows or walls in areas where equipment won't fit through existing openings shall be paid for by this trade contractor.
10. Provide all coring as necessary for installation of this work. Cutting of openings more than 144 square inches is by others. Include layout, inclusive of marking the actual location on the material to be cut, for holes in excess of 144 square inches.
11. Provide and maintain weather and safety protection of all openings made by this Trade Contractor until the permanent work is installed. Remove and replace weather and safety protection provided by others as necessary to access your work.

12. Provide all means of support and attachments for all devices, panels and equipment back to the structure, including any trapeze hangers to clear other work or interferences. Provide all miscellaneous steel supports which are not shown on any of the project drawings, but which are required to complete the work of this bid package, include primer and touch-up. Coordinate box-out framing with the General Trades and Masonry Trade Contractors.
13. Provide maintenance for all equipment installed under this scope of work until the project substantial completion date. Provide all necessary extended maintenance agreements, warranties and guarantees to account for the time period from start-up to substantial completion. This is in addition to the contractually required maintenance agreements, warranties and guarantees. The Owner's warranty (including all warranties specified) shall be exactly as specified and shall not commence until the final acceptance date. Refurbish all equipment to "like new" prior to turnover to the Owner. Provide maintenance for all equipment installed under this Scope of Work until the end of the (18) eighteen month (from Substantial Completion) guarantee period.
14. The room number designations on the construction documents do not represent the final room numbers. Do not use construction document room numbers for programming Fire Alarm, Security, BMS or other building systems. Obtain permanent numbering system from Owner prior to performing this work and with enough time for Owner to secure information. Any programming started with the construction numbering system will have to be reprogrammed with the final room numbering system at this contractor's expense. Provide final room numbers on as-built drawings.
15. Protect all equipment until final acceptance. Refinishing/restoration of painted surfaces damaged during construction remains this Trade Contractor's responsibility. Store and protect the equipment and material as it arrives on site and maintain protection as required until acceptance by the Owner.
16. Submit As-Built drawings and update them per building on a monthly basis. Updated As-Built's are a condition precedent for monthly progress payments.
17. Submit O & M Manuals at the completion of the submittal phase after receiving submittal approval. At a minimum, O & M Manuals must be delivered in a timely enough fashion for the Owner's personnel and Cx Agent to review the documents prior to the demonstration of and training on the systems to the Owner's representatives.
18. Coordinate and furnish if necessary any auxiliary contacts required for systems to operate in conjunction with equipment furnished by others.
19. Coordinate the filling, testing and flushing of the hydronic systems with the Construction Manager and the project phasing. As new phases are to be added to existing systems they will be tested, flushed, cleaned, treated prior to them being connected to operational systems
20. Provide all insulation for work installed as part of this bid package. No insulation is to be installed until work has been completely tested according to specifications. Provide all necessary equipment to allow testing to meet the project schedule. Install pipe identification after insulation is installed.

21. Provide any roof opening layout information required for the installation of any or HVAC related work within 2 weeks of contract award.
22. Lead all MEP coordination meetings with the other trades. Coordination meeting will be held once every week during active MEP construction. Verify that the electrical and other service requirements shown on the Contract Documents are adequate and proper for the HVAC equipment scheduled to be used and installed. Report any inadequacies discovered to the Construction Manager immediately.
23. Cut all floor and roof openings required to install your work. This includes the cutting of metal roof decks at openings that were decked over for safety. Coordinate all roof penetrations with the Construction Manager and Roofing Trade Contractor.
24. Provide all field engineering, field layout, surveying and verification of field dimensions required for this Scope of Work referencing the Controls provided by others; one baseline and one benchmark (for elevation).
25. Provide an “as-built” survey underground/underslab piping (including digital photos) to the Construction Manager a maximum of two (2) weeks after the work is covered. The survey must use the project control to denote the locations of the utilities.
26. Coordinate installation and connection to utilities outside the building with Sitework Trade Contractor. Excavation, concrete, bedding & backfill are by others.
27. Attend all commissioning team meetings, provide copies of data pertaining to all approved equipment that will be commissioned to the CA. Prepare & sign off prefunctional checklists for all equipment to be commissioned in addition to other tasks listed in spec section 191000 Commissioning.
28. Protect new and existing roofs when working on or above roof areas. At a minimum provide plywood protection in areas under ladders, where material is stored and where debris can fall. Under scaffolding also provide sleepers in addition to plywood. Plywood should be placed in a manner and with sufficient protection underneath so as not to puncture roofing membrane. Coordinate “pads” required for temporary piping (i.e. steam and condensate) across the roof with the roofing contractor to preserve the existing warranty.
29. Remove all HVAC equipment from the rooftop as noted on the drawings. All equipment scheduled to be permanently removed and not replaced shall be set on grade at a location designated by the Construction Manager and disposed of by others. Stored and re-set all equipment scheduled to be re-set in place.
30. Adjustments to curbs for existing equipment to be removed and reinstalled will be a composite crew with the roofing trade contractor (once equipment is removed by this trade contractor) to remove, re-block, and reinstall the existing roof curbs to height(s) required for new roof. Scope includes any/all extensions of existing work to return the units to full operation (pipe/duct/controls/insulation/etc.) See also allowance for repairs to curbs where existing conditions dictate repairs are required. Provide curbs for new HVAC equipment.
31. Coordinate all service shutdowns well in advance with the Construction Manager. Temporary by-passes or other means may be required to keep live services active to other

portions of the campus. Night or weekend shutdowns and tie-ins are to be expected to limit the impact on school activities and all costs thereof including premium time are to be included in the base bid

32. Provide 110V power where required for BMS operation but not specifically shown on the electrical drawings
33. The room number designations on the construction documents do not represent the final room numbers. Do not use construction document room numbers for programming building systems. Obtain permanent numbering system from Owner prior to performing this work and with enough time for Owner to secure information. Any programming started with the construction numbering system will have to be reprogrammed with the final room numbering system at this contractor's expense. Provide final room numbers on as-built drawings.
34. The Test & Balance Trade Contractor will recommend all sheave changes required to balance the system according to the specifications. Sheave changes will be executed by the HVAC contractor according to those recommendations.
35. Hot Water & Chilled Water System Bypass Valves – provide a means to read flow at these locations so that the controls contractor has a means to execute the flow based control sequence there.
36. Include one additional change out of all specified filters beyond those required by the specifications. In addition, provide filter media for all return grilles which must be installed before equipment is started; remove when directed by Construction Manager.
37. Provide connections to Owner Equipment as shown in Specification 115000 and on Drawing A12.09. Include tap from nearest source whether or not specifically shown on the drawings and connection materials and labor at each piece of equipment. See Utility Schedule on Drawing A12.09.
38. Carefully review the PH series phasing drawings. The Notes and Key Notes indicate required for the project in addition to the items shown on the drawings. Include all HVAC work identified in the drawings accordingly.
39. Reference Notes:
  - a) Refer to M0.01 and 01 45 23.13 & 01 57 40.3.1 regarding requirements for building “flushing”, which will be the responsibility of this trade contractor.
  - b) Refer to 01 35 2.6 re requirements for utility outages and safety procedures and include accordingly.
  - c) Refer to 01 78 30 for additional warranty requirements and include accordingly.
  - d) Topmost drywall will be installed before ducts in most cases; provide layout for framed openings.
  - e) 23 05 23 requires stem extensions for valves on insulated pipe, include accordingly.
  - f) Phasing of the project may require modifications to the control scheme(s), and that work is considered part of the base bid, include accordingly.
  - g) 8/M7.02; equipment rails and related insulation are part of 23A scope of work, include accordingly.

- h) 8&9/M7.06: Conduits are considered control wiring for these tanks and so are part of the scope of work for BP 23A (excavation & backfill by others). Include the work accordingly.
- i) With respect to 11/M7.02 it is the responsibility of this package to coordinate curb heights with roofing insulation to maintain the minimum height(s) required by the drawings.
- j) With respect to the equipment listing on A12.09, the scope of work of this package includes receiving and installing the following items per 01 11 00.1.6 (electrical and plumbing by others).

2. Description of Work Excluded

- a. Building Testing & Balancing (Bid Package 23B)
- b. Concrete for inertia bases
- c. Cutting & patching existing walls for louvers; include removal of temporary protection at louver installation in base bid cost
- d. Cost for utilities for startups & flushing (i.e. water, power)
- e. Window air conditioning unit removals (demolition) are by others
- f. Cement board (e.g. 11/M7.02) within rooftop curbs
- g. Removal & replacement of ceiling tiles for crossing areas that are not included in construction until alter phases of the project (e.g. bringing Chilled water to the new addition)
- h. Gas piping for the boilers

**M. SPECIFICATIONS**

The following Specifications Sections, together with the Drawings and other related items of work as described herein, further define the Scope of Work of the Bid Package (Contract):

- 1. Specific work of this trade as defined in the following Specification Sections:
  - Gilbane Project Manual
  - All Division 01 – General Requirements
  - 230000 Mechanical Systems Descriptions
  - 230010 General Provisions
  - 230130.51 HVAC Air Duct Cleaning
  - 230500 Common Work Results For HVAC
  - 230513 Common Motor Requirements For HVAC Equipment
  - 230516 Expansion Fittings And Loops For HVAC Piping
  - 230519 Meters And Gages For HVAC Piping
  - 230523 General-Duty Valves For HVAC Piping
  - 230529 Hangers And Supports For HVAC Piping And Equipment
  - 230533 Heat Tracing For HVAC Piping
  - 230548 Vibration And Seismic Controls For HVAC Piping and Equipment
  - 230553 Identification For HVAC Piping And Equipment
  - 230700 HVAC Insulation
  - 230900 Instrumentation And Control For HVAC
  - 231113.1 Facility Fuel-Oil Piping
  - 231113.2 Double Wall Fiberglass Fuel Oil Storage Tank System
  - 231113.3 Level Sensing And Leakage Detection Systems
  - 231113.4 Sniff Tubes
  - 232113 Hydronic Piping
  - 232114 Hydronic Distribution

232123	Hydronic Pumps
232300	Refrigerant Piping
232500	HVAC Water Treatment
232913	Enclosed Controllers
232914	Variable-Frequency Motor Controllers
233113	Metal Ducts
233300	Air Duct Accessories
233413	Axial HVAC Fans
233416	Centrifugal HVAC Fans
233423	HVAC Power Ventilators
233600	Air Terminal Units
233713	Diffusers, Registers, And Grilles
233723	HVAC Gravity Ventilators
234100	Particulate Air Filtration
235100	Breechings, Chimneys, And Stacks
235113	Draft Control Devices
235113.13	Chimney Automation System
235113.14	Combustion Air Make-Up System
235223	Cast-Iron Boilers
236426	Rotary-Screw Water Chillers
237200	Air-To-Air Energy Recovery Equipment
237313	Modular Indoor Central-Station Air-Handling Units
237433	Packaged, Outdoor, Heating and Cooling Makeup Air-Conditioners
238126	Split-System Air-Conditioners
238213	Radiant Heating Panels
238216	Air Coils
238219	Fan Coil Units
238239	Unit Heaters

2. Work related to this trade as defined in the following Specification Sections:

All other specification sections as listed in the Project Manual for the Additions and Renovation HC Wilcox Regional Vocational Technical School project, Table of Contents, dated Rev. 102010 as prepared by Tai Soo Kim Partners, LLC. Note this table of contents may be modified by Bid Supplements and Addenda.

## **N. CONTRACT DRAWINGS**

1. The following drawings are included in the Scope of Work of this Bid Package.

All drawings as listed in Section 00 01 15 – List of Drawing Sheets with schedule titled Additions & Alterations HC Wilcox Technical High School, Meriden, CT, State Project No. BI-RT-843 Contract Drawing List, dated September 26, 2011. Note this list may be modified by Bid Supplements and Addenda.

**O.** The undersigned represents that this Proposal is made in good faith, without fraud, collusion, or connection of any kind with any other bidder of the same work, that he is competing in his own interest and in his own behalf, without connection of obligation to any undisclosed person, that no other person has any interest in regard to all conditions pertaining to the Work and in regard to the place where it is to be done, has made his own examination and estimates and from them makes this Proposal.

The undersigned represents that he has reviewed the Trade Contract Agreement issued as part of the bidding documents, agrees that if selected for award he will execute the Trade Contract Agreement without exceptions, exclusions, qualifications, clarifications and/or alterations, and is authorized to make such representation on behalf of the Bidder.

The undersigned represents that he has reviewed the insurance requirements in Article 6 of the Trade Contract Agreement, has included all costs to fully comply with same, and is authorized to make this representation on behalf of the Bidder.

Bidder: \_\_\_\_\_  
(Legal Signature) (Type/Print Name)  
\_\_\_\_\_  
(Title)

Firm: \_\_\_\_\_ Address: \_\_\_\_\_  
Business Phone No.: (\_\_\_\_) \_\_\_\_\_  
Business Fax No.: (\_\_\_\_) \_\_\_\_\_

This bidder is a (an): \_\_\_\_\_ Individual, Partnership, Corporation  
**Current Experience Modification Rating** \_\_\_\_\_ **Federal ID#** \_\_\_\_\_  
**OSHA Incident Rates: Recordable** \_\_\_\_\_

List here by title and number all licenses held by the bidder associated with the performance of this work.

License Title	License Number
_____	_____
_____	_____
_____	_____

Indicate the name of the health plan(s) to which benefits will be paid for all employees working on this project. \_\_\_\_\_

The full names, addresses and telephone numbers of all persons interested in this Proposal, as principals are as follows:

\_\_\_\_\_  
\_\_\_\_\_

**NOTE:** This Proposal must bear the written signature of the Bidder.

- a. If the Bidder is an Individual doing business under a name other than his own name, the Proposal must so state, giving the address of the Individual.
- b. If the Bidder is a Partnership, the Proposal must so state, setting forth the names and addresses of all Partners, and must be signed by a Partner so designated as such.
- c. If the Bidder is a Corporation, the Proposal must be signed by a duly authorized officer or agent of such Corporation.



**BREAKDOWN OF HOURLY RATES**

**WORKERS TITLE:** \_\_\_\_\_

	<b>STRAIGHT TIME</b>	<b>ADD for 1 ½ TIME PREMIUM</b>	<b>ADD for DOUBLE TIME PREMIUM</b>
<b>BASE WAGE RATE</b>			
<b>F.I.C.A.</b>			
<b>F.U.T.A.</b>			
<b>S.U.T.A.</b>			
<b>GEN. LIABILITY INS.</b>			
<b>WORKER'S COMP. INS.</b>			
<b>WELFARE FUND</b>			
<b>PENSION FUND</b>			
<b>APPRENTICE FUND</b>			
<b>VACATION FUND</b>			
<b>ED. &amp; CULT. FUND</b>			
<b>DEFERRED INCOME FUND</b>			
<b>PAID HOLIDAYS</b>			
<b>INCIDENTALS</b>			
<b>OTHER:</b> _____			
<b>SUBTOTAL</b>			
<b>OVERHEAD &amp; PROFIT (15%)</b>			
<b>TOTAL</b>			

**SUBMITTED BY:** \_\_\_\_\_

**Not to be included in the wages above:**

<b>BOND PREMIUM</b> .....			
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**PROPOSAL FORM  
FOR  
ADDITIONS AND RENOVATIONS  
HC WILCOX REGIONAL VOCATIONAL TECHNICAL SCHOOL  
STATE PROJECT NO. BI-RT-843-CMR**



**GILBANE JOB NO. 11.5311.000  
BID PACKAGE No. 23B – Testing & Balancing**

**PRE-BID CONFERENCE:** October 11, 2011  
**TIME:** 3:00 PM

**PROPOSAL DUE DATE:** October 25, 2011  
**TIME:** 2:00 PM

**LOCATION:** HC Wilcox Technical School  
298 Oregon Road  
Meriden, CT 06451

**LOCATION:** Gilbane Building Company  
208 New London Turnpike  
Glastonbury, CT 06033

**DEADLINE FOR SUBMISSION OF QUESTIONS:** October 18, 2011

**To:** Gilbane Building Company  
208 New London Turnpike  
Glastonbury, CT 06033  
Attention: Patrick J. Delany, District Chief Purchasing Agent

FIRM NAME:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ the undersigned

**A.** Proposes to furnish all labor, materials, equipment and services as required to satisfactorily complete all **Testing and Balancing** work herein described as Bid Package **No. 23B** as required for the additions and alternations at HC Wilcox Regional Vocational Technical School Project, all in accordance with the Drawings and Specifications as prepared by Tai Soo Kim Partners, LLC, the Gilbane Project Manual, and this Proposal Form.

**B.** All work required by the foregoing documents will be accomplished for the Lump Sum Bid Price of \_\_\_\_\_ Dollars (\$) \_\_\_\_\_).  
(Show amount in both words and figures. In case of discrepancy, amount shown in words will govern.)

The Lump Sum Bid Price above INCLUDES all applicable sales and/or use taxes; INCLUDES all insurance premiums required to meet contractual insurance requirements; and INCLUDES all premiums for a Performance Bond and a Labor and Material Payment Bond in the sum of one hundred percent of the Contract price.

**C.** Bidder agrees that if written notice of the acceptance of this bid is mailed or delivered to the undersigned within one hundred eighty (180) days after the Proposal Due Date, or any time thereafter before it is withdrawn, the undersigned shall meet a representative of the Gilbane Glastonbury office or a mutually agreed upon location to

execute the Contract. Performance and Payment Bonds and the appropriate insurance certificates will be delivered to the Construction Manager at the time of execution of the Contract. Failure to execute said contract within ten (10) days after receipt of Notice to Award may be considered a default under the obligation of the bid bond.

**D. The above price includes all stipulations and requirements of the following Supplements:**

- Supplement \_\_ dated \_\_\_\_\_
- Supplement \_\_ dated \_\_\_\_\_
- Supplement \_\_ dated \_\_\_\_\_
- Supplement \_\_ dated \_\_\_\_\_

which have been received and accepted by the undersigned. Note that it is incumbent of the bidder to include all Supplements issued in the bid. Failure to acknowledge a supplement does not relieve the bidder from the requirements of the supplement.

**E. MILESTONE SCHEDULE DATES**

See Gilbane Project Manual section 00 31 13 – Schedule for activity milestones, durations, and reference. This schedule represents the general milestones that need to be met to achieve the overall project completion dates, and provides guidance to the bidders to understand the time constraints the work must be performed under. The project detailed schedule, in accordance with the terms of the Contract and General Conditions, will be derived from a “Card Trick” scheduling session with mandatory attendance by all prime Trade Contractors.

- 1. Anticipated Date of Contract Award: ..... January 19, 2012
- 2. Commence Shop Drawings and Submittals..... January 19, 2012
- 3. Commence Work for the Proposal:..... December 14, 2012
- 4. Bid Package Substantial Completion:..... August 11, 2014
- 5. Project Substantial Completion..... November 5, 2014

**F. TRADE SUBCONTRACTORS AND MAJOR SUPPLIERS**

The following trade subcontractors are proposed for the item of work listed. Trade subcontractors are subject to review per the General Conditions.

ITEM OF WORK	TRADE SUBCONTRACTORS
IAQ Testing	_____ EMR:___
_____	_____ EMR:___
_____	_____ EMR:___
_____	_____ EMR:___

**G. UTILIZATION OF MINORITY CONTRACTORS AND SUPPLIERS**

- 1. The Bidder will endeavor to include participation by small business enterprise and minority business trade subcontractors and/or suppliers certified by the **State of Connecticut**.

2. The successful Trade Contractor shall substantiate this participation within ten (10) days after receipt of Notice of Award. Refer to the General Instruction to Bidders for further information.
3. Indicate here the utilization of certified S/MBEs included in the base bid. Failure to comply with M/WBE participation goals may constitute a non-responsive proposal. IF NO INDICATION IS GIVEN, IT SHALL BE INTERPRETED THAT ZERO M/WBE PARTICIPATION IS INCLUDED.

This proposal includes \_\_\_\_\_% certified SBE participation.

This proposal includes \_\_\_\_\_% certified MBE participation.

4. S/MBE participation shall count toward stipulated contractual goals or requirements only as described in the General Instructions to Bidders.

**H. UNIT PRICES**

Unit Prices shall be used, where applicable, to make adjustments to the cost of the Work due to changes. All Unit Prices submitted shall be complete in-place prices (unless noted otherwise) and include all costs for overhead, profit, labor, materials, equipment, and any other incidentals related to the completion of the Work, and shall remain firm for the period of the contract. Unit prices listed are for additive work. Deductive unit prices will be calculated at no less than 85% of the additive unit price (100% if used in conjunction with an allowance).

**UNIT PRICES:**

1. VAV box with reheat & four (4) outlets .....\$ \_\_\_\_\_ /ea
2. Control Valve with a single circuit-setter .....\$ \_\_\_\_\_ /ea
3. Exhaust register within 10 ft of the floor .....\$ \_\_\_\_\_ /ea
4. IAQ testing (single location/all parameters) & report\* .....\$ \_\_\_\_\_ /ea  
\*Location added, work included with main testing
5. 23 05 93, 3.28 – “ADDITIONAL TESTs.....\$ \_\_\_\_\_ /day

**Changes in the Work.** All bidders are herein advised that they are to provide, in the space provided below, a written description of how they would price lump sum changes. It is understood that the Unit Prices which you would insert in this Proposal Form response would be one element of the Change pricing, however, it is necessary to determine up front and reach agreement on, your intended method of determining units of labor productivity and material pricing as well. Bidders are to be explicit as to what Manual(s), if any, are intended to be utilized. Once accepted by the Construction Manager, provide copies of all applicable pricing manuals for use by the Construction Manual in evaluating Change Order pricing.

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Provide labor rates which may be used, subject to review and approval, in pricing any extra work that may be required. Rates are to be complete billing rates and are to include actual wages, taxes, fringes, insurance, small tools and incidentals and **15%** overhead and profit (combined). Base price on current rates in effect at time of bid. As prevailing wages and fringes rate change, these increases will be added to the labor rates at actual cost.

Increases in wage rates are subject to audit. Complete the attached Wage Rate Breakdown Form for each classification of worker anticipated to work on the Project.

**I. ALTERNATE PRICES**

An Alternate Price shall include all costs associated with the changes, omissions, additions or other adjustments to the Work of this Bid Package (Contract) which are described in the Alternate, or are reasonably inferable therefrom. Claims for extras resulting from changes caused by the acceptance or rejection of any Alternate will not be allowed. Alternate Prices shall also include all costs of overhead, profit and bonds associated with the work of the Alternate, whether additive or deductive.

The Drawings, Specifications and other Contract Documents shall be considered appropriately modified by either the acceptance or rejection of the various Alternates. The Owner and the Construction Manager expressly reserve the right to accept or reject any, or all, Alternate Prices, and in any sequence prior to or after award. Acceptance or rejection of any Alternate does not relieve the Bidder of timely completion of the Work within the time periods indicated.

ALTERNATES:

None

**J. ALLOWANCES**

The Bidder includes the following Allowances and rates in the total Lump Sum Amount of the Base Bid for this Bid Package. Further to Article 10 in the General Conditions and unless noted otherwise below, the following allowance amounts include the Trade Contractor's cost of materials less applicable discounts, delivery to the site, applicable taxes, unloading, handling, installation, allowable overhead and profit. All other costs associated with completing the work described in the allowance is included in the base bid but outside of the allowance amount.

ALLOWANCES:

1. 96 man-hours of premium time portion of the labor rate to accelerate work in addition to the base scope requirements at the direction of the Construction Manager. Note that the Trade Contractor remains responsible to maintain the schedule and that this allowance will not be used for that purpose.  
Balancer ..... \$ \_\_\_\_\_/Hr X 96 = \$ \_\_\_\_\_
2. Five ( 5 ) man days for additional testes in accordance with section 23 05 9, 3.28 – “ADDITIONAL TESTS”.  
23 05 9, 3.28 – “ADDITIONAL TESTS” ..... \$ \_\_\_\_\_/day X 5 = \$ \_\_\_\_\_
3. Twenty (20) man-hours for work as directed by the Construction Manager related to phasing and systems commissioning.  
Balancer ..... \$ \_\_\_\_\_/Hr X 20 = \$ \_\_\_\_\_

**K. COST AND QUANTITY BREAKDOWN**

In order to properly evaluate the Proposal, provide the following information. The Scope of Work to be awarded will not be influenced by the cost and quantity information requested here.

1. **QUANTITY BREAKDOWN** *(Note: The items listed below are not intended to be an all inclusive listing, but merely to highlight some items of work.)*

**THE INFORMATION LISTED BELOW IN THE QUANTITY BREAKDOWN SECTION IS REQUIRED AT THE TIME OF BID SUBMISSION.**

Item	Quantity	Total Cost
Mobilization(s)	_____ EA	\$ _____
Safety	L.S.	\$ _____
Administration	L.S.	\$ _____
VAV Boxes	_____ EA	\$ _____
Supply/Return RGDs	_____ EA	\$ _____
Duct Traverses	_____ EA	\$ _____
Control Valves	_____ EA	\$ _____
Indoor Air Quality Testing	L.S.	\$ _____
Allowances	L.S.	\$ _____
Other	L.S.	\$ _____
Bond	L.S.	\$ _____
Total Bid	L.S.	\$ _____
On-site Man-hours	_____ HRS	<del>_____</del>

**L. SCOPE OF WORK**

1. Description of Work Included

Except for those items (if any) specifically noted in the section below entitled "Description of Work Excluded", the Work of this Bid Package shall INCLUDE all of the following:

- a. All items of work required by, and/or specified in, those Sections of the Specifications which are listed herein, under Section M SPECIFICATIONS.
- b. All items of work related to the "Scope of Work", which are shown on the Drawings listed herein under Section N Contract Drawings.
- c. The following "Significant Items of Work" are related to those required by the above referenced documents and are to be provided under, and hereby form a part of, the Scope of Work of this Bid Package (Contract). Should any conflict exist between this written scope of work and the scope of work inferred by the above referenced documents, this scope of work shall govern. All items are furnished and installed by this Trade Contractor unless noted otherwise.

**GENERAL**

- 1. Include all costs for Trade Contractor personnel and all sub-trade contractor personnel for safety orientation and other safety related meetings, etc. for all labor forces working on this jobsite. This orientation is mandatory for all personnel working on-site and is expected to last approximately 1/2 hour. Safety orientations will be scheduled by the Construction Manager. **ALL PERSONNEL (including truck drivers) MUST ATTEND THE SAFETY ORIENTATION PRIOR TO PERFORMING ANY WORK ON SITE.**

Also, each week, in addition to safety training, safety meetings, and tool box talks that the Trade Contractor provides to their employees, include attendance by all on-site personnel to attend a weekly safety talk that will be conducted by the Construction Manager. This talk will take place on a regular basis one day a week immediately following the lunch break and will last no longer than 10 minutes.

2. Retainage of 7.5% is intended to be withheld until Substantial Completion however “partial payments may be made if agreed to by the DCS and Gilbane.”
3. This Trade Contractor will not be allowed to begin work on the project until the following items have been submitted: Certificate of Insurance, written Safety Program with Job Hazard Analysis, material status report and a list of all materials required under this Contract with indication of which materials require submittal for approval as outlined in the specifications and a schedule of anticipated date(s) of submittal for each.
4. The items listed herein are not intended to be an all-inclusive listing of the specified Contract Scope of Work, but merely highlight the major items of work. Review the scope of work closely and include all cost to provide all work as required by this bid package. Provide all work required by your scope of work which may be contained in other specifications, or on drawings whether or not specifically listed within this Proposal Form. Should a scope of work item be duplicated in another bid package, do not delete the item from your bid. Notify the Construction Manager immediately. Failure to include costs for a duplicated item will not alleviate the Trade Contractor’s responsibility to provide full credit for the item should it be deleted from the bid package after a contract is awarded.
5. Gilbane shall have the right to assemble the craftsmen for orientation, quality, daily stretching, and safety related matters at no additional cost
6. Parking will be available on site in areas to be designated by the Construction Manager. Please refer to the Site Utilization Plan detailing parking in Lot A. A portion of the lot will be provided for parking, general lay-down, and storage containers.
7. Construction is to be sequenced and phased per the Gilbane project schedule included in the Project manual and the Phasing Drawings. Review these documents carefully. The school will remain active during construction, and cannot be disrupted. Work within the existing building is to occur as the schedule depicts. Every effort will be made to work around the school schedule, vacations and days off will be utilized.
8. Provide all labor necessary to unload, distribute, and re-handle his material as required until such time that material is in place.
9. All costs required for transporting, erecting, dismantling, and removal of temporary facilities and equipment required by this Trade Contractor are to be included in the base bid amount.
10. Trade contractors shall participate with the inspection walkthroughs as requested by the Construction Manager. Provide suitable access for inspectors to perform all tests or inspections. Trade Contractor supplied temporary ladders and lifts to perform their work are to be available for the use of all parties.
11. The site is very restricted and the building will be occupied during the work. Deliveries and storage must be coordinated with the Construction Manager in advance. On site storage will not be available without prior approval by the Construction Manager.

12. All equipment used on the Jobsite shall be in good working order and maintained and operated as designed and have state of the art noise, vibration and exhaust control
13. Layout from a bench mark provided by others is the responsibility of the Trade Contractor requiring the layout.
14. Immediately notify the Construction Manager of any delays to the schedule of this bid package scope which is being caused by the work of any other Trade Contractor on site. This requirement supersedes other notice provisions in the Contract Documents for this type of delay.
15. This Trade Contractor shall keep all access roadways free and clean from equipment, material, soil or objects which may inhibit the flow of traffic.
16. Daily cleanup is to be provided on a daily basis to a central location and the adequate cost for same is to be carried in the proposal response. Daily clean up is defined as properly removing all debris, neatly organizing remaining material, and broom sweeping work areas, etc. after completion of the day's work at a minimum of EVERY SINGLE DAY.
17. The schedule of values will contain line items for clean up, submittals, safety and as-builts and close out in addition to line items apportioning "the Work". Payments made against these items will be directly related to Trade contractor's Performance. A schedule of values must be submitted and approved prior to the first application for payment being submitted.
18. Electrical power for 110 v. power tools and its consumption cost is by others. Include all cost for electrical connection or hook up required is by this bid package.
19. Sets of documents are available at the Trade Contractor's expense. Contact Service Point at 203.624.0079.
20. Whenever the contract documents require a certified engineer's stamp, review or report, it shall be understood to mean an engineer licensed in the applicable discipline, fully insured and registered in the State of Connecticut.
21. Demobilize/remobilize as the construction schedule and/or weather conditions require at no extra cost.
22. Each Trade Contractor will perform a First Delivery Inspection of materials with the Construction Manager to confirm that materials meet the Project Specifications and approved submittals. These reports shall be turned in with the daily report no more than 24 hours after material arrival. Submission of the First Delivery Inspection Report is a condition of monthly payment. All delays that result from failure to confirm materials delivered with the Construction Manager are at the Trade Contractor's cost, including those of other Trade Contractors on this Project. The Construction Manager will provide a form for this use, which is to be jointly filled out by the Construction Manager and the Trade Contractor. It is the Trade Contractor's responsibility to perform subsequent delivery inspections to ensure compliance with Specifications. Include Benchmarking of initial installations in accordance with the Quality Plan in the Project Manual.
23. There will be no deviations from the submittal format established by the Project Specifications. It is the Trade Contractor's responsibility to complete Submittals in a



timely fashion, and to monitor the status of the A/E review. The Trade Contractors shall provide a Submittal Schedule no later than ten (10) days following the receipt of the Notice of Award. All submittals must be received by Construction Manager within 60 days of award, or earlier as required to meet delivery schedules. Include in the schedule a listing for any equipment or materials where shop drawings will take more than 4 weeks to prepare, and for equipment or materials that will take more than 6 weeks to arrive following shop drawing approval.

24. Any payment for overtime work, if authorized as an extra, is for labor, and not for equipment provided on job during regular shift.
25. The successful Bidder shall be responsible for all winter conditions and temporary protection associated with the work of this bid package. If applicable, Include snow removal as necessary to perform your work, except access to the site and slabs, which is by others
26. Each Trade Contractor, where applicable, will receive, unload, and distribute, secure and install all materials furnished by others for installation under this scope. All fittings and hardware required for final connection and installation shall be by the installer.
27. The Construction Manager will arrange to provide temporary electrical power panels for hand tools (by –Electrical Trade Contractor) and water (by HVAC & Plumbing Trade Contractor) at the site for the Trade Contractor's use.
28. Trade Contractor must not use building or site sewage or drainage systems for equipment cleaning purposes.
29. There will be no watchman or security guard on site. All trade Contractors are responsible for security of materials, equipment, and work in place until acceptance as it relates to your work. This includes safety barriers and precautions during off-hours.
30. It is the trade contractor's responsibility to request a preconstruction meeting 30 days prior to commencement of work or 30 days prior to the start of shop drawings where coordination with other trades are required.
31. Specification Section 01 45 00 Paragraph 1.4, B indicates that the re-testing or re-inspection of deficient items are the cost responsibility of the CMR. This will be the cost responsibility of the Trade Contractor. The Trade Contractor shall ensure to submit requests for ALL inspections to the Construction Manager and shall ensure that the assembly to be inspected has been reviewed in advanced of the inspector. Any costs associated with re-inspection will be the trade contractor's responsibility
32. The trade contractor shall request approval from the Construction Manager to work overtime 72 (Construction Manager has 48 hour notice request to the owner) hours in advanced
33. Deduct changes utilizing the Unit Prices per Specification Section 01 20 00 Part 1.5 D – Unit Prices will be issued at a 10% reduction of the Contract Unit Price
34. Specification Section 01 25 00 – Paragraph 1.4 A specifically indicates that the owner will consider requests for equal or substitutions if made prior to the Construction Manager's Subcontractor Competitive Bid. The trade contractor must submit (in the

- format indicated) requests for substitution or equals a minimum of two (2) week prior to the bid date as a means of allowing for adequate time for review and consideration by the owner and A/E.
35. RFIs process under the Contract Modification Procedures – Specification Section 01 26 00 – The trade contractor shall be timely in reviewing documents. The Construction Manager has a 5 day notice period to inform the owner of potential changes following the Architect’s response per Specification Section 01 26 00 – Paragraph 1.3, Part 6. The trade contract will have two (2) calendar days to provide such notice to the Construction Manager or the trade contractor waives the right to seek additional time or cost.
  36. RFPs issued by the architect and submitted to the trade contractor by the Construction Manager shall be responded to within 7 calendar days.
  37. Specification Section 01 29 76 – Paragraph 1.3 – Part 4 specifically notes SOV requirements of the Construction Manager to the owner. Item Nos. b, d, e, f, and h are specifically tied to the deliverables required by the trade contractors. These items shall be specifically itemized in the trade contractor’s SOV to the Construction Manager. The trade contractors inability to submit or perform the referenced work will result in forfeiting the monthly value and a deduct change order will be processed.
  38. A minimum of one safety meeting per month is required per Specification Section 01 31 19, 1.6.
  39. Fire Stop Systems – A single source fire stop manufacturer will be selected by the Construction Manager from the list of providers noted in the Contract Documents. The trade contractor will be required to provide fire stop systems as it applies to the individual scope. The trade contractors shall also include fire stop / safe labeling and tagging each penetration or application with data including but not limited to Installer, Contractor, Location, System used, and date. Also, the trade contractor shall provide data log entries for use in generating an as-built plan including location.
  40. Refer to perimeter fencing and gates as indicated on the Site Utilization Plan. The site contractor will provide all fencing and it is each trade contractor’s responsibility to keep the gates closed when entering or exiting the site. The gates shall be closed at all times. This will be included as part of the initial orientation process but must be reinforced by the trade contractor’s project manager and field supervisor.
  41. The State will utilize PM Web for electronic documentation submission for all daily reports, safety reports, submittals, as-builts, RFIs, change related correspondence and general correspondence. The license costs is \$500 per trade contractor plus 20% each year (or any portion of a year) for maintenance. For example, if the license is purchased in February, 2012 and is needed through September of 2014, the cost would be \$800, \$500 for the license fee plus 20% (\$100) per year for maintenance for 3 years (\$300 total), even if the duration is only 31 months of usage.
  42. Trade contractors will be required to enter daily reports in PM Web on a community computer provided and located by the Construction Manager. It is recommended that your field foreman is equipped with their own computer for efficiency in the event the community computer is not available due to use by other trade contractors during the work day.

43. All reference in the contract documents to the Construction Manager/CMR/General Contractor/Contractor as performing any field work or providing services in connection with any aspect of the Work shall be understood to mean the Trade Contractor. The Construction Manager will not layout, log, record, or otherwise provide actual work or service related to the Trade Contractor's scope of work, inclusive of Division 0 and Division 1 specifications.
44. Note specification section 01 78 30, 1.3, F; minimum warranty period is eighteen (18) months unless specified otherwise for a longer duration. The warranty period does not commence until final acceptance by the Owner. Do not assume a shorter warranty period regardless of a shorter period stipulated elsewhere in the documents and include all costs accordingly.
45. Gilbane has automated its monthly payment application process and solely utilizes an online web-based application provided by Textura LLC. Trade contractors will be required to participate and must implement Textura on the project. Textura will automatically generate the AIA G702/703 and Lien Release Documents. Any additional documentation required as part of the Gilbane application process must be uploaded in the form of a PDF prior to your submission. There is a nominal fee to use this service. These costs are summarized in the Textura brochure included as an attachment to this bid package. Include the costs of using this service in your bid. If you have any questions regarding Textura's Terms and Conditions, costs of service, or training implementation please contact Textura at 866-TEXTURA (839-8872).
46. Conduct an in-house kick-off meeting which must include the personnel that estimated the project and attended the scope review meeting with Gilbane and the personnel that will administer the project (project manager, lead field foreman, accounting, purchasing, etc.). The kick-off meeting must transfer the knowledge of the estimating team to the project administration team. Produce and submit for record the minutes of the meeting, complete with attendance sign-in sheet to the Construction Manager. In the event the Construction Manager is required to devote excessive amounts of time to educating trade contractor administrative personnel on the requirements of the project, the Trade Contractor may be billed for that time at the rates in the Construction Manager's contract with the Owner.

**SPECIFIC ITEMS:**

1. Provide all labor, material, equipment and services to complete all Testing and Balancing related work and coordination/installation for the HC Wilcox Regional Vocational School (Wilcox Tech) in accordance with the Contract Documents. This includes but is not limited to: equipment, controls, instrumentation, temporary access for readings, hardware, cable, devices, testing, adjusting, commissioning, temporary light and power, temporary protection, test plugs, and provisions for equipment furnished by others. This trade shall provide any cable, devices, indicators, controls, etc. not shown on the drawings or specifications but required for proper, safe, and complete testing and balancing whether shown in the documents or not. Coordinate all work with the Wilcox Tech, BVHCX (Wilcox Tech's Commissioning Agent), and Gilbane. Any deficiencies shall be reported to the Architect, Construction Manager immediately, no later than 48 hours from discovery.

2. Provide all work indicated on the drawing and as specified in the following Specification Sections. The work specified in the following specification sections is the sole responsibility of this Trade Contractor unless modified below:  
014523 Indoor Air Quality  
230593 Testing, Adjusting, And Balancing For HVAC  
In addition, the Trade Contractor shall provide work specified elsewhere in the Specifications and specifically listed within this scope of work.
3. Review the contract drawings, shop drawings, and coordination drawings and to report on those drawings with regard to necessity of adding, deleting or relocating valves, dampers and other like devices to avoid balancing difficulties at the end of the project. This Trade Contractor will be provided with a set of all pertinent mechanical, electrical and plumbing approved submittals for their use.
4. Review the completed coordination drawings and sign off those drawings after reviewing valves, dampers, etc. Carefully review each section of the Specifications for factory testing, performance testing, balancing and commissioning statements and procedures in the Division 23 Scopes of Work and include those costs for the Testing and Balancing portion of the work within the base bid. Where testing is required by the Technical Specification sections and is performed by an independent testing firm, the expense of such testing shall be paid by others. Re-testing due to improper work or negligence of the Trade Contractor, or failure to coordinate required testing shall be at the Trade Contractor's expense. The Trade Contractor will be billed for any/all destructive testing and inspection requirements made necessary by the Trade Contractor's failure to coordinate required testing and inspection per the Contract Documents. Testing shall be broken down into segments small enough that they do not interrupt the work of related trades (e.g. masonry or drywall).
5. This Trade Contractor shall provide the Construction Manager with advanced notice of their work and shall schedule work in such a manner to avoid delays in the performance of its own work and the work of others. Include all manpower and premium costs required to maintain the Construction Manager's Schedule and project phasing.
6. Accommodate testing and inspection of your work by Owner's independent testing agent (i.e. the commissioning agent).
7. Provide all penetrations required to execute the scope of this package other than those permanently installed into ducts (see notes below), which are provided by others. Properly seal work at Testing and Balancing penetrations.
8. Perform work concurrently with multiple Trade Contractors on site. Coordinate all on site activity with the Construction Manager and adjacent Trade Contractors.
9. The HVAC Trade Contractor will provide construction filters at all air handling equipment specified to receive filters and will replace construction filters with new filters immediately prior to occupancy. Coordinate your work accordingly.
10. Recommend all sheave changes required to balance the system according to the specifications. Sheave changes will be executed by the HVAC contractor. Retest and verify system after sheave change.

11. Take care and protect surfaces as necessary to avoid getting dirt and other debris on finished surfaces (e.g. dust & fingerprints on ceiling tiles). Repair, replace, restore and/or clean or bear the expense for same for damage to or spoiling the Work or property of others resulting from your Work. Clean up any areas that have previously been final cleaned as directed by the Construction Manager.
12. Include monthly trips (23 05 93, 3.17.B) during construction (beginning when duct installation begins and ending with last leakage test) to observe and report; Include a review and commentary of the completed composite coordination drawings/BIM model (access, balancing valves, volume dampers, test holes, etc.) in addition to those reports required by 23 05 93.
13. Provide Construction Manager access to “work in progress” test sheets updated at least weekly during TAB activities (e.g. scans to Construction Manager’s FTP site).
14. Reference Note:
  - a. Provide drawings/field layout for installation (by others) of “instrument test holes” at fan inlets & outlets for Pitot-tube traverse. (233300.2.19 & 3.1). Pieces provided by others.
  - b. Include preconstruction testing and reporting on **ALL** existing equipment to remain (in place or relocated). Owner will provide clean filters for each unit.
  - c. Reference Note: See 230593, 1.6, B regarding how this scope of work is impacted by project phasing and include accordingly.
  - d. Include Benchmarking of initial activities, including but not limited to:
    - VAV box
    - Reheat coil
    - Pump

2. Description of Work Excluded

- a. Installation of instrument test holes (233300.A.19) in duct. Locating these devices and (re)installation of the caps following testing remains the work of this package.
- b. Filter changes
- c. Duct pressure Testing (leakage testing)
- d. Sheave changes for fans (size recommendation & retesting only)
- e. AHSRAE 110 testing for fume hoods

**M. SPECIFICATIONS**

The following Specifications Sections, together with the Drawings and other related items of work as described herein, further define the Scope of Work of the Bid Package (Contract):

1. Specific work of this trade as defined in the following Specification Sections:
  - Gilbane Project Manual
  - All Division 01 – General Requirements
  - 014523 Indoor Air Quality
  - 230593 Testing, Adjusting, And Balancing For HVAC

2. Work related to this trade as defined in the following Specification Sections:

All other specification sections as listed in the Project Manual for the Additions and Renovation HC Wilcox Regional Vocational Technical School project, Table of Contents, dated Rev. 102010 as prepared by Tai Soo Kim Partners, LLC. Note this table of contents may be modified by Bid Supplements and Addenda.

## **N. CONTRACT DRAWINGS**

1. The following drawings are included in the Scope of Work of this Bid Package.

All drawings as listed in Section 00 01 15 – List of Drawing Sheets with schedule titled Additions & Alterations HC Wilcox Technical High School, Meriden, CT, State Project No. BI-RT-843 Contract Drawing List, dated September 26, 2011. Note this list may be modified by Bid Supplements and Addenda.

**O.** The undersigned represents that this Proposal is made in good faith, without fraud, collusion, or connection of any kind with any other bidder of the same work, that he is competing in his own interest and in his own behalf, without connection of obligation to any undisclosed person, that no other person has any interest in regard to all conditions pertaining to the Work and in regard to the place where it is to be done, has made his own examination and estimates and from them makes this Proposal.

The undersigned represents that he has reviewed the Trade Contract Agreement issued as part of the bidding documents, agrees that if selected for award he will execute the Trade Contract Agreement without exceptions, exclusions, qualifications, clarifications and/or alterations, and is authorized to make such representation on behalf of the Bidder.

The undersigned represents that he has reviewed the insurance requirements in Article 6 of the Trade Contract Agreement, has included all costs to fully comply with same, and is authorized to make this representation on behalf of the Bidder.

Bidder: \_\_\_\_\_  
(Legal Signature) (Type/Print Name)  
\_\_\_\_\_  
(Title)

Firm: \_\_\_\_\_ Address: \_\_\_\_\_  
Business Phone No.: (\_\_\_\_) \_\_\_\_\_  
Business Fax No.: (\_\_\_\_) \_\_\_\_\_

This bidder is a (an): \_\_\_\_\_ Individual, Partnership, Corporation  
**Current Experience Modification Rating** \_\_\_\_\_ **Federal ID#** \_\_\_\_\_  
**OSHA Incident Rates: Recordable** \_\_\_\_\_

List here by title and number all licenses held by the bidder associated with the performance of this work.

License Title	License Number
_____	_____
_____	_____
_____	_____

Indicate the name of the health plan(s) to which benefits will be paid for all employees working on this project. \_\_\_\_\_

The full names, addresses and telephone numbers of all persons interested in this Proposal, as principals are as follows:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**NOTE:** This Proposal must bear the written signature of the Bidder.

- a. If the Bidder is an Individual doing business under a name other than his own name, the Proposal must so state, giving the address of the Individual.
- b. If the Bidder is a Partnership, the Proposal must so state, setting forth the names and addresses of all Partners, and must be signed by a Partner so designated as such.
- c. If the Bidder is a Corporation, the Proposal must be signed by a duly authorized officer or agent of such Corporation.

**BREAKDOWN OF HOURLY RATES**

**WORKERS TITLE:** \_\_\_\_\_

	<b>STRAIGHT TIME</b>	<b>ADD for 1 ½ TIME PREMIUM</b>	<b>ADD for DOUBLE TIME PREMIUM</b>
<b>BASE WAGE RATE</b>			
<b>F.I.C.A.</b>			
<b>F.U.T.A.</b>			
<b>S.U.T.A.</b>			
<b>GEN. LIABILITY INS.</b>			
<b>WORKER'S COMP. INS.</b>			
<b>WELFARE FUND</b>			
<b>PENSION FUND</b>			
<b>APPRENTICE FUND</b>			
<b>VACATION FUND</b>			
<b>ED. &amp; CULT. FUND</b>			
<b>DEFERRED INCOME FUND</b>			
<b>PAID HOLIDAYS</b>			
<b>INCIDENTALS</b>			
<b>OTHER:</b> _____			
<b>SUBTOTAL</b>			
<b>OVERHEAD &amp; PROFIT (15%)</b>			
<b>TOTAL</b>			

**SUBMITTED BY:** \_\_\_\_\_

**Not to be included in the wages above:**

<b>BOND PREMIUM</b> .....			
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**PROPOSAL FORM  
FOR  
ADDITIONS AND RENOVATIONS  
HC WILCOX REGIONAL VOCATIONAL TECHNICAL SCHOOL  
STATE PROJECT NO. BI-RT-843-CMR**



**GILBANE JOB NO. 11.5311.000  
BID PACKAGE No. 26A – Electrical**

**PRE-BID CONFERENCE:**   **October 11, 2011**  
**TIME:**                           **3:00 PM**

**PROPOSAL DUE DATE:**   **October 25, 2011**  
**TIME:**                           **2:00 PM**

**LOCATION:**   **HC Wilcox Technical School**  
                  **298 Oregon Road**  
                  **Meriden, CT 06451**

**LOCATION:**   **Gilbane Building Company**  
                  **208 New London Turnpike**  
                  **Glastonbury, CT 06033**

**DEADLINE FOR SUBMISSION OF QUESTIONS:**   **October 18, 2011**

**To:**   Gilbane Building Company  
          208 New London Turnpike  
          Glastonbury, CT 06033  
          Attention: Patrick J. Delany, District Chief Purchasing Agent

FIRM NAME:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ the undersigned

**A.**   Proposes to furnish all labor, materials, equipment and services as required to satisfactorily complete all **Electrical** work herein described as Bid Package **No. 26A** as required for the additions and alternations at HC Wilcox Regional Vocational Technical School Project, all in accordance with the Drawings and Specifications as prepared by Tai Soo Kim Partners, LLC, the Gilbane Project Manual, and this Proposal Form.

**B.**   All work required by the foregoing documents will be accomplished for the Lump Sum Bid Price of \_\_\_\_\_ Dollars (\$) \_\_\_\_\_).  
(Show amount in both words and figures. In case of discrepancy, amount shown in words will govern.)

The Lump Sum Bid Price above INCLUDES all applicable sales and/or use taxes; INCLUDES all insurance premiums required to meet contractual insurance requirements; and INCLUDES all premiums for a Performance Bond and a Labor and Material Payment Bond in the sum of one hundred percent of the Contract price.

**C.**   Bidder agrees that if written notice of the acceptance of this bid is mailed or delivered to the undersigned within one hundred eighty (180) days after the Proposal Due Date, or any time thereafter before it is withdrawn, the undersigned shall meet a representative of the Gilbane Glastonbury office or a mutually agreed upon location to

execute the Contract. Performance and Payment Bonds and the appropriate insurance certificates will be delivered to the Construction Manager at the time of execution of the Contract. Failure to execute said contract within ten (10) days after receipt of Notice to Award may be considered a default under the obligation of the bid bond.

**D. The above price includes all stipulations and requirements of the following Supplements:**

- Supplement \_\_ dated \_\_\_\_\_
- Supplement \_\_ dated \_\_\_\_\_
- Supplement \_\_ dated \_\_\_\_\_
- Supplement \_\_ dated \_\_\_\_\_

which have been received and accepted by the undersigned. Note that it is incumbent of the bidder to include all Supplements issued in the bid. Failure to acknowledge a supplement does not relieve the bidder from the requirements of the supplement.

**E. MILESTONE SCHEDULE DATES**

See Gilbane Project Manual section 00 31 13 – Schedule for activity milestones, durations, and reference. This schedule represents the general milestones that need to be met to achieve the overall project completion dates, and provides guidance to the bidders to understand the time constraints the work must be performed under. The project detailed schedule, in accordance with the terms of the Contract and General Conditions, will be derived from a “Card Trick” scheduling session with mandatory attendance by all prime Trade Contractors.

- 1. Anticipated Date of Contract Award: ..... January 19, 2012
- 2. Commence Shop Drawings and Submittals..... January 19, 2012
- 3. Commence Work for the Proposal:..... March 12, 2012
- 4. Bid Package Substantial Completion:..... October 21, 2014
- 5. Project Substantial Completion..... November 5, 2014

**F. TRADE SUBCONTRACTORS AND MAJOR SUPPLIERS**

The following trade subcontractors are proposed for the item of work listed. Trade subcontractors are subject to review per the General Conditions.

ITEM OF WORK	TRADE SUBCONTRACTORS
_____	_____ EMR:___
_____	_____ EMR:___
_____	_____ EMR:___
_____	_____ EMR:___

**G. UTILIZATION OF MINORITY CONTRACTORS AND SUPPLIERS**

- 1. The Bidder will endeavor to obtain a minimum goal of thirty percent (30%) of the awarded amount to small business enterprises, with ten percent (10%) of the awarded amount to minority business trade subcontractors and/or suppliers certified by the **State of Connecticut**.

2. The successful Trade Contractor shall substantiate this participation within ten (10) days after receipt of Notice of Award. Refer to the General Instruction to Bidders for further information.
3. Indicate here the utilization of certified S/MBEs included in the base bid. Failure to comply with M/WBE participation goals may constitute a non-responsive proposal. IF NO INDICATION IS GIVEN, IT SHALL BE INTERPRETED THAT ZERO M/WBE PARTICIPATION IS INCLUDED.

This proposal includes \_\_\_\_\_% certified SBE participation.

This proposal includes \_\_\_\_\_% certified MBE participation.

4. S/MBE participation shall count toward stipulated contractual goals or requirements only as described in the General Instructions to Bidders.

**H. UNIT PRICES**

Unit Prices shall be used, where applicable, to make adjustments to the cost of the Work due to changes. All Unit Prices submitted shall be complete in-place prices (unless noted otherwise) and include all costs for overhead, profit, labor, materials, equipment, and any other incidentals related to the completion of the Work, and shall remain firm for the period of the contract. Unit prices listed are for additive work. Deductive unit prices will be calculated at no less than 85% of the additive unit price (100% if used in conjunction with an allowance).

**UNIT PRICES:**

1.	3/4" EMT .....	\$ _____	/LF
2.	#12 AWG THHN .....	\$ _____	/LF
3.	One sided exit sign (equal to McPhilben ER55L1R).....	\$ _____	/EA
4.	Two sided exit sign (equal to McPhilben ER55L2R).....	\$ _____	/EA
5.	Thermal toggle switch (110V service switch – indoor use) .....	\$ _____	/EA
6.	Fixture Type A.....	\$ _____	/EA
7.	Fixture Type A1 .....	\$ _____	/EA
8.	10 watt/ft self regulating heat trace tape .....	\$ _____	/LF
9.	Drawing E2.05/General Note 2 (Gym Lighting) lamp .....	\$ _____	/EA
10.	Drawing E2.05/General Note 2 (Gym Lighting) ballast.....	\$ _____	/EA
11.	110V circuit from spare breakers, up to 100 ft .....	\$ _____	/EA

**Changes in the Work.** All bidders are herein advised that they are to provide, in the space provided below, a written description of how they would price lump sum changes. It is understood that the Unit Prices which you would insert in this Proposal Form response would be one element of the Change pricing, however, it is necessary to determine up front and reach agreement on, your intended method of determining units of labor productivity and material pricing as well. Bidders are to be explicit as to what Manual(s), if any, are intended to be utilized. Once accepted by the Construction Manager, provide copies of all applicable pricing manuals for use by the Construction Manual in evaluating Change Order pricing.

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Provide labor rates which may be used, subject to review and approval, in pricing any extra work that may be required. Rates are to be complete billing rates and are to include actual wages, taxes, fringes, insurance, small tools and incidentals and **15%** overhead and profit (combined). Base price on current rates in effect at time of bid. As prevailing wages and fringes rate change, these increases will be added to the labor rates at actual cost. Increases in wage rates are subject to audit. Complete the attached Wage Rate Breakdown Form for each classification of worker anticipated to work on the Project.

**I. ALTERNATE PRICES**

An Alternate Price shall include all costs associated with the changes, omissions, additions or other adjustments to the Work of this Bid Package (Contract) which are described in the Alternate, or are reasonably inferable therefrom. Claims for extras resulting from changes caused by the acceptance or rejection of any Alternate will not be allowed. Alternate Prices shall also include all costs of overhead, profit and bonds associated with the work of the Alternate, whether additive or deductive.

The Drawings, Specifications and other Contract Documents shall be considered appropriately modified by either the acceptance or rejection of the various Alternates. The Owner and the Construction Manager expressly reserve the right to accept or reject any, or all, Alternate Prices, and in any sequence prior to or after award. Acceptance or rejection of any Alternate does not relieve the Bidder of timely completion of the Work within the time periods indicated.

ALTERNATES:

None.

**J. ALLOWANCES**

The Bidder includes the following Allowances and rates in the total Lump Sum Amount of the Base Bid for this Bid Package. Further to Article 10 in the General Conditions and unless noted otherwise below, the following allowance amounts include the Trade Contractor's cost of materials less applicable discounts, delivery to the site, applicable taxes, unloading, handling, installation, allowable overhead and profit. All other costs associated with completing the work described in the allowance is included in the base bid but outside of the allowance amount.

ALLOWANCES:

1. 500 man-hours of premium time portion of the labor rate to accelerate work in addition to the base scope requirements at the direction of the Construction Manager. Note that the Trade Contractor remains responsible to maintain the schedule and that this allowance will not be used for that purpose.

Journeyman.....	\$ _____/Hr X 450 =	\$ _____
Foreman .....	\$ _____/Hr X 50 =	\$ _____
Total .....		\$ _____

2. 200 LF of 10 watt/ft self regulating heat trace tape for temporary water lines in addition to the base scope requirements at the direction of the Construction Manager.

10 watt/ft self regulating heat trace tape .....	\$ _____/LF X 200 =	\$ _____
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3. Drawing E2.05/General Note 2 (Gym Lighting) – 80 man-hours & 20 lamps/ballasts.  
 Journeyman ..... \$ \_\_\_\_\_/Hr X 80 = \$ \_\_\_\_\_  
 E2.05/General Note 2 (Gym Lighting) lamp ..... \$ \_\_\_\_\_/EA X 20 = \$ \_\_\_\_\_  
 E2.05/General Note 2 (Gym Lighting) ballast..... \$ \_\_\_\_\_/EA X 20 = \$ \_\_\_\_\_  
 Total ..... \$ \_\_\_\_\_
4. 40 man-hours as directed by the Construction Manager to address unforeseen conditions.  
 Journeyman ..... \$ \_\_\_\_\_/Hr X 40 = \$ \_\_\_\_\_
5. 40 man-hours to remove existing site lighting fixtures (pole and wall mounted) in addition to the base scope requirements at the direction of the Construction Manager.  
 Journeyman ..... \$ \_\_\_\_\_/Hr X 40 = \$ \_\_\_\_\_
6. Five (5) additional 110V circuits (from spare breakers; <100 ft) for floor drain trap primers in addition to the base scope requirements at the direction of the Construction Manager.  
 110V circuits from spare breaker; up to 100 ft ..... \$ \_\_\_\_\_/EA X 5 = \$ \_\_\_\_\_

**K. COST AND QUANTITY BREAKDOWN**

In order to properly evaluate the Proposal, provide the following information. The Scope of Work to be awarded will not be influenced by the cost and quantity information requested here.

1. **COST BREAKDOWN**

- Total Material ..... \$ \_\_\_\_\_
- Total Labor Cost ..... \$ \_\_\_\_\_
- Total Subcontractor/Equipment Cost..... \$ \_\_\_\_\_
- Total Applicable Sales and Use Taxes..... \$ \_\_\_\_\_
- Allowances..... \$ \_\_\_\_\_
- Total Bond Cost ..... \$ \_\_\_\_\_
- Total Bid ..... \$ \_\_\_\_\_
- Total Estimated On-Site Man-hours ..... \_\_\_\_\_
- Total Estimated Off-Site Man-hours..... \_\_\_\_\_

2. **QUANTITY BREAKDOWN** (Note: The items listed below are not intended to be an all inclusive listing, but merely to highlight some items of work.)

**THE INFORMATION LISTED BELOW IN THE QUANTITY BREAKDOWN SECTION IS REQUIRED AT THE TIME OF BID SUBMISSION.**

Item	Quantity	Total Cost
Mobilization	_____ EA	\$ _____
Conduit (all sizes and materials)	_____ LF	\$ _____
Wire and Cable > #10 AWG	_____ LF	\$ _____
Wire and Cable < #12 AWG	_____ LF	\$ _____
Devices	_____ EA	\$ _____
Lighting Fixtures	_____ EA	\$ _____

Item	Quantity	Total Cost
Circuit breakers (all sizes/types)	_____ EA	\$ _____
Switchgear	L.S.	\$ _____
Work outside Div. 26 (e.g. teledata raceway, low voltage wiring in other sections, etc.)	L.S.	\$ _____
Fire Alarm	L.S.	\$ _____
Generator	L.S.	\$ _____
Theatrical Lighting	L.S.	\$ _____
Commissioning Support	L.S.	\$ _____
Daily Clean-up	L.S.	\$ _____
Other	L.S.	\$ _____
Allowances	L.S.	\$ _____
Bonds	L.S.	\$ _____
Total Bid		\$ _____

**L. SCOPE OF WORK**

1. Description of Work Included

Except for those items (if any) specifically noted in the section below entitled "Description of Work Excluded", the Work of this Bid Package shall INCLUDE all of the following:

- a. All items of work required by, and/or specified in, those Sections of the Specifications which are listed herein, under Section M SPECIFICATIONS.
- b. All items of work related to the "Scope of Work", which are shown on the Drawings listed herein under Section N Contract Drawings.
- c. The following "Significant Items of Work" are related to those required by the above referenced documents and are to be provided under, and hereby form a part of, the Scope of Work of this Bid Package (Contract). Should any conflict exist between this written scope of work and the scope of work inferred by the above referenced documents, this scope of work shall govern. All items are furnished and installed by this Trade Contractor unless noted otherwise.

**GENERAL**

- 1. Include all costs for Trade Contractor personnel and all sub-trade contractor personnel for safety orientation and other safety related meetings, etc. for all labor forces working on this jobsite. This orientation is mandatory for all personnel working on-site and is expected to last approximately 1/2 hour. Safety orientations will be scheduled by the Construction Manager. ALL PERSONNEL (including truck drivers) MUST ATTEND THE SAFETY ORIENTATION PRIOR TO PERFORMING ANY WORK ON SITE. Also, each week, in addition to safety training, safety meetings, and tool box talks that the Trade Contractor provides to their employees, include attendance by all on-site personnel to attend a weekly safety talk that will be conducted by the Construction Manager. This talk will take place on a regular basis one day a week immediately following the lunch break and will last no longer than 10 minutes.

2. Retainage of 7.5% is intended to be withheld until Substantial Completion however “partial payments may be made if agreed to by the DCS and Gilbane.”
3. This Trade Contractor will not be allowed to begin work on the project until the following items have been submitted: Certificate of Insurance, written Safety Program with Job Hazard Analysis, material status report and a list of all materials required under this Contract with indication of which materials require submittal for approval as outlined in the specifications and a schedule of anticipated date(s) of submittal for each.
4. The items listed herein are not intended to be an all-inclusive listing of the specified Contract Scope of Work, but merely highlight the major items of work. Review the scope of work closely and include all cost to provide all work as required by this bid package. Provide all work required by your scope of work which may be contained in other specifications, or on drawings whether or not specifically listed within this Proposal Form. Should a scope of work item be duplicated in another bid package, do not delete the item from your bid. Notify the Construction Manager immediately. Failure to include costs for a duplicated item will not alleviate the Trade Contractor’s responsibility to provide full credit for the item should it be deleted from the bid package after a contract is awarded.
5. Gilbane shall have the right to assemble the craftsmen for orientation, quality, daily stretching, and safety related matters at no additional cost
6. Parking will be available on site in areas to be designated by the Construction Manager. Please refer to the Site Utilization Plan detailing parking in Lot A. A portion of the lot will be provided for parking, general lay-down, and storage containers.
7. Construction is to be sequenced and phased per the Gilbane project schedule included in the Project manual and the Phasing Drawings. Review these documents carefully. The school will remain active during construction, and cannot be disrupted. Work within the existing building is to occur as the schedule depicts. Every effort will be made to work around the school schedule, vacations and days off will be utilized.
8. Provide all labor necessary to unload, distribute, and re-handle his material as required until such time that material is in place.
9. All costs required for transporting, erecting, dismantling, and removal of temporary facilities and equipment required by this Trade Contractor are to be included in the base bid amount.
10. Trade contractors shall participate with the inspection walkthroughs as requested by the Construction Manager. Provide suitable access for inspectors to perform all tests or inspections. Trade Contractor supplied temporary ladders and lifts to perform their work are to be available for the use of all parties.
11. The site is very restricted and the building will be occupied during the work. Deliveries and storage must be coordinated with the Construction Manager in advance. On site storage will not be available without prior approval by the Construction Manager.
12. All equipment used on the Jobsite shall be in good working order and maintained and operated as designed and have state of the art noise, vibration and exhaust control

13. Layout from a bench mark provided by others is the responsibility of the Trade Contractor requiring the layout.
14. Immediately notify the Construction Manager of any delays to the schedule of this bid package scope which is being caused by the work of any other Trade Contractor on site. This requirement supersedes other notice provisions in the Contract Documents for this type of delay.
15. This Trade Contractor shall keep all access roadways free and clean from equipment, material, soil or objects which may inhibit the flow of traffic.
16. Daily cleanup is to be provided on a daily basis to a central location and the adequate cost for same is to be carried in the proposal response. Daily clean up is defined as properly removing all debris, neatly organizing remaining material, and broom sweeping work areas, etc. after completion of the day's work at a minimum of EVERY SINGLE DAY.
17. The schedule of values will contain line items for clean up, submittals, safety and as-builts and close out in addition to line items apportioning "the Work". Payments made against these items will be directly related to Trade contractor's Performance. A schedule of values must be submitted and approved prior to the first application for payment being submitted.
18. Electrical power for 110 v. power tools and its consumption cost is by others. Include all cost for electrical connection or hook up required is by this bid package.
19. Sets of documents are available at the Trade Contractor's expense. Contact Service Point at 203.624.0079.
20. Whenever the contract documents require a certified engineer's stamp, review or report, it shall be understood to mean an engineer licensed in the applicable discipline, fully insured and registered in the State of Connecticut.
21. Demobilize/remobilize as the construction schedule and/or weather conditions require at no extra cost.
22. Each Trade Contractor will perform a First Delivery Inspection of materials with the Construction Manager to confirm that materials meet the Project Specifications and approved submittals. These reports shall be turned in with the daily report no more than 24 hours after material arrival. Submission of the First Delivery Inspection Report is a condition of monthly payment. All delays that result from failure to confirm materials delivered with the Construction Manager are at the Trade Contractor's cost, including those of other Trade Contractors on this Project. The Construction Manager will provide a form for this use, which is to be jointly filled out by the Construction Manager and the Trade Contractor. It is the Trade Contractor's responsibility to perform subsequent delivery inspections to ensure compliance with Specifications. Include Benchmarking of initial installations in accordance with the Quality Plan in the Project Manual.
23. There will be no deviations from the submittal format established by the Project Specifications. It is the Trade Contractor's responsibility to complete Submittals in a timely fashion, and to monitor the status of the A/E review. The Trade Contractors shall provide a Submittal Schedule no later than ten (10) days following the receipt of the Notice of Award. All submittals must be received by Construction Manager within 60 days of award, or earlier as required to meet delivery schedules. Include in the schedule a



- listing for any equipment or materials where shop drawings will take more than 4 weeks to prepare, and for equipment or materials that will take more than 6 weeks to arrive following shop drawing approval.
24. Any payment for overtime work, if authorized as an extra, is for labor, and not for equipment provided on job during regular shift.
  25. The successful Bidder shall be responsible for all winter conditions and temporary protection associated with the work of this bid package. If applicable, Include snow removal as necessary to perform your work, except access to the site and slabs, which is by others
  26. Each Trade Contractor, where applicable, will receive, unload, and distribute, secure and install all materials furnished by others for installation under this scope. All fittings and hardware required for final connection and installation shall be by the installer.
  27. The Construction Manager will arrange to provide temporary electrical power panels for hand tools (by –Electrical Trade Contractor) and water (by HVAC & Plumbing Trade Contractor) at the site for the Trade Contractor's use.
  28. Trade Contractor must not use building or site sewage or drainage systems for equipment cleaning purposes.
  29. There will be no watchman or security guard on site. All trade Contractors are responsible for security of materials, equipment, and work in place until acceptance as it relates to your work. This includes safety barriers and precautions during off-hours.
  30. It is the trade contractor's responsibility to request a preconstruction meeting 30 days prior to commencement of work or 30 days prior to the start of shop drawings where coordination with other trades are required.
  31. Specification Section 01 45 00 Paragraph 1.4, B indicates that the re-testing or re-inspection of deficient items are the cost responsibility of the CMR. This will be the cost responsibility of the Trade Contractor. The Trade Contractor shall ensure to submit requests for ALL inspections to the Construction Manager and shall ensure that the assembly to be inspected has been reviewed in advanced of the inspector. Any costs associated with re-inspection will be the trade contractor's responsibility
  32. The trade contractor shall request approval from the Construction Manager to work overtime 72 (Construction Manager has 48 hour notice request to the owner) hours in advanced
  33. Deduct changes utilizing the Unit Prices per Specification Section 01 20 00 Part 1.5 D – Unit Prices will be issued at a 10% reduction of the Contract Unit Price
  34. Specification Section 01 25 00 – Paragraph 1.4 A specifically indicates that the owner will consider requests for equal or substitutions if made prior to the Construction Manager's Subcontractor Competitive Bid. The trade contractor must submit (in the format indicated) requests for substitution or equals a minimum of two (2) week prior to the bid date as a means of allowing for adequate time for review and consideration by the owner and A/E.

35. RFIs process under the Contract Modification Procedures – Specification Section 01 26 00 – The trade contractor shall be timely in reviewing documents. The Construction Manager has a 5 day notice period to inform the owner of potential changes following the Architect’s response per Specification Section 01 26 00 – Paragraph 1.3, Part 6. The trade contract will have two (2) calendar days to provide such notice to the Construction Manager or the trade contractor waives the right to seek additional time or cost.
36. RFPs issued by the architect and submitted to the trade contractor by the Construction Manager shall be responded to within 7 calendar days.
37. Specification Section 01 29 76 – Paragraph 1.3 – Part 4 specifically notes SOV requirements of the Construction Manager to the owner. Item Nos. b, d, e, f, and h are specifically tied to the deliverables required by the trade contractors. These items shall be specifically itemized in the trade contractor’s SOV to the Construction Manager. The trade contractors inability to submit or perform the referenced work will result in forfeiting the monthly value and a deduct change order will be processed.
38. A minimum of one safety meeting per month is required per Specification Section 01 31 19, 1.6.
39. Fire Stop Systems – A single source fire stop manufacturer will be selected by the Construction Manager from the list of providers noted in the Contract Documents. The trade contractor will be required to provide fire stop systems as it applies to the individual scope. The trade contractors shall also include fire stop / safe labeling and tagging each penetration or application with data including but not limited to Installer, Contractor, Location, System used, and date. Also, the trade contractor shall provide data log entries for use in generating an as-built plan including location.
40. Refer to perimeter fencing and gates as indicated on the Site Utilization Plan. The site contractor will provide all fencing and it is each trade contractor’s responsibility to keep the gates closed when entering or exiting the site. The gates shall be closed at all times. This will be included as part of the initial orientation process but must be reinforced by the trade contractor’s project manager and field supervisor.
41. The State will utilize PM Web for electronic documentation submission for all daily reports, safety reports, submittals, as-builts, RFIs, change related correspondence and general correspondence. The license costs is \$500 per trade contractor plus 20% each year (or any portion of a year) for maintenance. For example, if the license is purchased in February, 2012 and is needed through September of 2014, the cost would be \$800, \$500 for the license fee plus 20% (\$100) per year for maintenance for 3 years (\$300 total), even if the duration is only 31 months of usage.
42. Trade contractors will be required to enter daily reports in PM Web on a community computer provided and located by the Construction Manager. It is recommended that your field foreman is equipped with their own computer for efficiency in the event the community computer is not available due to use by other trade contractors during the work day.
43. All reference in the contract documents to the Construction Manager/CMR/General Contractor/Contractor as performing any field work or providing services in connection with any aspect of the Work shall be understood to mean the Trade Contractor. The Construction Manager will not layout, log, record, or otherwise provide actual work or

service related to the Trade Contractor's scope of work, inclusive of Division 0 and Division 1 specifications.

44. Note specification section 01 78 30, 1.3, F; minimum warranty period is eighteen (18) months unless specified otherwise for a longer duration. The warranty period does not commence until final acceptance by the Owner. Do not assume a shorter warranty period regardless of a shorter period stipulated elsewhere in the documents and include all costs accordingly.
45. Gilbane has automated its monthly payment application process and solely utilizes an online web-based application provided by Textura LLC. Trade contractors will be required to participate and must implement Textura on the project. Textura will automatically generate the AIA G702/703 and Lien Release Documents. Any additional documentation required as part of the Gilbane application process must be uploaded in the form of a PDF prior to your submission. There is a nominal fee to use this service. These costs are summarized in the Textura brochure included as an attachment to this bid package. Include the costs of using this service in your bid. If you have any questions regarding Textura's Terms and Conditions, costs of service, or training implementation please contact Textura at 866-TEXTURA (839-8872).
46. Conduct an in-house kick-off meeting which must include the personnel that estimated the project and attended the scope review meeting with Gilbane and the personnel that will administer the project (project manager, lead field foreman, accounting, purchasing, etc.). The kick-off meeting must transfer the knowledge of the estimating team to the project administration team. Produce and submit for record the minutes of the meeting, complete with attendance sign-in sheet to the Construction Manager. In the event the Construction Manager is required to devote excessive amounts of time to educating trade contractor administrative personnel on the requirements of the project, the Trade Contractor may be billed for that time at the rates in the Construction Manager's contract with the Owner.

**SPECIFIC ITEMS:**

1. Furnish all labor, material, equipment and services required to complete all electrical demo, electrical, fire alarm, power and lighting, technology, PA, intercom, sound, paging, security telecommunications and data, technology, clock, and related systems work as outlined in the contract documents.
2. Provide all work indicated on the drawing and as specified in the following Specification Sections. The work specified in the following specification sections is the sole responsibility of this Trade Contractor unless modified below:
  - 260000 Electrical Systems Descriptions
  - 260500 Common Work Results For Electrical
  - 260519 Low-Voltage Electrical Power Conductors And Cables
  - 260526 Grounding And Bonding For Electrical Systems
  - 260529 Hangers And Supports For Electrical Systems
  - 260533 Raceway And Boxes For Electrical Systems
  - 260536 Cable Trays For Electrical Systems
  - 260548 Vibration And Seismic Controls For Electrical Systems
  - 260553 Identification For Electrical Systems
  - 260573 Overcurrent Protective Device Coordination Study
  - 260923 Lighting Control Devices

262200	Low-Voltage Transformers
262413	Switchboards
262416	Panelboards
262500	Enclosed Bus Assemblies
262726	Wiring Devices
262813	Fuses
262816	Enclosed Switches And Circuit Breakers
263600	Engine Generators
265100	Transfer Switches
265100	Interior Lighting
265561	Theatrical Lighting
265600	Exterior Lighting
275123.50	Educational Intercommunications And Program Systems
275313	Clock Systems
283100	Fire Detection And Alarm

In addition, the Trade Contractor shall provide work specified elsewhere in the Specifications and specifically listed within this scope of work.

3. Provide all demolition inside and outside the existing building as necessary to complete new work whether or not shown on demolition drawings. Review all drawings to determine extent of demolition necessary. Identify, make-safe, cut, cap, and drop to the floor in manageable pieces all electrical/tel/data/fire alarm/intercom items designated for removal and disposal; it is thereafter the responsibility of the demolition trade Contractor to remove and dispose of all MEP demolition material. Note that electrical/tel/data/fire alarm/intercom systems in some areas remain in service after other services have been removed; modify existing electrical/tel/data/fire alarm/intercom systems as required to accommodate the installation of new work. Review the phasing drawings and include all electrical/tel/data/fire alarm/intercom work as noted. Demolition work where the whole building is scheduled to be demolished in its entirety is limited to make safe, cut, and cap the electrical/tel/data/fire alarm/intercom system lines serving the building to be demolished, removal inside the building will be by the demolition contractor.
4. Provide all labor, material, equipment, hoisting, testing, overhead and services required to complete all **temporary lighting and power as described below and in the general Conditions**. Include all connections, disconnections, coordination and support as required. Provide temporary power hook-ups and disconnections, as needed, to the Construction Manager's trailer as described in the Site Utilization Plan. Provide power for heat trace of temporary water (e.g. Construction Manager trailers & building). Include the costs to provide power to the Construction Manger's trailer location (typical 2 x 12 x 60; one separate 12 x 60 trailer). Costs and services to feed other trailers are not to be included. Each Trade Contractor is responsible for its own hook-up and power consumption costs. The temporary electrical requirements also include the provision of all Construction Manger trailer re-lamping and eight (8) flood lights in the Construction Manger's trailer area and foundation area at specific locations to be determined in the field. Provide a temporary 120/208 volt, three phase, 4 wire, 400A electrical service in location indicated on Site Utilization Plan. Coordinate locations of sub-panels (minimum one per floor) with the Construction Manager. Locate hand tool circuits no more than 50 feet apart within the building, at each floor level, and within 50 feet of all rooftop equipment locations. Provide and maintain temporary light bulbs for the duration of the project. Include all re-lamping as required through the duration of the project. Provide temporary power (one car at a time) for elevator installation.

5. Provide Data and Voice wiring for Construction Manager's trailer from the closest available source. Install 12 data and 12 voice drops throughout trailer routed back to a patch panel and punch-down block provided by this trade contractor. Provide all equipment necessary for a complete and operational network including but not limited to equipment grounding, data drops, patch panels, and Category 6 wiring.
6. Include costs to disconnect, remove and dispose of the entire temporary lighting and power system. Disconnect, remove and dispose of all temporary electric and teledata service to the Construction Manger's office trailers.
7. Provide all firesafing and fire caulking in accordance with specification section 078413 THROUGH-PENETRATION FIRESTOP SYSTEMS for all electrical assemblies as shown and /or required. Penetrations made after other work is in place shall be firestopped by the trade contractor making the penetration. Sleeves are required on all floor, wall and roof penetrations. The Construction Manager reserves the right to choose any of the specified fire-stopping and fire resistive joint materials – for all MEP trade work
8. Furnish access panels as required for access to your work. Installation of access panels in the work of others is by others. Verify that all equipment and material provided under this contract is installed with adequate and code compliant access for service provided. All work shall be in accordance with Specification Section 083113 Access Doors.
9. Pay for and obtain all required permits, other than the general building permit for this scope of work. This Trade Contractor and all its subcontractors shall obtain all permits required and arrange for testing, inspection and approval of this work, such that the work of other trades can progress in a continuous manner. Provide the Construction Manager with copies of all permits. Include all utility company charges in base bid.
10. Protect new and existing roofs when working on or above roof areas. At a minimum provide plywood protection in areas under ladders, where material is stored and where debris can fall. Under scaffolding also provide sleepers in addition to plywood. Plywood should be placed in a manner and with sufficient protection underneath so as not to puncture roofing membrane.
11. Provide lighting shown on Architectural and Electrical drawings. If a conflict exists between these two sets of documents, provide the items of greater quantity or greater value. Immediately notify the Construction Manager of any such conflict.
12. Coordinate locations of all electrical equipment with architectural drawings and equipment or furniture provided by the Owner. Relocate any electrical devices that interfere with furniture shown in documents at no additional cost to the Owner.
13. The room number designations on the construction documents do not represent the final room numbers. Do not use construction document room numbers for programming building systems. Obtain permanent numbering system from Owner prior to performing this work and with enough time for Owner to secure information. Any programming started with the construction numbering system will have to be reprogrammed with the final room numbering system at this contractor's expense. Provide final room numbers on as-built drawings.

14. Provide an “as-built” survey underground/underslab piping (including digital photos from a minimum 3 sides) to the Construction Manager a maximum of two (2) weeks after the work is covered. The survey must use the project control to denote the locations of the utilities.
15. Include lockout/tagout of all electrical equipment once disconnects are installed. Vacuum and clean all panel boards and boxes as required throughout construction and prior to turnover.
16. The drawings show only the general run of raceways and approximate location of outlets. Any significant changes in location of outlets, cabinets, etc., necessary in order to meet field conditions or project phasing shall be brought to the immediate attention of the Construction Manager for review before such alterations are made. Modifications shall be made at no additional cost.
17. Participate in all MEP coordination meetings with the other trades. Meetings will be held once every week during active MEP construction. This bid package also includes verifying that the HVAC, plumbing, fire protection, and other service requirements shown on the Contract Documents are adequate and proper (e.g. meet code clearance) for the Electrical materials and equipment scheduled to be used and installed.
18. Provide a Connecticut State Building Code seismic design and installation (certified by an Engineer licensed in the State of Connecticut).
19. Provide all coring, cutting and patching as necessary for installation of this work. Coordinate any required steel penetrations with Construction Manager and Steel Trade Contractor.
20. Submit O & M Manuals at the completion of the submittal phase after receiving submittal approval. At a minimum, O & M Manuals must be delivered in a timely enough fashion for the Owner’s personnel and Cx Agent to review the documents prior to the demonstration of and training on the systems to the Owner’s representatives.
21. Within 20 days of notice to proceed, provide a material status list showing all materials, equipment, submittals, manufacturing durations and dates required on site. This listing will be updated monthly and provided with the monthly billing. Updated Material Status Lists are a condition precedent for monthly progress payments. A list of manufactures representatives and phone numbers will be required as well.
22. Provide all means of support and attachments for all devices, panels and fixtures back to the structure, including any trapeze hangers to clear other work or interferences. Provide all miscellaneous steel supports which are not shown on any of the project drawings, but which are required to complete the work of this bid package, include primer and touch-up. Coordinate box-out framing with the Drywall and Masonry Trade Contractors.
23. Provide maintenance for all equipment installed under this scope of work until the project substantial completion date. Furnish all necessary extended maintenance agreements, warranties and guarantees to account for the time period from start-up and/or commissioning to substantial completion. This is in addition to the contractually required maintenance agreements, warranties and guarantees.

24. Provide all shoring, bracing, staging and hoisting, and/or rigging required to complete your work.
25. Install underground electrical service as shown in the contract documents. Remove underground power, telecommunication and cable wiring designated to be removed; coordinate with respective utilities.
26. Coordinate all service shutdowns well in advance with the Construction Manager. Night or weekend shutdowns, tie-ins, and/or off hours testing are to be expected to limit the impact on school activities. Any work that must occur during school terms within otherwise occupied spaces will be done after hours. Premium time for same is to be included in the base bid.
27. Ensure rough-in and power requirements are coordinated with all equipment provided by others. Coordinate electrical, security, card access and any other system requirements with other trades, particularly doors, frames, hardware, food service etc. to ensure compatibility of components with electrical requirements.
28. Provide connections to Owner Equipment as shown in Specification 115000 and on Drawing A12.09. Include tap from nearest source whether or not specifically shown on the drawings and connection materials and labor at each piece of equipment. See Utility Schedule on Drawing A12.09.
29. Carefully review the PH series phasing drawings. The Notes and Key Notes indicate required for the project in addition to the items shown on the drawings. Include all fire sprinkler work identified in the drawings accordingly.
30. Review the contract documents for work by this Trade Contractor included within other specification sections. This Trade Contractor is responsible for all work within other specification sections or on drawings, whether or not specifically listed shown on the Electrical Drawings or referenced herein. The items include, but are not limited to:
  - a. Line voltage wiring between HVAC components within the building and on the roof (not 23 0900 controls).
  - b. The remote alarm for SP-1 and other similar type of wiring.
  - c. Provide power and control wiring for the air compressor for the dry sprinkler system associated with the duct collectors (B165/Crib).
  - d. Provide control wiring for the remote electric alarm bells associated with fire protection.
  - e. Provide control wiring for Domestic Hot water heaters and related circulating pump(s) (see 1/P4.02) furnished by others.
  - f. Provide control wiring for the Acid Neutralization System (P1.02) furnished by others.
  - g. Provide control wiring for the Duplex Sewage Ejector (7/P4.02) furnished by others.
  - h. Provide power for lights for 10 12 00 display cases and 10 14 63 electronic message signage locations furnished by others.
  - i. Provide power and control wiring for power 12 49 40 roller shades furnished by others.
  - j. Provide temporary power for the elevator installation.
  - k. Provide power and control wiring for power 11 52 13 powered projection screens furnished by others.
  - l. Power and control wiring for 11 53 13 fume hoods.

- m. Provide 110V power for all devices and systems requiring same, including but not limited to:
  - 1. Audiovisual systems
  - 2. Telecom systems
  - 3. Plumbing systems (e.g. trap primers & flushmeters, and sump pumps)
  - 4. Power for BMS (only what is shown on the drawings, BMS is responsible for its own power beyond that).
- n. Scope includes power wiring for all HVAC and Plumbing equipment and mounting controls supplied by others, regardless if the motor controls are specifically shown on the drawings or not. Provide disconnects & motor controls for all mechanical and other equipment unless they are specifically specified or scheduled as by others.

31. Reference Notes-

- a) Refer to 01 35 2.6 regarding requirements for utility outages and safety procedures and include accordingly.
- b) Refer to 220533 for heat trace furnished by bid package 22A; power and control wiring for this heat trace are work of this package.
- c) Drawing PH 1MEPFP: Electrical Phase 1 Key Notes (A thru T) are scope of work for this package.
- d) Drawing PH 2MEPFP: Electrical Phase 2 Key Notes (A thru F) are scope of work for this package.
- e) Drawing PH 3MEPFP: Electrical Phase 3 Key Notes (A thru H) are scope of work for this package.
- f) AE has directed that the connection between the fire alarm system in the temporary classrooms (provided by others) and the existing building is limited to having the existing system monitor alarm contacts in the temporary classroom system. Connect to output contact provided by classroom vendor fire alarm panel.
- g) Refer to the “ED” series drawings – include Keyed note #1 (remove fixtures, switches, conduit, etc.) as an applicable note on any drawing where it appears.
- h) Refer to A12.09 for power requirements for new and relocated equipment and include accordingly.
- i) Note that the clock system is located in an area that undergoes renovation in one of the later phases. Protect the equipment at this location, or provide installation at an alternate location(s) and relocation to the permanent location later in the project. Alternate location require Owner approval.
- j) With respect to the equipment listing on A12.09, the scope of work of this package includes receiving and installing the following items per 01 11 00.1.6 (HVAC and plumbing by others).
- k) Drawing T1.01 – include raceways for all devices within the “existing” area (typical).
- l) Drawing T1.04 – include only the 4” telecommunications conduit; the others will be covered by 26A.
- m) Drawing T1.05 – General Note reference to “C125” should be “C128” (see drawing); terminate conduits above grade under the classroom teledata closet.
- n) With Refer to and include “General Notes” on T0.01:
  - 1. **“Wiring & Raceway”** – Notes 1, 2, and 3 are directly applicable to this scope of work.



2. **“Raceway Installation”** – Notes 1 and 2 directly apply; additional direction will be provided re note 3 and defining what if any emergency systems are involved.
3. **“Grounding Installation”** - Note 1B directly applies in that raceways must be sized for this grounding conductor.
4. **“Telecommunications Closet Grounding”** - Notes 2A, B, and C Note 3 apply.
5. **“Raceways for Telecommunications Systems”** - Notes 1-6 are directly applicable to the scope of this package; with respect to note 4 the scope of this package will include properly sized sleeve(s) with bushings at both ends for each room to provide a means to access the raceway path to the local T/D closet. Observe fire rating requirements for all partitions
6. **“Elevator Equipment Wiring”** – Note 1A and Note 1B are directly applicable. Notes 2A & 3A are directly applicable to the scope of this package
7. **“Coordination Drawings”** – Notes 1-7 are directly applicable to this package. Scope of work includes drawings that define the raceways for all device locations and make clear which devices are “connected” to which closets.
  - o. Refer to “Telecommunications Notes” on T3.01: Notes 1-5 are directly applicable as scope of work for this package; with respect to Note 3 provide conduit from corridor raceways into closets (typical), terminating within 12” of walls once inside these rooms
  - p. With Refer to “General Notes” on T3.01: Notes 1-3 are directly applicable as scope of work for this package

## 2. Description of Work Excluded

1. Low voltage temperature control wiring for 23 0900 is by others.
2. Housekeeping pads and equipment pads shall be provided by others; provided layouts and imbeds are timely.
3. The Sitework Trade Contractor is responsible for all electrical excavation work including concrete encasement, fill, warning tape, etc.
4. Plywood backboards in electrical rooms (teledata & security)
5. Temporary Classrooms – provide only empty conduit between the classrooms (area behind the skirts under the classrooms and the existing building for fire alarm, teledata, clock, PA, and spare) and the fire alarm interconnection noted above

## M. SPECIFICATIONS

The following Specifications Sections, together with the Drawings and other related items of work as described herein, further define the Scope of Work of the Bid Package (Contract):

1. Specific work of this trade as defined in the following Specification Sections:
  - Gilbane Project Manual
  - All Division 01 – General Requirements
  - 260000 Electrical Systems Descriptions
  - 260500 Common Work Results For Electrical
  - 260519 Low-Voltage Electrical Power Conductors And Cables
  - 260526 Grounding And Bonding For Electrical Systems

260529 Hangers And Supports For Electrical Systems  
260533 Raceway And Boxes For Electrical Systems  
260536 Cable Trays For Electrical Systems  
260548 Vibration And Seismic Controls For Electrical Systems  
260553 Identification For Electrical Systems  
260573 Overcurrent Protective Device Coordination Study  
260923 Lighting Control Devices  
262200 Low-Voltage Transformers  
262413 Switchboards  
262416 Panelboards  
262500 Enclosed Bus Assemblies  
262726 Wiring Devices  
262813 Fuses  
262816 Enclosed Switches And Circuit Breakers  
263600 Engine Generators  
265100 Transfer Switches  
265100 Interior Lighting  
265561 Theatrical Lighting  
265600 Exterior Lighting  
275123.50 Educational Intercommunications And Program Systems  
275313 Clock Systems  
283100 Fire Detection And Alarm

2. Work related to this trade as defined in the following Specification Sections:

All other specification sections as listed in the Project Manual for the Additions and Renovation HC Wilcox Regional Vocational Technical School project, Table of Contents, dated Rev. 102010 as prepared by Tai Soo Kim Partners, LLC. Note this table of contents may be modified by Bid Supplements and Addenda.

## **N. CONTRACT DRAWINGS**

1. The following drawings are included in the Scope of Work of this Bid Package.

All drawings as listed in Section 00 01 15 – List of Drawing Sheets with schedule titled Additions & Alterations HC Wilcox Technical High School, Meriden, CT, State Project No. BI-RT-843 Contract Drawing List, dated September 26, 2011. Note this list may be modified by Bid Supplements and Addenda.

**O.** The undersigned represents that this Proposal is made in good faith, without fraud, collusion, or connection of any kind with any other bidder of the same work, that he is competing in his own interest and in his own behalf, without connection of obligation to any undisclosed person, that no other person has any interest in regard to all conditions pertaining to the Work and in regard to the place where it is to be done, has made his own examination and estimates and from them makes this Proposal.

The undersigned represents that he has reviewed the Trade Contract Agreement issued as part of the bidding documents, agrees that if selected for award he will execute the Trade Contract Agreement without exceptions, exclusions, qualifications, clarifications and/or alterations, and is authorized to make such representation on behalf of the Bidder.

The undersigned represents that he has reviewed the insurance requirements in Article 6 of the Trade Contract Agreement, has included all costs to fully comply with same, and is authorized to make this representation on behalf of the Bidder.

Bidder: \_\_\_\_\_  
(Legal Signature) (Type/Print Name)  
\_\_\_\_\_  
(Title)

Firm: \_\_\_\_\_ Address: \_\_\_\_\_  
Business Phone No.: (\_\_\_\_) \_\_\_\_\_  
Business Fax No.: (\_\_\_\_) \_\_\_\_\_

This bidder is a (an): \_\_\_\_\_ Individual, Partnership, Corporation  
**Current Experience Modification Rating** \_\_\_\_\_ **Federal ID#** \_\_\_\_\_  
**OSHA Incident Rates: Recordable** \_\_\_\_\_

List here by title and number all licenses held by the bidder associated with the performance of this work.

License Title	License Number
_____	_____
_____	_____
_____	_____

Indicate the name of the health plan(s) to which benefits will be paid for all employees working on this project. \_\_\_\_\_

The full names, addresses and telephone numbers of all persons interested in this Proposal, as principals are as follows:  
\_\_\_\_\_  
\_\_\_\_\_

**NOTE:** This Proposal must bear the written signature of the Bidder.

- a. If the Bidder is an Individual doing business under a name other than his own name, the Proposal must so state, giving the address of the Individual.
- b. If the Bidder is a Partnership, the Proposal must so state, setting forth the names and addresses of all Partners, and must be signed by a Partner so designated as such.
- c. If the Bidder is a Corporation, the Proposal must be signed by a duly authorized officer or agent of such Corporation.

**BREAKDOWN OF HOURLY RATES**

**WORKERS TITLE:** \_\_\_\_\_

	<b>STRAIGHT TIME</b>	<b>ADD for 1 ½ TIME PREMIUM</b>	<b>ADD for DOUBLE TIME PREMIUM</b>
<b>BASE WAGE RATE</b>			
<b>F.I.C.A.</b>			
<b>F.U.T.A.</b>			
<b>S.U.T.A.</b>			
<b>GEN. LIABILITY INS.</b>			
<b>WORKER'S COMP. INS.</b>			
<b>WELFARE FUND</b>			
<b>PENSION FUND</b>			
<b>APPRENTICE FUND</b>			
<b>VACATION FUND</b>			
<b>ED. &amp; CULT. FUND</b>			
<b>DEFERRED INCOME FUND</b>			
<b>PAID HOLIDAYS</b>			
<b>INCIDENTALS</b>			
<b>OTHER:</b> _____			
<b>SUBTOTAL</b>			
<b>OVERHEAD &amp; PROFIT (15%)</b>			
<b>TOTAL</b>			

**SUBMITTED BY:** \_\_\_\_\_

**Not to be included in the wages above:**

<b>BOND PREMIUM</b> .....			
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**PROPOSAL FORM  
FOR  
ADDITIONS AND RENOVATIONS  
HC WILCOX REGIONAL VOCATIONAL TECHNICAL SCHOOL  
STATE PROJECT NO. BI-RT-843-CMR**



**GILBANE JOB NO. 11.5311.000  
BID PACKAGE No. 31A SITEWORK**

**PRE-BID CONFERENCE:**   **October 11, 2011**  
**TIME:**                           **3:00 PM**

**PROPOSAL DUE DATE:**   **October 25, 2011**  
**TIME:**                           **2:00 PM**

**LOCATION:**   **HC Wilcox Technical School**  
                  **298 Oregon Road**  
                  **Meriden, CT 06451**

**LOCATION:**   **Gilbane Building Company**  
                  **208 New London Turnpike**  
                  **Glastonbury, CT 06033**

**DEADLINE FOR SUBMISSION OF QUESTIONS:**   **October 18, 2011**

**To:**   Gilbane Building Company  
          208 New London Turnpike  
          Glastonbury, CT 06033  
          Attention: Patrick J. Delany, District Chief Purchasing Agent

**FIRM NAME:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ the undersigned

**A.**   Proposes to furnish all labor, materials, equipment and services as required to satisfactorily complete all **Site Work** herein described as Bid Package **No. 31A** as required for the additions and alternations at HC Wilcox Regional Vocational Technical School Project, all in accordance with the Drawings and Specifications as prepared by Tai Soo Kim Partners, LLC, the Gilbane Project Manual, and this Proposal Form.

**B.**   All work required by the foregoing documents will be accomplished for the Lump Sum Bid Price of \_\_\_\_\_ Dollars (\$) \_\_\_\_\_).  
(Show amount in both words and figures. In case of discrepancy, amount shown in words will govern.)

The Lump Sum Bid Price above INCLUDES all applicable sales and/or use taxes; INCLUDES all insurance premiums required to meet contractual insurance requirements; and INCLUDES all premiums for a Performance Bond and a Labor and Material Payment Bond in the sum of one hundred percent of the Contract price.

**C.**   Bidder agrees that if written notice of the acceptance of this bid is mailed or delivered to the undersigned within one hundred eighty (180) days after the Proposal Due Date, or any time thereafter before it is withdrawn, the undersigned shall meet a representative of the Gilbane Glastonbury office or a mutually agreed upon location to

execute the Contract. Performance and Payment Bonds and the appropriate insurance certificates will be delivered to the Construction Manager at the time of execution of the Contract. Failure to execute said contract within ten (10) days after receipt of Notice to Award may be considered a default under the obligation of the bid bond.

**D. The above price includes all stipulations and requirements of the following Supplements:**

- Supplement \_\_\_ dated \_\_\_\_\_
- Supplement \_\_\_ dated \_\_\_\_\_
- Supplement \_\_\_ dated \_\_\_\_\_
- Supplement \_\_\_ dated \_\_\_\_\_

which have been received and accepted by the undersigned. Note that it is incumbent of the bidder to include all Supplements issued in the bid. Failure to acknowledge a supplement does not relieve the bidder from the requirements of the supplement.

**E. MILESTONE SCHEDULE DATES**

See Gilbane Project Manual section 00 31 13 – Schedule for activity milestones, durations, and reference. This schedule represents the general milestones that need to be met to achieve the overall project completion dates, and provides guidance to the bidders to understand the time constraints the work must be performed under. The project detailed schedule, in accordance with the terms of the Contract and General Conditions, will be derived from a “Card Trick” scheduling session with mandatory attendance by all prime Trade Contractors.

- 1. Anticipated Date of Contract Award: ..... January 19, 2012
- 2. Commence Shop Drawings and Submittals..... January 19, 2012
- 3. Commence Work for the Proposal:..... January 25, 2012
- 4. Bid Package Substantial Completion:..... November 5, 2014
- 5. Project Substantial Completion..... November 5, 2014

**F. TRADE SUBCONTRACTORS AND MAJOR SUPPLIERS**

The following trade subcontractors are proposed for the item of work listed. Trade subcontractors are subject to review per the General Conditions.

ITEM OF WORK	TRADE SUBCONTRACTORS
_____	_____ EMR:___
_____	_____ EMR:___
_____	_____ EMR:___
_____	_____ EMR:___

**G. UTILIZATION OF MINORITY CONTRACTORS AND SUPPLIERS**

- 1. The Bidder will endeavor to obtain a minimum goal of fifteen percent (15%) of the awarded amount to small business enterprises, with ten percent (10%) of the awarded amount to minority business trade subcontractors and/or suppliers certified by the **State of Connecticut**.

2. The successful Trade Contractor shall substantiate this participation within ten (10) days after receipt of Notice of Award. Refer to the General Instruction to Bidders for further information.
3. Indicate here the utilization of certified S/MBEs included in the base bid. Failure to comply with M/WBE participation goals may constitute a non-responsive proposal. IF NO INDICATION IS GIVEN, IT SHALL BE INTERPRETED THAT ZERO M/WBE PARTICIPATION IS INCLUDED.  
  
This proposal includes \_\_\_\_\_% certified SBE participation.  
  
This proposal includes \_\_\_\_\_% certified MBE participation.
4. S/MBE participation shall count toward stipulated contractual goals or requirements only as described in the General Instructions to Bidders.

**H. UNIT PRICES**

Unit Prices shall be used, where applicable, to make adjustments to the cost of the Work due to changes. All Unit Prices submitted shall be complete in-place prices (unless noted otherwise) and include all costs for overhead, profit, labor, materials, equipment, and any other incidentals related to the completion of the Work, and shall remain firm for the period of the contract. Unit prices listed are for additive work. Deductive unit prices will be calculated at no less than 85% of the additive unit price (100% if used in conjunction with an allowance).

UNIT PRICES:

1. Class 1 Bituminous Concrete Binder Course ..... \$ \_\_\_\_\_ /TON
2. Class 2 Bituminous Concrete Wearing Course ..... \$ \_\_\_\_\_ /TON
3. Pavement Repair (8/L1.20) ..... \$ \_\_\_\_\_ /SF
4. Concrete encasement ..... \$ \_\_\_\_\_ /CY
5. Concrete sidewalk, incl. excavation and backfill (6/L1.20) ..... \$ \_\_\_\_\_ /SF
6. Timber Guide Rail (12/L1.21) ..... \$ \_\_\_\_\_ /LF
7. Furnish and Place the following materials:
  - (a) Common fill ..... \$ \_\_\_\_\_ /CY
  - (b) Screened gravel ..... \$ \_\_\_\_\_ /CY
  - (c) Processed gravel ..... \$ \_\_\_\_\_ /CY
  - (d) Crushed stone ..... \$ \_\_\_\_\_ /CY
8. Temporary Construction Fencing 6'-0" high (stanchion type) ..... \$ \_\_\_\_\_ /LF
9. Temporary Perimeter Fence (6' high with driven posts) ..... \$ \_\_\_\_\_ /LF
10. 30"X30" Aluminum Signs with 3" Custom Text and posts ..... \$ \_\_\_\_\_ /EA
11. 24"X24" Aluminum Signs with 3" Custom Text and posts ..... \$ \_\_\_\_\_ /EA
12. 48" X 80" ¾ Plywood Signs with plastic laminate facing including 3" custom text and 6"X6" timber posts ..... \$ \_\_\_\_\_ /EA
13. 4" thick, 3' wide temporary process walkway ..... \$ \_\_\_\_\_ /LF

- 14. Traffic bollards and concrete required for installation ..... \$ \_\_\_\_\_ /EA
- 15. Concrete block (dead-man) ..... \$ \_\_\_\_\_ /EA
- 16. Silt fencing ..... \$ \_\_\_\_\_ /LF
- 17. Hay bale..... \$ \_\_\_\_\_ /EA
- 18. 3” stone..... \$ \_\_\_\_\_ /CY
- 19. ¾” Stone ..... \$ \_\_\_\_\_ /CY
- 20. Temporary site concrete slab at the depth of 6” ..... \$ \_\_\_\_\_ /SF
- 21. Topsoil spread to a depth of 4”..... \$ \_\_\_\_\_ /CY
- 22. Concrete floor saw-cutting (up to 6” thick)..... \$ \_\_\_\_\_ /LF
- 23. See specification section 012000 Contract Considerations for additional unit prices assigned to this bid package by the Owner.

**Changes in the Work.** All bidders are herein advised that they are to provide, in the space provided below, a written description of how they would price lump sum changes. It is understood that the Unit Prices which you would insert in this Proposal Form response would be one element of the Change pricing, however, it is necessary to determine up front and reach agreement on, your intended method of determining units of labor productivity and material pricing as well. Bidders are to be explicit as to what Manual(s), if any, are intended to be utilized. Once accepted by the Construction Manager, provide copies of all applicable pricing manuals for use by the Construction Manual in evaluating Change Order pricing.

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Provide labor rates which may be used, subject to review and approval, in pricing any extra work that may be required. Rates are to be complete billing rates and are to include actual wages, taxes, fringes, insurance, small tools and incidentals and **15%** overhead and profit (combined). Base price on current rates in effect at time of bid. As prevailing wages and fringes rate change, these increases will be added to the labor rates at actual cost. Increases in wage rates are subject to audit. Complete the attached Wage Rate Breakdown Form for each classification of worker anticipated to work on the Project.

**I. ALTERNATE PRICES**

An Alternate Price shall include all costs associated with the changes, omissions, additions or other adjustments to the Work of this Bid Package (Contract) which are described in the Alternate, or are reasonably inferable therefrom. Claims for extras resulting from changes caused by the acceptance or rejection of any Alternate will not be allowed. Alternate Prices shall also include all costs of overhead, profit and bonds associated with the work of the Alternate, whether additive or deductive.

The Drawings, Specifications and other Contract Documents shall be considered appropriately modified by either the acceptance or rejection of the various Alternates. The Owner and the Construction Manager expressly reserve the right to accept or reject any, or all, Alternate Prices, and in any sequence prior to or after award. Acceptance



or rejection of any Alternate does not relieve the Bidder of timely completion of the Work within the time periods indicated.

ALTERNATES:

None.

**J. ALLOWANCES**

The Bidder includes the following Allowances and rates in the total Lump Sum Amount of the Base Bid for this Bid Package. Further to Article 10 in the General Conditions and unless noted otherwise below, the following allowance amounts include the Trade Contractor's cost of materials less applicable discounts, delivery to the site, applicable taxes, unloading, handling, installation, allowable overhead and profit. All other costs associated with completing the work described in the allowance is included in the base bid but outside of the allowance amount.

ALLOWANCES:

1. 500 man-hours of premium time portion of the labor rate to accelerate work in addition to the base scope requirements at the direction of the Construction Manager. Note that the Trade Contractor remains responsible to maintain the schedule and that this allowance will not be used for that purpose.
 

Journeyman.....	\$ _____/Hr X 450 =	\$ _____
Foreman .....	\$ _____/Hr X 50 =	\$ _____
Total.....		\$ _____
  
2. 100 Man Hours to provide site clean-up in addition to the base scope requirements at the direction of the Construction Manager
 

Journeyman.....	\$ _____/Hr X 90 =	\$ _____
Foreman .....	\$ _____/Hr X 10 =	\$ _____
Total.....		\$ _____
  
3. Ten (10) 30"X30" Aluminum Signs with 3" Custom Text and posts at the direction of the Construction Manager and in addition to the base scope requirements.
 

30"X30" Aluminum Sign .....	\$ _____/EA X 10 =	\$ _____
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4. Ten (10) 24"X24" Aluminum Signs with 3" Custom Text and posts at the direction of the Construction Manager in addition to the base scope requirements.
 

24"X24" Aluminum Sign .....	\$ _____/EA X 10 =	\$ _____
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5. Two (2) 48" X 80" 3/4 Plywood Signs with plastic laminate facing including 3" custom text and 6"X6" timber posts at the direction of the Construction Manager in addition to the base scope requirements.
 

48" X 80" 3/4 Plywood Signs.....	\$ _____/EA X 10 =	\$ _____
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6. 100 LF of 3' wide, 4" thick temporary process walkway at the direction of the Construction Manager in addition to the base scope requirements.
 

3' wide, 4" thick temporary process walkway.....	\$ _____/LF X 100 =	\$ _____
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7. 400 LF of 6' high fencing with driven posts at the direction of the Construction Manager in addition to the base scope requirements.
 

6' high fencing with driven posts.....	\$ _____/LF X 400 =	\$ _____
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8. 80 man-hours of labor to relocate perimeter site fencing at the direction of the Construction Manager in addition to the base scope requirements.  
 Journeyman.....\$ \_\_\_\_\_/Hr X 80 = \$ \_\_\_\_\_  
 Total.....\$ \_\_\_\_\_
9. Twelve (12) traffic bollards and concrete required for installation at the direction of the Construction Manager.  
 Traffic bollard.....\$ \_\_\_\_\_/EA X 12 = \$ \_\_\_\_\_
10. 20 concrete blocks (dead-men) for temporary for a period of 12 Months at the direction of the Construction Manager in addition to base scope requirements. Include cost for removal from the site.  
 Concrete block dead-man .....\$ \_\_\_\_\_/EA X 20 = \$ \_\_\_\_\_
11. 200 LF of silt fencing at the direction of the Construction Manager in addition to the base scope requirements.  
 Silt fence .....\$ \_\_\_\_\_/LF X 200 = \$ \_\_\_\_\_
12. 24 hay bales at the direction of the Construction Manager in addition to the base scope requirements.  
 Hay Bale .....\$ \_\_\_\_\_/EA X 24 = \$ \_\_\_\_\_
13. 100 CYDs of 3" stone at the direction of the Construction Manager. Include base geotextile fabric and spreading at a depth of 12".  
 3" stone .....\$ \_\_\_\_\_/CY X 100 = \$ \_\_\_\_\_
14. 100 CYDs of ¾" Stone at the direction of the Construction Manager. Include spreading base geotextile fabric and spreading at the depth of 8"  
 ¾" Stone.....\$ \_\_\_\_\_/CY X 100 = \$ \_\_\_\_\_
15. 200 SF of temporary site concrete slab at the depth of 6" at the direction of the Construction Manager.  
 Temporary site concrete slab .....\$ \_\_\_\_\_/SF X 200 = \$ \_\_\_\_\_
16. 100 CYDs of Topsoil spread to a depth of 4" at the direction of the Construction Manager.  
 Topsoil .....\$ \_\_\_\_\_/CY X 100 = \$ \_\_\_\_\_  
 100 CYDs of Topsoil spread to a depth of 4" X \$ \_\_\_\_\_/CY = \$ \_\_\_\_\_
17. 100 CYDs of Common Fill at the direction of the Construction Manager.  
 Common Fill.....\$ \_\_\_\_\_/CY X 100 = \$ \_\_\_\_\_

**K. COST AND QUANTITY BREAKDOWN**

In order to properly evaluate the Proposal, provide the following information. The Scope of Work to be awarded will not be influenced by the cost and quantity information requested here.

1. COST BREAKDOWN

Total Material .....\$ \_\_\_\_\_  
 Total Labor Cost .....\$ \_\_\_\_\_  
 Total Subcontractor/Equipment Cost.....\$ \_\_\_\_\_  
 Total Applicable Sales and Use Taxes.....\$ \_\_\_\_\_  
 Allowances.....\$ \_\_\_\_\_

Total Bond Cost ..... \$ \_\_\_\_\_  
 Total Bid ..... \$ \_\_\_\_\_  
 Total Estimated On-Site Manhours ..... \_\_\_\_\_

2. **QUANTITY BREAKDOWN** (Note: The items listed below are not intended to be an all inclusive listing, but merely to highlight some items of work.)

**THE INFORMATION LISTED BELOW IN THE QUANTITY BREAKDOWN SECTION IS REQUIRED AT THE TIME OF BID SUBMISSION.**

Item	Quantity	Total Cost
Mobilization	EA	\$ _____
Mass Excavation	CY	\$ _____
Trench Excavation	CY	\$ _____
Interior Excavation	CY	\$ _____
All other Excavation	CY	\$ _____
Imported fill	CY	\$ _____
Paving	SF	\$ _____
Concrete Flatwork	CY	\$ _____
All other Concrete	CY	\$ _____
By-Pass Pumping	LS	\$ _____
Sheeting / Shoring	LS	\$ _____
Dewatering	LS	\$ _____
Daily Clean-up	LS	\$ _____
Other	LS	\$ _____
Total Bid	LS	\$ _____

**L. SCOPE OF WORK**

1. Description of Work Included

Except for those items (if any) specifically noted in the section below entitled "Description of Work Excluded", the Work of this Bid Package shall INCLUDE all of the following:

- a. All items of work required by, and/or specified in, those Sections of the Specifications which are listed herein, under Section M SPECIFICATIONS.
- b. All items of work related to the "Scope of Work", which are shown on the Drawings listed herein under Section N Contract Drawings.
- c. The following "Significant Items of Work" are related to those required by the above referenced documents and are to be provided under, and hereby form a part of, the Scope of Work of this Bid Package (Contract). Should any conflict exist between this written scope of work and the scope of work inferred by the above referenced documents, this scope of work shall govern. All items are furnished and installed by this Trade Contractor unless noted otherwise.

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**GENERAL**

1. Include all costs for Trade Contractor personnel and all sub-trade contractor personnel for safety orientation and other safety related meetings, etc. for all labor forces working on this jobsite. This orientation is mandatory for all personnel working on-site and is expected to last approximately 1/2 hour. Safety orientations will be scheduled by the Construction Manager. ALL PERSONNEL (including truck drivers) MUST ATTEND THE SAFETY ORIENTATION PRIOR TO PERFORMING ANY WORK ON SITE. Also, each week, in addition to safety training, safety meetings, and tool box talks that the Trade Contractor provides to their employees, include attendance by all on-site personnel to attend a weekly safety talk that will be conducted by the Construction Manager. This talk will take place on a regular basis one day a week immediately following the lunch break and will last no longer than 10 minutes.
2. Retainage of 7.5% is intended to be withheld until Substantial Completion however “partial payments may be made if agreed to by the DCS and Gilbane.”
3. This Trade Contractor will not be allowed to begin work on the project until the following items have been submitted: Certificate of Insurance, written Safety Program with Job Hazard Analysis, material status report and a list of all materials required under this Contract with indication of which materials require submittal for approval as outlined in the specifications and a schedule of anticipated date(s) of submittal for each.
4. The items listed herein are not intended to be an all-inclusive listing of the specified Contract Scope of Work, but merely highlight the major items of work. Review the scope of work closely and include all cost to provide all work as required by this bid package. Provide all work required by your scope of work which may be contained in other specifications, or on drawings whether or not specifically listed within this Proposal Form. Should a scope of work item be duplicated in another bid package, do not delete the item from your bid. Notify the Construction Manager immediately. Failure to include costs for a duplicated item will not alleviate the Trade Contractor’s responsibility to provide full credit for the item should it be deleted from the bid package after a contract is awarded.
5. Gilbane shall have the right to assemble the craftsmen for orientation, quality, daily stretching, and safety related matters at no additional cost
6. Parking will be available on site in areas to be designated by the Construction Manager. Please refer to the Site Utilization Plan detailing parking in Lot A. A portion of the lot will be provided for parking, general lay-down, and storage containers.
7. Construction is to be sequenced and phased per the Gilbane project schedule included in the Project manual and the Phasing Drawings. Review these documents carefully. The school will remain active during construction, and cannot be disrupted. Work within the existing building is to occur as the schedule depicts. Every effort will be made to work around the school schedule, vacations and days off will be utilized.
8. Provide all labor necessary to unload, distribute, and re-handle his material as required until such time that material is in place.
9. All costs required for transporting, erecting, dismantling, and removal of temporary facilities and equipment required by this Trade Contractor are to be included in the base bid amount.

10. Trade contractors shall participate with the inspection walkthroughs as requested by the Construction Manager. Provide suitable access for inspectors to perform all tests or inspections. Trade Contractor supplied temporary ladders and lifts to perform their work are to be available for the use of all parties.
11. The site is very restricted and the building will be occupied during the work. Deliveries and storage must be coordinated with the Construction Manager in advance. On site storage will not be available without prior approval by the Construction Manager.
12. All equipment used on the Jobsite shall be in good working order and maintained and operated as designed and have state of the art noise, vibration and exhaust control
13. Layout from a bench mark provided by others is the responsibility of the Trade Contractor requiring the layout.
14. Immediately notify the Construction Manager of any delays to the schedule of this bid package scope which is being caused by the work of any other Trade Contractor on site. This requirement supersedes other notice provisions in the Contract Documents for this type of delay.
15. This Trade Contractor shall keep all access roadways free and clean from equipment, material, soil or objects which may inhibit the flow of traffic.
16. Daily cleanup is to be provided on a daily basis to a central location and the adequate cost for same is to be carried in the proposal response. Daily clean up is defined as properly removing all debris, neatly organizing remaining material, and broom sweeping work areas, etc. after completion of the day's work at a minimum of EVERY SINGLE DAY.
17. The schedule of values will contain line items for clean up, submittals, safety and as-builts and close out in addition to line items apportioning "the Work". Payments made against these items will be directly related to Trade contractor's Performance. A schedule of values must be submitted and approved prior to the first application for payment being submitted.
18. Electrical power for 110 v. power tools and its consumption cost is by others. Include all cost for electrical connection or hook up required is by this bid package.
19. Sets of documents are available at the Trade Contractor's expense. Contact Service Point at 203.624.0079.
20. Whenever the contract documents require a certified engineer's stamp, review or report, it shall be understood to mean an engineer licensed in the applicable discipline, fully insured and registered in the State of Connecticut.
21. Demobilize/remobilize as the construction schedule and/or weather conditions require at no extra cost.
22. Each Trade Contractor will perform a First Delivery Inspection of materials with the Construction Manager to confirm that materials meet the Project Specifications and approved submittals. These reports shall be turned in with the daily report no more than 24 hours after material arrival. Submission of the First Delivery Inspection Report is a condition of monthly payment. All delays that result from failure to confirm materials delivered with the Construction Manager are at the Trade Contractor's cost, including

those of other Trade Contractors on this Project. The Construction Manager will provide a form for this use, which is to be jointly filled out by the Construction Manager and the Trade Contractor. It is the Trade Contractor's responsibility to perform subsequent delivery inspections to ensure compliance with Specifications. Include Benchmarking of initial installations in accordance with the Quality Plan in the Project Manual.

23. There will be no deviations from the submittal format established by the Project Specifications. It is the Trade Contractor's responsibility to complete Submittals in a timely fashion, and to monitor the status of the A/E review. The Trade Contractors shall provide a Submittal Schedule no later than ten (10) days following the receipt of the Notice of Award. All submittals must be received by Construction Manager within 60 days of award, or earlier as required to meet delivery schedules. Include in the schedule a listing for any equipment or materials where shop drawings will take more than 4 weeks to prepare, and for equipment or materials that will take more than 6 weeks to arrive following shop drawing approval.
24. Any payment for overtime work, if authorized as an extra, is for labor, and not for equipment provided on job during regular shift.
25. The successful Bidder shall be responsible for all winter conditions and temporary protection associated with the work of this bid package. If applicable, Include snow removal as necessary to perform your work, except access to the site and slabs, which is by others
26. Each Trade Contractor, where applicable, will receive, unload, and distribute, secure and install all materials furnished by others for installation under this scope. All fittings and hardware required for final connection and installation shall be by the installer.
27. The Construction Manager will arrange to provide temporary electrical power panels for hand tools (by –Electrical Trade Contractor) and water (by HVAC & Plumbing Trade Contractor) at the site for the Trade Contractor's use.
28. Trade Contractor must not use building or site sewage or drainage systems for equipment cleaning purposes.
29. There will be no watchman or security guard on site. All trade Contractors are responsible for security of materials, equipment, and work in place until acceptance as it relates to your work. This includes safety barriers and precautions during off-hours.
30. It is the trade contractor's responsibility to request a preconstruction meeting 30 days prior to commencement of work or 30 days prior to the start of shop drawings where coordination with other trades are required.
31. Specification Section 01 45 00 Paragraph 1.4, B indicates that the re-testing or re-inspection of deficient items are the cost responsibility of the CMR. This will be the cost responsibility of the Trade Contractor. The Trade Contractor shall ensure to submit requests for ALL inspections to the Construction Manager and shall ensure that the assembly to be inspected has been reviewed in advanced of the inspector. Any costs associated with re-inspection will be the trade contractor's responsibility

32. The trade contractor shall request approval from the Construction Manager to work overtime 72 (Construction Manager has 48 hour notice request to the owner) hours in advanced
33. Deduct changes utilizing the Unit Prices per Specification Section 01 20 00 Part 1.5 D – Unit Prices will be issued at a 10% reduction of the Contract Unit Price
34. Specification Section 01 25 00 – Paragraph 1.4 A specifically indicates that the owner will consider requests for equal or substitutions if made prior to the Construction Manager’s Subcontractor Competitive Bid. The trade contractor must submit (in the format indicated) requests for substitution or equals a minimum of two (2) week prior to the bid date as a means of allowing for adequate time for review and consideration by the owner and A/E.
35. RFIs process under the Contract Modification Procedures – Specification Section 01 26 00 – The trade contractor shall be timely in reviewing documents. The Construction Manager has a 5 day notice period to inform the owner of potential changes following the Architect’s response per Specification Section 01 26 00 – Paragraph 1.3, Part 6. The trade contract will have two (2) calendar days to provide such notice to the Construction Manager or the trade contractor waives the right to seek additional time or cost.
36. RFPs issued by the architect and submitted to the trade contractor by the Construction Manager shall be responded to within 7 calendar days.
37. Specification Section 01 29 76 – Paragraph 1.3 – Part 4 specifically notes SOV requirements of the Construction Manager to the owner. Item Nos. b, d, e, f, and h are specifically tied to the deliverables required by the trade contractors. These items shall be specifically itemized in the trade contractor’s SOV to the Construction Manager. The trade contractors inability to submit or perform the referenced work will result in forfeiting the monthly value and a deduct change order will be processed.
38. A minimum of one safety meeting per month is required per Specification Section 01 31 19, 1.6.
39. Fire Stop Systems – A single source fire stop manufacturer will be selected by the Construction Manager from the list of providers noted in the Contract Documents. The trade contractor will be required to provide fire stop systems as it applies to the individual scope. The trade contractors shall also include fire stop / safe labeling and tagging each penetration or application with data including but not limited to Installer, Contractor, Location, System used, and date. Also, the trade contractor shall provide data log entries for use in generating an as-built plan including location.
40. Refer to perimeter fencing and gates as indicated on the Site Utilization Plan. The site contractor will provide all fencing and it is each trade contractor’s responsibility to keep the gates closed when entering or exiting the site. The gates shall be closed at all times. This will be included as part of the initial orientation process but must be reinforced by the trade contractor’s project manager and field supervisor.
41. The State will utilize PM Web for electronic documentation submission for all daily reports, safety reports, submittals, as-builts, RFIs, change related correspondence and general correspondence. The license costs is \$500 per trade contractor plus 20% each year (or any portion of a year) for maintenance. For example, if the license is purchased

in February, 2012 and is needed through September of 2014, the cost would be \$800, \$500 for the license fee plus 20% (\$100) per year for maintenance for 3 years (\$300 total), even if the duration is only 31 months of usage.

42. Trade contractors will be required to enter daily reports in PM Web on a community computer provided and located by the Construction Manager. It is recommended that your field foreman is equipped with their own computer for efficiency in the event the community computer is not available due to use by other trade contractors during the work day.
43. All reference in the contract documents to the Construction Manager/CMR/General Contractor/Contractor as performing any field work or providing services in connection with any aspect of the Work shall be understood to mean the Trade Contractor. The Construction Manager will not layout, log, record, or otherwise provide actual work or service related to the Trade Contractor's scope of work, inclusive of Division 0 and Division 1 specifications.
44. Note specification section 01 78 30, 1.3, F; minimum warranty period is eighteen (18) months unless specified otherwise for a longer duration. The warranty period does not commence until final acceptance by the Owner. Do not assume a shorter warranty period regardless of a shorter period stipulated elsewhere in the documents and include all costs accordingly.
45. Gilbane has automated its monthly payment application process and solely utilizes an online web-based application provided by Textura LLC. Trade contractors will be required to participate and must implement Textura on the project. Textura will automatically generate the AIA G702/703 and Lien Release Documents. Any additional documentation required as part of the Gilbane application process must be uploaded in the form of a PDF prior to your submission. There is a nominal fee to use this service. These costs are summarized in the Textura brochure included as an attachment to this bid package. Include the costs of using this service in your bid. If you have any questions regarding Textura's Terms and Conditions, costs of service, or training implementation please contact Textura at 866-TEXTURA (839-8872).
46. Conduct an in-house kick-off meeting which must include the personnel that estimated the project and attended the scope review meeting with Gilbane and the personnel that will administer the project (project manager, lead field foreman, accounting, purchasing, etc.). The kick-off meeting must transfer the knowledge of the estimating team to the project administration team. Produce and submit for record the minutes of the meeting, complete with attendance sign-in sheet to the Construction Manager. In the event the Construction Manager is required to devote excessive amounts of time to educating trade contractor administrative personnel on the requirements of the project, the Trade Contractor may be billed for that time at the rates in the Construction Manager's contract with the Owner.

**SPECIFIC ITEMS:**

1. Provide all labor, materials, equipment and services required to complete all sitework, site preparation, excavation and backfill, earthwork, paving, site concrete work and site utility work as required and indicated in the contract documents. Work includes, but is not limited to, all clearing, dust control, dewatering, soil erosion and sediment control, environmental protection, controlled blasting, rough grading, structure excavation,



backfilling and compaction for all utilities and building concrete, underpinning, site water system, storm sewage system, underslab drainage systems, foundation drainage systems all underground tanks, wells, exterior signage, guardrails, retaining walls, fencing, bollards, light pole bases, patio pavers, striping, site signage, site concrete, site precast concrete, privacy fencing, ornamental fencing, construction fencing and all other related work shown, indicated and specified within the contract documents.

2. Provide all work indicated on the drawing and as specified in the following Specification Sections. The work specified in the following specification sections is the sole responsibility of this Trade Contractor unless modified below:

033001	Site Concrete Work
101401	Site Signage
107500	Flagpoles
310000	Soil Investigation Data
311000	Site Clearing
312000	Earth Moving
312319	Dewatering
315000	Excavation Support and Protection
320100	Maintenance and Protection of Traffic
321216	Asphalt Paving
321313	Concrete Paving and Curbing
321373	Concrete Paving Joint Sealants
321400	Unit Paving
323113	Chain Link Fences And Gates
323119	Decorative Metal Fences and Gates
323223	Segmental Retaining Wall
329400	Timber Guide Rail
334100	Storm Utility Drainage Piping

In addition, the Trade Contractor shall provide work specified elsewhere in the Specifications and specifically listed within this scope of work.

3. Prepare all areas for construction. Remove trees plantings and other construction indicated on drawings or otherwise necessary to perform work outlined in the contract documents. Restore all areas at the completion of the project. Do not remove or clear in areas not specifically indicated in the documents without prior approval from the Construction Manager. Protect trees and vegetation that is scheduled to remain from damage, traffic or storage.
4. PCB contaminated soil abatement and building and foundation demolition work by others will be completed prior to your work in the effected areas. Review the drawings for these locations and include backfill of these areas as needed for the new work. Should the quantities of PCB contaminated soils removal exceed the amounts indicated on the drawings, this bid package shall be granted an adjustment for increased import material at the unit prices stipulated in the contract documents.
5. Provide Site Water Systems including fire main, fittings, accessories, underground valves, indicator posts, valve boxes, fire hydrants for limit of work description in accordance with documents. Piping to the building shall be installed to just inside the building with a flange and the opening protected. Provide linkseal or other method of waterproofing all pipe penetrations into basements.

6. Verify dimensions and length of pipe for all utilities. Information provided on the drawings is for convenience only and should not be used for estimating or pricing purposes.
7. Include calling and scheduling “Call Before You Dig” agencies prior to any activities.
8. Provide temporary access roads, grading and fencing necessary and as shown on the Phasing Plans Site Utilization Plan and on the Site Logistics Plan. In addition to what is shown on the phasing plans, install temporary fencing around the portable classroom buildings during their construction. All temporary construction fencing shall be 6’-0” high and covered with solid fabric screening.
9. Conduct a precondition site survey. Survey to include examination, assessment and documentation of the existing building conditions. Include photographs and a videotape of any preexisting damage to the building. Submit survey to the Construction Manager immediately upon its completion and before any disruptive activities begin.
10. Provide all lines, grades, layout, field engineering and survey work as required to complete this scope of work.
11. Provide temporary access roads, grading and fencing necessary and as shown on the Phasing Plans. Provide a level work surface around the buildings as required for general access, staging, scaffolding, material, hoisting, etc. Install temporary parking area as shown and maintain during the construction period. Re-grade/repair areas that become damaged during construction period. Remove at completion of project prior to making final site improvements. Provide signage shown on the Phasing Plans.
12. Provide graded, compacted lay-down areas for the structural steel trade contractor. Provide a smooth, level area free from standing water for the structural steel erector’s crane including the area required for access and staging in accordance with Subpart R of the 1926.750-761 OSHA Regulations.
13. Include, on a daily basis, dust control throughout site. Also include sweeping of public roads and paved areas of the site daily for the duration of the project.
14. Inspect and maintain storm water control measures including but not limited to silt fence, erosion controls, hay bales, rock traps, etc. as required by Federal and State regulations and the Contract Documents, which ever is more stringent, until such time as these systems are removed. Inspect weekly or after a storm or rainfall event, whichever is more frequent. Keep a log of deficiencies and repairs, provide a copy of the weekly report to the Construction Manager.
15. Include Storm Sewage Systems including storm drainage piping to just inside the building with a flange and the opening protected , accessories, manholes, catch basins, paved area drainage, site surface drainage and trench drains in accordance with documents. Provide linkseal or other method of waterproofing all pipe penetrations into basements.
16. Provide Environmental Protection including dust control, soil erosion and sediment control, noise control, pollution control, wheelwash stations, silt fencing, hay bales, and dewatering. Follow local ordinances

17. Stockpile locations indicated on the drawings are to be considered guidelines. Location and relocation of stockpiles are to be coordinated in the field with the Site Geotechnical Engineer, the Construction Manager and the other Trade Contractors so as not to adversely affect the progress of the Work. If this Trade Contractor cannot find adequate stockpile locations on site, he may remove material and replace with new material as necessary at his discretion. There will be no additional costs paid for trucking, offsite storage or purchasing of replacement material if the contractor elects to exercise this option. Any replacement material must meet the specifications and be equal to or better than the material that was removed from the site.
18. Include all site preparation work for the construction manager field office trailer. The office trailers will on the southwest portion of the site, see plans. Provide 6'-0" high chain link fence with fabric vision screen around the designated area. Provide ¾" stone parking area around entire trailer inside entire fenced area. Strip and remove topsoil from site, place geotextile fabric, lay down, grade and compact stone; recompact/replace as necessary due to movement from driving and plowing. After removal of trailers, remove fence and stone and return topsoil to area; spread topsoil, rake and seed entirely.
19. Provide connection of potable water and sanitary sewer to the Construction Manager's field office. Connection to include any taps, valves and insulation of piping necessary to provide a complete working system. Services are to be installed at the beginning of the project. At the end of the project, when the trailers are demobilized, cut and cap domestic water and sanitary lines at the point of connection to the main or closest manhole.
20. Patch pave all excavations in active parking and driveway areas as required throughout duration of construction.
21. Include earthwork, excavation and backfill for all Site Utilities whether or not being installed by this Trade Contractor.
22. Include all site preparation work for the construction field office trailer and contractor storage area indicated on the Site Utilization Plan. Provide ¾" stone parking area around entire trailer inside fenced area. Strip and remove topsoil from site, lay down, grade and compact stone; re-compact as necessary due to movement from driving and plowing. After removal of trailers, remove fence and stone and complete as indicted in the contract documents.
23. Exercise care to preserve material below and beyond the limits of excavation. Where excavation is carried out, through error, below indicated grade or beyond the lines of excavation, backfill to the indicated grade and compact with approved fill at no additional cost to the Owner, and at the direction of the Engineer or the Geotechnical Consultant.
24. Provide a guard rail and debris protection system such as Garlock Railguard 200 installed with proper footing or base at perimeter (top) of excavation greater than **6 feet** deep capable of withstanding forces up to 200 lbs from any direction. Location subject to approval by the Construction Manager.
25. On any cuts greater than ten (10) feet, provide chain link fencing anchored at the top of the excavation and draped to the bottom of the cut. Remove fencing in coordination with backfilling operation.

26. Temporarily relocate existing storm water drainage system around construction area. Existing building storm drains and roof drainage cannot be compromised during construction activities.
27. Control grading so that ground is pitched to prevent water from running to excavated areas, damaging other structures, or adjacent properties.
28. Remove by pumping or other means water accumulated in excavation until earthwork backfill operations are complete to maintain a stable excavation and undisturbed subgrade at all times; and to allow construction to proceed in-the-dry. Properly discharge any pumped water through filtration or sedimentation methods per State and/or Federal guidelines and per the Contract Documents. All dewatering shall be performed at the Trade Contractor's expense.
29. There will be NO additional compensation for winter protection associated with this Trade Contractor. All cold weather work requirements shall be include in base bid. This Trade Contractor is responsible for frost protection of all excavations. Upon placement of the foundation and / or slab on grade within the foundation, the Concrete Trade Contractor shall become responsible for frost protection. Upon the commencement of backfill operations at any given location, frost protection responsibilities shall revert back to this Trade Contractor for that location.
30. Provide all dumpsters required to complete this work. Coordinate the location of your dumpsters with the Construction Manager. The Construction Manager's dumpster shall not be used by this Trade Contractor. Remove and legally dispose of all demolished materials. To the greatest extent possible the Trade Contractor shall recycle demolition material. Provide Construction Manager with documentation of the quantities of materials (tonnage) removed from the site. Also provide documentation of the quantities of materials (tonnage) recycled. In the event that the materials are not directly recycled by the Trade Contractor, provide copies of the monthly recycling report generated by the facility(ies) which receives the demolition debris. The Project has a goal of recycling at least seventy-five percent (75%) of the waste materials generated by the Project.
31. At the completion of the appropriate phase(s) of the project, complete the following final cleaning items related to sitework:
  - Remove all fencing, erosion and sedimentation control materials and re-grade/landscape as required to create smooth transition.
  - Clean entire project site, including landscape and existing wooded areas, of all rubbish, litter, debris and other extraneous materials.
  - Sweep paved areas broom clean. Remove stains and spills.
  - Rake grounds that are neither paved nor planted, to a smooth even-textured surface.
  - Clean all catch basins within the Project limits.
  - Remove marks, stains, finger prints, and other soil from finished, painted, decorated or stained surfaces of site furnishings and sidewalks.
32. Provide all Traffic Control required on-site and off-site maintaining vehicle and pedestrian traffic in the public right-of-way during the course of your work. Include police duty and signage as necessary. Coordinate concurrent trade contractor access to construction area.

33. Procure any and all permits, as required, to complete the work of this bid package and furnish copies of all permits to the Construction Manager as required. General building permit will be obtained by the Owner. Include all costs for utility company tie-ins.
34. Neatly sawcut and remove slab on grade in all areas where new structural and/or MEP underwork work is required. Review all drawings including structural and MEP drawings for extent of slab on grade removal required. Ensure any hazardous materials have been abated so that the concrete slabs on grade can be disposed of as standard construction debris.
35. Excavate, backfill, and compact for all utilities and new concrete foundation work on site and within the buildings both new and existing. At locations in the existing structures, replacement of slabs is by others. Provide all excavation and backfill work as required for the installation of new work. Particular attention should be made to the underground utilities shown on the Mechanical, Electrical, Plumbing and Fire Protection drawings. Note that excavation and backfill for the interior underground in the new additions may be performed after the superstructure is erected. Cover and protect from trip hazard all trenches inside the buildings immediately after the concrete has been removed thru excavation and until concrete is placed.
36. Include the slab removal and excavation work noted on S1.01. See detail 5/S3.02 for width of slab removal. See also S1.11 and S6.07 for additional typical locations. Include all similar instance.
37. Provide underpinning where trenches or excavations occur below or adjacent to existing wall footings. See details on Drawing S0.03.
38. Provide detailed as-built drawings. Show locations of all installation by this contractor.
39. Provide all concrete work outside the perimeter of the building and as necessary to provide a complete installation of all work required by this Trade Contractor, including but not limited to sidewalks, curbs, planters, equipment pads, hold down pads, concrete around trench drains, concrete encasement around piping and duct banks, etc., thrust blocks, paving beds, pathway and other light foundations, light pole bases, stone wall footings, site stairs and ramps, and signs. Do not include exterior concrete pads shown on S1.03, S1.04 and S1.05
40. Provide all concrete encasement of buried utilities within the building as may be required. Replacement of concrete slabs is by others.
41. Provide all water, fire protection, sewer, drainage lines to just inside the building foundation walls. Provide all post Siamese and hydrants. Provide hook-up to existing utilities in the surrounding streets or on site, as applicable.
42. Provide drain, sewer, electric, and telecommunication manholes including frames, covers and grates as indicated and as required to meet the requirements of the respective utility company.
43. Provide all expansion joints, backer rods, preformed joint filler and sealants within the work of this trade and between the work of this trade contractor and adjoining construction.

44. Include all site snow removal and sanding as required outside of the footprint of the building and within the footprints on grade and at Construction Manager's office trailer areas. Plowing and piling of snow to be confined within the site clearing limit lines. Snow removal is to be included as needed at all access roads to the site and building, designated parking areas, staging areas and at all pedestrian walkways on the site and into the building. Sanding and snow removal work shall be completed by 6:30 AM each work day. The site has limited staging areas for material and equipment; haul off site and legally dispose of any excess snow that cannot be stockpiled on site.
45. Readjust the elevation of the top of structures as required after final paving, loaming, mulching.
46. Finish grade below the slab on grade (S.O.G). to +/- 1" (Net 0)
47. Provide and maintain on site at all times, one Emergency spill kit similar to Safety Source Northeast (800-364-6113) Catalog N: SKA-20 including at least (12) pads 16" x 20", (3) Booms 3" x 12', (2) pillows 18" x 18", goggles, nitrile gloves and (3) disposal bags.
48. Provide all pavement markings as specified and/or as shown on the drawings. Provide temporary striping in the roads and on the site. Review the phasing plans for an indication of the temporary striping that will be required. At such time when the permanent striping is to be installed, black-out temporary striping with permanent paint prior to re-striping with final configuration. Maintain and adjust temporary striping to follow job progress.
49. Install, maintain and clean the vehicle anti-tracking pad as necessary and as directed by the Construction Manager.
50. All environmental controls shall be maintained as necessary during construction and removed by this trade contractor at the completion of the project and after the areas are stabilized. All built-up silt and debris is to be removed first to prevent its release; the storm systems are to be cleaned of any and all accumulated silt and debris. Dispose of all silt and debris material legally.
51. Provide all site signage and temporary site signage that is indicated on the drawings. Review the phasing drawings to become more familiar with the requirements.
52. Connect to 1" water service shown on P1.01 and extend to underside of portable classroom building. Place piping a minimum of 4'-0" below finished grade and only rise when under the portable structure. Terminate with a valve and cap just above grade.
53. Extend 4" PVC sanitary line from manhole adjacent to the temporary classroom building to the underside of the portable building. Terminate and cap 2'-0" above grade for connection by 13A trade contractor.
54. When the portable classrooms are removed from the site remove all foundations and underground structures in their entirety and legally dispose off site. Cut and cap underground sanitary and water below grade. Water service to be capped a minimum of 4'-0" below grade and back to the tie-in point. Infill voids left from removal of foundations and utilities.

55. Provide temporary precast concrete “Jersey” barriers around the portable classroom building and elsewhere on the site as shown on the Drawings and Site Utilization Plan.
56. At locations where existing trenches or openings in the slab on grade call out to be infilled, provide compacted gravel fill as shown on Details 9, 10 & 11 on S3.05.
57. Steel Bollards are to be furnished by BP05B and are to be installed by this Trade Contractor. Provide concrete for setting and for filling as required.
58. The landscape contractor owns fine grading in areas where grass and plantings are scheduled. In those areas bring subgrade to within 6” of finished grade. In all other areas grade to finished grades shown on drawings.
59. Maintain lawn around construction fence and within the construction areas. Cut and trim any grass areas weekly, at a minimum. Include maintaining grass around construction trailers.
60. Remove and dispose of all concrete wash-out whether or not it was generated by the work of this Trade Contractor. Create and maintain containment areas for use by others and remove wash-out materials as needed.
61. Include removal and disposal of elevator jack hole drilling spoils. Assume material to be non-hazardous.
62. Provide the Project Sign described in Spec Section 01 50 00 3.3.I. Coordinate wording and installation sequence with Construction Manager.
63. Provide the crushed stone infill at all locations noted inside the building.
64. Provide demolition and removal of all existing building components/structures below grade as required and or shown on the drawings. See S1.01, at A47 line and AA.6, for typical example of demolition work required by this bid package. Demolition and removal of the Classroom Wing shown to be demolished in the D drawings is by others.
65. Include compacted gravel on existing slabs. See 4 & 5/S3.06 and all other similar details.

2. Description of Work Excluded

1. Landscaping
2. Excavation for portable classroom foundations
3. Furnishing steel bollards
4. Exterior concrete pads shown on S1.03, S1.04 and S1.05

**M. SPECIFICATIONS**

The following Specifications Sections, together with the Drawings and other related items of work as described herein, further define the Scope of Work of the Bid Package (Contract):

1. Specific work of this trade as defined in the following Specification Sections:  
Gilbane Project Manual  
All Division 01 – General Requirements

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033001	Site Concrete Work
101401	Site Signage
107500	Flagpoles
310000	Soil Investigation Data
311000	Site Clearing
312000	Earth Moving
312319	Dewatering
315000	Excavation Support and Protection
320100	Maintenance and Protection of Traffic
321216	Asphalt Paving
321313	Concrete Paving and Curbing
321373	Concrete Paving Joint Sealants
321400	Unit Paving
323113	Chain Link Fences And Gates
323119	Decorative Metal Fences and Gates
323223	Segmental Retaining Wall
329400	Timber Guide Rail
334100	Storm Utility Drainage Piping

2. Work related to this trade as defined in the following Specification Sections:

All other specification sections as listed in the Project Manual for the Additions and Renovation HC Wilcox Regional Vocational Technical School project, Table of Contents, dated Rev. 102010 as prepared by Tai Soo Kim Partners, LLC. Note this table of contents may be modified by Bid Supplements and Addenda.

#### **N. CONTRACT DRAWINGS**

1. The following drawings are included in the Scope of Work of this Bid Package.

All drawings as listed in Section 00 01 15 – List of Drawing Sheets with schedule titled Additions & Alterations HC Wilcox Technical High School, Meriden, CT, State Project No. BI-RT-843 Contract Drawing List, dated September 26, 2011. Note this list may be modified by Bid Supplements and Addenda.



**O.** The undersigned represents that this Proposal is made in good faith, without fraud, collusion, or connection of any kind with any other bidder of the same work, that he is competing in his own interest and in his own behalf, without connection of obligation to any undisclosed person, that no other person has any interest in regard to all conditions pertaining to the Work and in regard to the place where it is to be done, has made his own examination and estimates and from them makes this Proposal.

The undersigned represents that he has reviewed the Trade Contract Agreement issued as part of the bidding documents, agrees that if selected for award he will execute the Trade Contract Agreement without exceptions, exclusions, qualifications, clarifications and/or alterations, and is authorized to make such representation on behalf of the Bidder.

The undersigned represents that he has reviewed the insurance requirements in Article 6 of the Trade Contract Agreement, has included all costs to fully comply with same, and is authorized to make this representation on behalf of the Bidder.

Bidder: \_\_\_\_\_  
(Legal Signature) (Type/Print Name)  
\_\_\_\_\_  
(Title)

Firm: \_\_\_\_\_ Address: \_\_\_\_\_  
Business Phone No.: (\_\_\_\_) \_\_\_\_\_  
Business Fax No.: (\_\_\_\_) \_\_\_\_\_

This bidder is a (an): \_\_\_\_\_ Individual, Partnership, Corporation  
**Current Experience Modification Rating** \_\_\_\_\_ **Federal ID#** \_\_\_\_\_  
**OSHA Incident Rates: Recordable** \_\_\_\_\_

List here by title and number all licenses held by the bidder associated with the performance of this work.

License Title	License Number
_____	_____
_____	_____
_____	_____

Indicate the name of the health plan(s) to which benefits will be paid for all employees working on this project. \_\_\_\_\_

The full names, addresses and telephone numbers of all persons interested in this Proposal, as principals are as follows:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**NOTE:** This Proposal must bear the written signature of the Bidder.

- a. If the Bidder is an Individual doing business under a name other than his own name, the Proposal must so state, giving the address of the Individual.
- b. If the Bidder is a Partnership, the Proposal must so state, setting forth the names and addresses of all Partners, and must be signed by a Partner so designated as such.
- c. If the Bidder is a Corporation, the Proposal must be signed by a duly authorized officer or agent of such Corporation.

**BREAKDOWN OF HOURLY RATES**

**WORKERS TITLE:** \_\_\_\_\_

	<b>STRAIGHT TIME</b>	<b>ADD for 1 ½ TIME PREMIUM</b>	<b>ADD for DOUBLE TIME PREMIUM</b>
<b>BASE WAGE RATE</b>			
<b>F.I.C.A.</b>			
<b>F.U.T.A.</b>			
<b>S.U.T.A.</b>			
<b>GEN. LIABILITY INS.</b>			
<b>WORKER'S COMP. INS.</b>			
<b>WELFARE FUND</b>			
<b>PENSION FUND</b>			
<b>APPRENTICE FUND</b>			
<b>VACATION FUND</b>			
<b>ED. &amp; CULT. FUND</b>			
<b>DEFERRED INCOME FUND</b>			
<b>PAID HOLIDAYS</b>			
<b>INCIDENTALS</b>			
<b>OTHER:</b> _____			
<b>SUBTOTAL</b>			
<b>OVERHEAD &amp; PROFIT (15%)</b>			
<b>TOTAL</b>			

**SUBMITTED BY:** \_\_\_\_\_

**Not to be included in the wages above:**

<b>BOND PREMIUM</b> .....			
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C. Bidder agrees that if written notice of the acceptance of this bid is mailed or delivered to the undersigned within one hundred eighty (180) days after the Proposal Due Date, or any time thereafter before it is withdrawn, the undersigned shall meet a representative of the Gilbane Glastonbury office or a mutually agreed upon location to execute the Contract. Performance and Payment Bonds and the appropriate insurance certificates will be delivered to the Construction Manager at the time of execution of the Contract. Failure to execute said contract within ten (10) days after receipt of Notice to Award may be considered a default under the obligation of the bid bond.

D. The above price includes all stipulations and requirements of the following Supplements:

- Supplement \_\_ dated \_\_\_\_\_
- Supplement \_\_ dated \_\_\_\_\_
- Supplement \_\_ dated \_\_\_\_\_
- Supplement \_\_ dated \_\_\_\_\_

which have been received and accepted by the undersigned. Note that it is incumbent of the bidder to include all Supplements issued in the bid. Failure to acknowledge a supplement does not relieve the bidder from the requirements of the supplement.

**E. MILESTONE SCHEDULE DATES**

See Gilbane Project Manual section 00 31 13 – Schedule for activity milestones, durations, and reference. This schedule represents the general milestones that need to be met to achieve the overall project completion dates, and provides guidance to the bidders to understand the time constraints the work must be performed under. The project detailed schedule, in accordance with the terms of the Contract and General Conditions, will be derived from a “Card Trick” scheduling session with mandatory attendance by all prime Trade Contractors.

- 1. Anticipated Date of Contract Award: ..... January 19, 2012
- 2. Commence Shop Drawings and Submittals..... January 19, 2012
- 3. Commence Work for the Proposal:..... October 4, 2013
- 4. Bid Package Substantial Completion:..... October 29, 2014
- 5. Project Substantial Completion..... November 5, 2014

**F. TRADE SUBCONTRACTORS AND MAJOR SUPPLIERS**

The following trade subcontractors are proposed for the item of work listed. Trade subcontractors are subject to review per the General Conditions.

ITEM OF WORK	TRADE SUBCONTRACTORS
_____	_____ EMR:___
_____	_____ EMR:___
_____	_____ EMR:___
_____	_____ EMR:___

**G. UTILIZATION OF MINORITY CONTRACTORS AND SUPPLIERS**

1. The Bidder will endeavor to obtain a minimum goal of twenty-five percent (25%) of the awarded amount to minority business trade subcontractors and/or suppliers certified by the **State of Connecticut**.
2. The successful Trade Contractor shall substantiate this participation within ten (10) days after receipt of Notice of Award. Refer to the General Instruction to Bidders for further information.
3. Indicate here the utilization of certified S/MBEs included in the base bid. Failure to comply with M/WBE participation goals may constitute a non-responsive proposal. **IF NO INDICATION IS GIVEN, IT SHALL BE INTERPRETED THAT ZERO M/WBE PARTICIPATION IS INCLUDED.**

This proposal includes \_\_\_\_\_% certified SBE participation.

This proposal includes \_\_\_\_\_% certified MBE participation.

4. S/MBE participation shall count toward stipulated contractual goals or requirements only as described in the General Instructions to Bidders.

**H. UNIT PRICES**

Unit Prices shall be used, where applicable, to make adjustments to the cost of the Work due to changes. All Unit Prices submitted shall be complete in-place prices (unless noted otherwise) and include all costs for overhead, profit, labor, materials, equipment, and any other incidentals related to the completion of the Work, and shall remain firm for the period of the contract. Unit prices listed are for additive work. Deductive unit prices will be calculated at no less than 85% of the additive unit price (100% if used in conjunction with an allowance).

**UNIT PRICES:**

1. Topsoil .....\$ \_\_\_\_\_ /CY
2. Seeding - conventional.....\$ \_\_\_\_\_ /SF
3. Seeding - hydro.....\$ \_\_\_\_\_ /SF
4. Attach to this bid a complete plant listing with unit prices for each plant listed in the Plant List and Basin Plant List on drawing L1.10.

**Changes in the Work.** All bidders are herein advised that they are to provide, in the space provided below, a written description of how they would price lump sum changes. It is understood that the Unit Prices which you would insert in this Proposal Form response would be one element of the Change pricing, however, it is necessary to determine up front and reach agreement on, your intended method of determining units of labor productivity and material pricing as well. Bidders are to be explicit as to what Manual(s), if any, are intended to be utilized. Once accepted by the Construction Manager, provide copies of all applicable pricing manuals for use by the Construction Manual in evaluating Change Order pricing.

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Provide labor rates which may be used, subject to review and approval, in pricing any extra work that may be required. Rates are to be complete billing rates and are to include actual wages, taxes, fringes, insurance, small tools and incidentals and **15%** overhead and profit (combined). Base price on current rates in effect at time of bid. As prevailing wages and fringes rate change, these increases will be added to the labor rates at actual cost. Increases in wage rates are subject to audit. Complete the attached Wage Rate Breakdown Form for each classification of worker anticipated to work on the Project.

**I. ALTERNATE PRICES**

An Alternate Price shall include all costs associated with the changes, omissions, additions or other adjustments to the Work of this Bid Package (Contract) which are described in the Alternate, or are reasonably inferable therefrom. Claims for extras resulting from changes caused by the acceptance or rejection of any Alternate will not be allowed. Alternate Prices shall also include all costs of overhead, profit and bonds associated with the work of the Alternate, whether additive or deductive.

The Drawings, Specifications and other Contract Documents shall be considered appropriately modified by either the acceptance or rejection of the various Alternates. The Owner and the Construction Manager expressly reserve the right to accept or reject any, or all, Alternate Prices, and in any sequence prior to or after award. Acceptance or rejection of any Alternate does not relieve the Bidder of timely completion of the Work within the time periods indicated.

ALTERNATES:

None.

**J. ALLOWANCES**

The Bidder includes the following Allowances and rates in the total Lump Sum Amount of the Base Bid for this Bid Package. Further to Article 10 in the General Conditions and unless noted otherwise below, the following allowance amounts include the Trade Contractor's cost of materials less applicable discounts, delivery to the site, applicable taxes, unloading, handling, installation, allowable overhead and profit. All other costs associated with completing the work described in the allowance is included in the base bid but outside of the allowance amount.

ALLOWANCES:

1. 100 man-hours of premium time portion only of the labor rate to accelerate work in addition to the base scope requirements at the direction of the Construction Manager. Note that the Trade Contractor remains responsible to maintain the schedule and that this allowance will not be used for that purpose.

Journeyman..... \$ \_\_\_\_\_/Hr X 90 = \$ \_\_\_\_\_  
Foreman ..... \$ \_\_\_\_\_/Hr X 10 = \$ \_\_\_\_\_  
Total..... \$ \_\_\_\_\_

2. 100 Man Hours to provide site clean-up in addition to the base scope requirements at the direction of the Construction Manager.

Journeyman..... \$ \_\_\_\_\_/Hr X 100 = \$ \_\_\_\_\_

3. 100 Man Hours for temporary site improvements necessary due to phasing.

Journeyman..... \$ \_\_\_\_\_/Hr X 100 = \$ \_\_\_\_\_

4. 400 CY of topsoil in place in addition to the base scope requirements at the direction of the Construction Manager.  
 Topsoil ..... \$ \_\_\_\_\_/CY X 400 = \$ \_\_\_\_\_
5. 15,000 SF of hydro seeding at the direction of the CM in addition to the base scope requirements.  
 Seeding - hydro ..... \$ \_\_\_\_\_/SF X 15,000 = \$ \_\_\_\_\_

**K. COST AND QUANTITY BREAKDOWN**

In order to properly evaluate the Proposal, provide the following information. The Scope of Work to be awarded will not be influenced by the cost and quantity information requested here.

1. **COST BREAKDOWN**

- Total Material ..... \$ \_\_\_\_\_
- Total Labor Cost ..... \$ \_\_\_\_\_
- Total Subcontractor/Equipment Cost..... \$ \_\_\_\_\_
- Total Applicable Sales and Use Taxes..... \$ \_\_\_\_\_
- Allowances..... \$ \_\_\_\_\_
- Total Bond Cost ..... \$ \_\_\_\_\_
- Total Bid ..... \$ \_\_\_\_\_
- Total Estimated On-Site Manhours ..... \_\_\_\_\_

2. **QUANTITY BREAKDOWN** *(Note: The items listed below are not intended to be an all inclusive listing, but merely to highlight some items of work.)*

**THE INFORMATION LISTED BELOW IN THE QUANTITY BREAKDOWN SECTION IS REQUIRED AT THE TIME OF BID SUBMISSION.**

Item	Quantity	Total Cost
Mobilization	_____ EA	\$ _____
Safety	L.S.	\$ _____
Plant Material	L.S.	\$ _____
Turf and Grasses	L.S.	\$ _____
Topsoil	_____ CY	\$ _____
Allowances	L.S.	\$ _____
Other	L.S.	\$ _____
Total Bid	L.S.	\$ _____

**L. SCOPE OF WORK**

1. **Description of Work Included**

Except for those items (if any) specifically noted in the section below entitled "Description of Work Excluded", the Work of this Bid Package shall INCLUDE all of the following:

- a. All items of work required by, and/or specified in, those Sections of the Specifications which are listed herein, under Section M SPECIFICATIONS.
- b. All items of work related to the "Scope of Work", which are shown on the Drawings listed herein under Section N Contract Drawings.
- c. The following "Significant Items of Work" are related to those required by the above referenced documents and are to be provided under, and hereby form a part of, the Scope of Work of this Bid Package (Contract). Should any conflict exist between this written scope of work and the scope of work inferred by the above referenced documents, this scope of work shall govern. All items are furnished and installed by this Trade Contractor unless noted otherwise.

### **GENERAL**

1. Include all costs for Trade Contractor personnel and all sub-trade contractor personnel for safety orientation and other safety related meetings, etc. for all labor forces working on this jobsite. This orientation is mandatory for all personnel working on-site and is expected to last approximately 1/2 hour. Safety orientations will be scheduled by the Construction Manager. ALL PERSONNEL (including truck drivers) MUST ATTEND THE SAFETY ORIENTATION PRIOR TO PERFORMING ANY WORK ON SITE. Also, each week, in addition to safety training, safety meetings, and tool box talks that the Trade Contractor provides to their employees, include attendance by all on-site personnel to attend a weekly safety talk that will be conducted by the Construction Manager. This talk will take place on a regular basis one day a week immediately following the lunch break and will last no longer than 10 minutes.
2. Retainage of 7.5% is intended to be withheld until Substantial Completion however "partial payments may be made if agreed to by the DCS and Gilbane."
3. This Trade Contractor will not be allowed to begin work on the project until the following items have been submitted: Certificate of Insurance, written Safety Program with Job Hazard Analysis, material status report and a list of all materials required under this Contract with indication of which materials require submittal for approval as outlined in the specifications and a schedule of anticipated date(s) of submittal for each.
4. The items listed herein are not intended to be an all-inclusive listing of the specified Contract Scope of Work, but merely highlight the major items of work. Review the scope of work closely and include all cost to provide all work as required by this bid package. Provide all work required by your scope of work which may be contained in other specifications, or on drawings whether or not specifically listed within this Proposal Form. Should a scope of work item be duplicated in another bid package, do not delete the item from your bid. Notify the Construction Manager immediately. Failure to include costs for a duplicated item will not alleviate the Trade Contractor's responsibility to provide full credit for the item should it be deleted from the bid package after a contract is awarded.
5. Gilbane shall have the right to assemble the craftsmen for orientation, quality, daily stretching, and safety related matters at no additional cost
6. Parking will be available on site in areas to be designated by the Construction Manager. Please refer to the Site Utilization Plan detailing parking in Lot A. A portion of the lot will be provided for parking, general lay-down, and storage containers.



7. Construction is to be sequenced and phased per the Gilbane project schedule included in the Project manual and the Phasing Drawings. Review these documents carefully. The school will remain active during construction, and cannot be disrupted. Work within the existing building is to occur as the schedule depicts. Every effort will be made to work around the school schedule, vacations and days off will be utilized.
8. Provide all labor necessary to unload, distribute, and re-handle his material as required until such time that material is in place.
9. All costs required for transporting, erecting, dismantling, and removal of temporary facilities and equipment required by this Trade Contractor are to be included in the base bid amount.
10. Trade contractors shall participate with the inspection walkthroughs as requested by the Construction Manager. Provide suitable access for inspectors to perform all tests or inspections. Trade Contractor supplied temporary ladders and lifts to perform their work are to be available for the use of all parties.
11. The site is very restricted and the building will be occupied during the work. Deliveries and storage must be coordinated with the Construction Manager in advance. On site storage will not be available without prior approval by the Construction Manager.
12. All equipment used on the Jobsite shall be in good working order and maintained and operated as designed and have state of the art noise, vibration and exhaust control
13. Layout from a bench mark provided by others is the responsibility of the Trade Contractor requiring the layout.
14. Immediately notify the Construction Manager of any delays to the schedule of this bid package scope which is being caused by the work of any other Trade Contractor on site. This requirement supersedes other notice provisions in the Contract Documents for this type of delay.
15. This Trade Contractor shall keep all access roadways free and clean from equipment, material, soil or objects which may inhibit the flow of traffic.
16. Daily cleanup is to be provided on a daily basis to a central location and the adequate cost for same is to be carried in the proposal response. Daily clean up is defined as properly removing all debris, neatly organizing remaining material, and broom sweeping work areas, etc. after completion of the day's work at a minimum of EVERY SINGLE DAY.
17. The schedule of values will contain line items for clean up, submittals, safety and as-builts and close out in addition to line items apportioning "the Work". Payments made against these items will be directly related to Trade contractor's Performance. A schedule of values must be submitted and approved prior to the first application for payment being submitted.
18. Electrical power for 110 v. power tools and its consumption cost is by others. Include all cost for electrical connection or hook up required is by this bid package.
19. Sets of documents are available at the Trade Contractor's expense. Contact Service Point at 203.624.0079.

20. Whenever the contract documents require a certified engineer's stamp, review or report, it shall be understood to mean an engineer licensed in the applicable discipline, fully insured and registered in the State of Connecticut.
21. Demobilize/remobilize as the construction schedule and/or weather conditions require at no extra cost.
22. Each Trade Contractor will perform a First Delivery Inspection of materials with the Construction Manager to confirm that materials meet the Project Specifications and approved submittals. These reports shall be turned in with the daily report no more than 24 hours after material arrival. Submission of the First Delivery Inspection Report is a condition of monthly payment. All delays that result from failure to confirm materials delivered with the Construction Manager are at the Trade Contractor's cost, including those of other Trade Contractors on this Project. The Construction Manager will provide a form for this use, which is to be jointly filled out by the Construction Manager and the Trade Contractor. It is the Trade Contractor's responsibility to perform subsequent delivery inspections to ensure compliance with Specifications. Include Benchmarking of initial installations in accordance with the Quality Plan in the Project Manual.
23. There will be no deviations from the submittal format established by the Project Specifications. It is the Trade Contractor's responsibility to complete Submittals in a timely fashion, and to monitor the status of the A/E review. The Trade Contractors shall provide a Submittal Schedule no later than ten (10) days following the receipt of the Notice of Award. All submittals must be received by Construction Manager within 60 days of award, or earlier as required to meet delivery schedules. Include in the schedule a listing for any equipment or materials where shop drawings will take more than 4 weeks to prepare, and for equipment or materials that will take more than 6 weeks to arrive following shop drawing approval.
24. Any payment for overtime work, if authorized as an extra, is for labor, and not for equipment provided on job during regular shift.
25. The successful Bidder shall be responsible for all winter conditions and temporary protection associated with the work of this bid package. If applicable, Include snow removal as necessary to perform your work, except access to the site and slabs, which is by others
26. Each Trade Contractor, where applicable, will receive, unload, and distribute, secure and install all materials furnished by others for installation under this scope. All fittings and hardware required for final connection and installation shall be by the installer.
27. The Construction Manager will arrange to provide temporary electrical power panels for hand tools (by –Electrical Trade Contractor) and water (by HVAC & Plumbing Trade Contractor) at the site for the Trade Contractor's use.
28. Trade Contractor must not use building or site sewage or drainage systems for equipment cleaning purposes.
29. There will be no watchman or security guard on site. All trade Contractors are responsible for security of materials, equipment, and work in place until acceptance as it relates to your work. This includes safety barriers and precautions during off-hours.

30. It is the trade contractor's responsibility to request a preconstruction meeting 30 days prior to commencement of work or 30 days prior to the start of shop drawings where coordination with other trades are required.
31. Specification Section 01 45 00 Paragraph 1.4, B indicates that the re-testing or re-inspection of deficient items are the cost responsibility of the CMR. This will be the cost responsibility of the Trade Contractor. The Trade Contractor shall ensure to submit requests for ALL inspections to the Construction Manager and shall ensure that the assembly to be inspected has been reviewed in advanced of the inspector. Any costs associated with re-inspection will be the trade contractor's responsibility
32. The trade contractor shall request approval from the Construction Manager to work overtime 72 (Construction Manager has 48 hour notice request to the owner) hours in advanced
33. Deduct changes utilizing the Unit Prices per Specification Section 01 20 00 Part 1.5 D – Unit Prices will be issued at a 10% reduction of the Contract Unit Price
34. Specification Section 01 25 00 – Paragraph 1.4 A specifically indicates that the owner will consider requests for equal or substitutions if made prior to the Construction Manager's Subcontractor Competitive Bid. The trade contractor must submit (in the format indicated) requests for substitution or equals a minimum of two (2) week prior to the bid date as a means of allowing for adequate time for review and consideration by the owner and A/E.
35. RFIs process under the Contract Modification Procedures – Specification Section 01 26 00 – The trade contractor shall be timely in reviewing documents. The Construction Manager has a 5 day notice period to inform the owner of potential changes following the Architect's response per Specification Section 01 26 00 – Paragraph 1.3, Part 6. The trade contract will have two (2) calendar days to provide such notice to the Construction Manager or the trade contractor waives the right to seek additional time or cost.
36. RFPs issued by the architect and submitted to the trade contractor by the Construction Manager shall be responded to within 7 calendar days.
37. Specification Section 01 29 76 – Paragraph 1.3 – Part 4 specifically notes SOV requirements of the Construction Manager to the owner. Item Nos. b, d, e, f, and h are specifically tied to the deliverables required by the trade contractors. These items shall be specifically itemized in the trade contractor's SOV to the Construction Manager. The trade contractors inability to submit or perform the referenced work will result in forfeiting the monthly value and a deduct change order will be processed.
38. A minimum of one safety meeting per month is required per Specification Section 01 31 19, 1.6.
39. Fire Stop Systems – A single source fire stop manufacturer will be selected by the Construction Manager from the list of providers noted in the Contract Documents. The trade contractor will be required to provide fire stop systems as it applies to the individual scope. The trade contractors shall also include fire stop / safe labeling and tagging each penetration or application with data including but not limited to Installer, Contractor, Location, System used, and date. Also, the trade contractor shall provide data log entries for use in generating an as-built plan including location.

40. Refer to perimeter fencing and gates as indicated on the Site Utilization Plan. The site contractor will provide all fencing and it is each trade contractor's responsibility to keep the gates closed when entering or exiting the site. The gates shall be closed at all times. This will be included as part of the initial orientation process but must be reinforced by the trade contractor's project manager and field supervisor.
41. The State will utilize PM Web for electronic documentation submission for all daily reports, safety reports, submittals, as-builts, RFIs, change related correspondence and general correspondence. The license costs is \$500 per trade contractor plus 20% each year (or any portion of a year) for maintenance. For example, if the license is purchased in February, 2012 and is needed through September of 2014, the cost would be \$800, \$500 for the license fee plus 20% (\$100) per year for maintenance for 3 years (\$300 total), even if the duration is only 31 months of usage.
42. Trade contractors will be required to enter daily reports in PM Web on a community computer provided and located by the Construction Manager. It is recommended that your field foreman is equipped with their own computer for efficiency in the event the community computer is not available due to use by other trade contractors during the work day.
43. All reference in the contract documents to the Construction Manager/CMR/General Contractor/Contractor as performing any field work or providing services in connection with any aspect of the Work shall be understood to mean the Trade Contractor. The Construction Manager will not layout, log, record, or otherwise provide actual work or service related to the Trade Contractor's scope of work, inclusive of Division 0 and Division 1 specifications.
44. Note specification section 01 78 30, 1.3, F; minimum warranty period is eighteen (18) months unless specified otherwise for a longer duration. The warranty period does not commence until final acceptance by the Owner. Do not assume a shorter warranty period regardless of a shorter period stipulated elsewhere in the documents and include all costs accordingly.
45. Gilbane has automated its monthly payment application process and solely utilizes an online web-based application provided by Textura LLC. Trade contractors will be required to participate and must implement Textura on the project. Textura will automatically generate the AIA G702/703 and Lien Release Documents. Any additional documentation required as part of the Gilbane application process must be uploaded in the form of a PDF prior to your submission. There is a nominal fee to use this service. These costs are summarized in the Textura brochure included as an attachment to this bid package. Include the costs of using this service in your bid. If you have any questions regarding Textura's Terms and Conditions, costs of service, or training implementation please contact Textura at 866-TEXTURA (839-8872).
46. Conduct an in-house kick-off meeting which must include the personnel that estimated the project and attended the scope review meeting with Gilbane and the personnel that will administer the project (project manager, lead field foreman, accounting, purchasing, etc.). The kick-off meeting must transfer the knowledge of the estimating team to the project administration team. Produce and submit for record the minutes of the meeting, complete with attendance sign-in sheet to the Construction Manager. In the event the Construction Manager is required to devote excessive amounts of time to educating trade

contractor administrative personnel on the requirements of the project, the Trade Contractor may be billed for that time at the rates in the Construction Manager's contract with the Owner.

**SPECIFIC ITEMS:**

1. Provide all labor, materials, equipment and services required to complete all landscaping as required and indicated in the contract documents. Work includes, but is not limited to, all seeding, soil preparation, lawns, grasses, mulched beds, finish grading, plantings, watering, fertilizing and maintenance, and all other related work shown, indicated and specified within the contract documents. This includes, but is not limited to providing and including all equipment, pre-planning, coordination, prep work, layout, provisions for items furnished by others and providing work specified elsewhere in the Specifications, but specifically listed within this scope of work and maintenance of all installed work until final acceptance and all other related work shown, indicated and specified within the contract documents. Coordinate with other Trade Contractors for the installation (and/or testing) of their work.
2. Provide all work indicated on the drawing and as specified in the following Specification Sections. The work specified in the following specification sections is the sole responsibility of this Trade Contractor unless modified below:  
329200 Turf and Grasses  
329300 Plants  
In addition, the Trade Contractor shall provide work specified elsewhere in the Specifications and specifically listed within this scope of work.
3. Protect all walks and all construction adjacent to the work of this bid package. Adequately and safely secure work whenever it is not manned and at the conclusion of each day. Protect all excavations made by this Trade Contractor. Provide and maintain protection for all equipment and material provided under this contract. All costs generated by the failure to meet this requirement shall be the responsibility of this Trade Contractor. Remove protection from area after completion of work and repair all damaged areas as necessary and/or required.
4. Research plant sources and delivery schedules according to the specifications and be prepared to identify sources at time of scope review.
5. Plant tagging shall begin immediately after award for all trees and evergreen shrubs. Maintain all dug materials from time of digging until the end of the warranty period. The warranty period does not commence until Project substantial Completion.
6. Provide any tree protection and erosion control necessary to perform your work.
7. The Site Preparation Trade Contractor will be providing subgrades to +/-1", net 0, of the elevations shown on the drawings in lawn, shrub and stone mulch areas. The Landscape Trade Contractor shall provide all work from this point to finish grades including all "pave-edge."
8. The building permit is obtained and paid for by others. This Trade Contractor shall include the cost for all other permits, licenses, fees, etc. required for your work.

9. Provide all necessary clean-up (street cleaning, etc.) to maintain clean roadways, clear from dust, mud, etc.
10. Stripped topsoil will be stockpiled on site. It is the responsibility of this trade contractor to provide any additional topsoil required and add any nutrients to existing topsoil including screening as required. All additional topsoil required shall be furnished and installed by this contractor. Restore the stockpile locations at the completion of the project.
11. Provide all necessary excavation and backfilling required to install materials included in this scope of work which are below the limits of the rough grading.
12. Clarify if the specified size of tree is unattainable. Trade contractors should not assume that a smaller or larger caliper tree would be acceptable.
13. Provide all dust control associated with the execution of the scope of work for this package.
14. Any materials, such as filter fabric that are required as a part of the scope of work of this package and below the 6" rough grade are by this trade contractor.
15. Employ a licensed arborist to repair damage to trees.
16. Any testing that is required and not specifically identified as being provided by the Owner or others per the specifications is by this trade contractor.
17. Site lighting including excavation, backfilling is by others. Site lightpoles and site bollards are by others.
18. Include the relocation of temporary fencings as required for the complete performance of the work.
19. Relocate existing boulders as directed by the architect.
20. All fine grading of the rough grade shall be by this trade contractor (including any and all additional excavation required for plantings and any other work of this bid package).
21. Upon commencement of the Landscaping Work it will be the Landscape Trade Contractor's responsibility to maintain erosion control measures (silt fence) at the topsoil stock piles and as otherwise required.
22. Lawn maintenance and cutting shall include the limits of the site and 20' beyond the limits of the site.

2. Description of Work Excluded

1. Site Lighting
2. Bollards

**M. SPECIFICATIONS**

The following Specifications Sections, together with the Drawings and other related items of work as described herein, further define the Scope of Work of the Bid Package (Contract):

1. Specific work of this trade as defined in the following Specification Sections:

Gilbane Project Manual  
All Division 01 – General Requirements  
329200 Turf and Grasses  
329300 Plants

2. Work related to this trade as defined in the following Specification Sections:

All other specification sections as listed in the Project Manual for the Additions and Renovation HC Wilcox Regional Vocational Technical School project, Table of Contents, dated Rev. 102010 as prepared by Tai Soo Kim Partners, LLC. Note this table of contents may be modified by Bid Supplements and Addenda.

**N. CONTRACT DRAWINGS**

1. The following drawings are included in the Scope of Work of this Bid Package.

All drawings as listed in Section 00 01 15 – List of Drawing Sheets with schedule titled Additions & Alterations HC Wilcox Technical High School, Meriden, CT, State Project No. BI-RT-843 Contract Drawing List, dated September 26, 2011. Note this list may be modified by Bid Supplements and Addenda.

**O.** The undersigned represents that this Proposal is made in good faith, without fraud, collusion, or connection of any kind with any other bidder of the same work, that he is competing in his own interest and in his own behalf, without connection of obligation to any undisclosed person, that no other person has any interest in regard to all conditions pertaining to the Work and in regard to the place where it is to be done, has made his own examination and estimates and from them makes this Proposal.

The undersigned represents that he has reviewed the Trade Contract Agreement issued as part of the bidding documents, agrees that if selected for award he will execute the Trade Contract Agreement without exceptions, exclusions, qualifications, clarifications and/or alterations, and is authorized to make such representation on behalf of the Bidder.

The undersigned represents that he has reviewed the insurance requirements in Article 6 of the Trade Contract Agreement, has included all costs to fully comply with same, and is authorized to make this representation on behalf of the Bidder.

Bidder: \_\_\_\_\_  
(Legal Signature) (Type/Print Name)  
\_\_\_\_\_  
(Title)

Firm: \_\_\_\_\_ Address: \_\_\_\_\_  
Business Phone No.: (\_\_\_\_) \_\_\_\_\_  
Business Fax No.: (\_\_\_\_) \_\_\_\_\_

This bidder is a (an): \_\_\_\_\_ Individual, Partnership, Corporation  
**Current Experience Modification Rating** \_\_\_\_\_ **Federal ID#** \_\_\_\_\_  
**OSHA Incident Rates: Recordable** \_\_\_\_\_

List here by title and number all licenses held by the bidder associated with the performance of this work.

License Title	License Number
_____	_____
_____	_____
_____	_____

Indicate the name of the health plan(s) to which benefits will be paid for all employees working on this project. \_\_\_\_\_

The full names, addresses and telephone numbers of all persons interested in this Proposal, as principals are as follows:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**NOTE:** This Proposal must bear the written signature of the Bidder.

- a. If the Bidder is an Individual doing business under a name other than his own name, the Proposal must so state, giving the address of the Individual.
- b. If the Bidder is a Partnership, the Proposal must so state, setting forth the names and addresses of all Partners, and must be signed by a Partner so designated as such.
- c. If the Bidder is a Corporation, the Proposal must be signed by a duly authorized officer or agent of such Corporation.



**BREAKDOWN OF HOURLY RATES**

**WORKERS TITLE:** \_\_\_\_\_

	<b>STRAIGHT TIME</b>	<b>ADD for 1 ½ TIME PREMIUM</b>	<b>ADD for DOUBLE TIME PREMIUM</b>
<b>BASE WAGE RATE</b>			
<b>F.I.C.A.</b>			
<b>F.U.T.A.</b>			
<b>S.U.T.A.</b>			
<b>GEN. LIABILITY INS.</b>			
<b>WORKER'S COMP. INS.</b>			
<b>WELFARE FUND</b>			
<b>PENSION FUND</b>			
<b>APPRENTICE FUND</b>			
<b>VACATION FUND</b>			
<b>ED. &amp; CULT. FUND</b>			
<b>DEFERRED INCOME FUND</b>			
<b>PAID HOLIDAYS</b>			
<b>INCIDENTALS</b>			
<b>OTHER:</b> _____			
<b>SUBTOTAL</b>			
<b>OVERHEAD &amp; PROFIT (15%)</b>			
<b>TOTAL</b>			

**SUBMITTED BY:** \_\_\_\_\_

**Not to be included in the wages above:**

<b>BOND PREMIUM</b> .....			
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**Gilbane Building Company  
Contract Agreement**

**Agreement #** 60650-000  
**Made as of** September 26, 2011  
**Vendor #** 20000  
**Description:** Sample Contract

**Between**

<b>The Construction Manager:</b>	<b>Address</b>	<b>City</b>	<b>State</b>	<b>Zip Code</b>
Gilbane Building Company	208A New London Turnpike	Glastonbury	CT	06033

<b>And the Trade Contractor:</b>	<b>Address</b>	<b>City</b>	<b>State</b>	<b>Zip Code</b>
Sample Trade Contractor	123 Any Street	Any Town	CT	06999

<b>The Project Name:</b>	<b>Address</b>	<b>City</b>	<b>State</b>	<b>Zip Code</b>
HC Wilcox Regional Vocational Technical School		Meriden	CT	06451

<b>The Owner Name:</b>	<b>Address</b>	<b>City</b>	<b>State</b>	<b>Zip Code</b>
State of Connecticut Department of Public Works	165 Capitol Avenue, 4 <sup>th</sup> Floor	Hartford	CT	06106

<b>The Architect Name:</b>	<b>Address</b>	<b>City</b>	<b>State</b>	<b>Zip Code</b>
Tai Soo Kim Partners, LLC	Hartford Square West 146 Wyllys Street Suite 1-203	Hartford	CT	06106

**ARTICLE 1**

**THE WORK**

1.1 The Trade Contractor and the Construction Manager agree that the materials and equipment to be furnished and the work to be done by the Trade Contractor are as follows:

1. Bid Package No. XX Proposal Form dated XXXX XX, XXXX.
2. Standard Form of Agreement between Owner and Construction Manager-At-Risk (CMR) For Guaranteed Maximum Price (GMP) between State of Connecticut And Gilbane Building Company dated the 22<sup>th</sup> day of July in the year of 2011.
3. General Instruction to Bidders dated September 21, 2011.
4. General Conditions for Trade Contractors under Construction Management Administrator Agreements dated September 21, 2011.
5. Sample Performance Bond & Labor and Material Payment bond.
6. Project Safety Plan, dated September 21, 2011.
7. Gilbane Quality Plan dated September 21, 2011
8. Supplement X dated XXXX XX, XXXX
9. Supplement Y dated XXXX XX, XXXX
10. Supplement Z dated XXXX XX, XXXX
11. Pre-Bid Conference Meeting Minutes dated XXXX XX, XXXX
12. Scope Review Meeting Minutes dated XXXX XX, XXXX
13. This agreement includes XXXXX percent (XX%) SBE participation. Trade Contractor shall substantiate said participation as a condition precedent for the release of the first progress payment due under this agreement.
14. This agreement includes XXXXX percent (XX%) MBE participation. Trade Contractor shall substantiate said participation as a condition precedent for the release of the first progress payment due under this agreement.

1.2 The Trade Contractor shall be held accountable for the following Project related responsibilities: furnish all labor and supervision; furnish, supply and install all equipment, material, supplies, tools, scaffolding, hoisting, transportation, unloading and handling; do all things required to complete the work described above on the Project all in accordance with the drawings and specifications prepared by the Architect/Engineer; and furnish all necessary information, shop drawings, details, samples, brochures, etc. for Owner/Architect approval, as may be required.

**ARTICLE 2**

**TIME OF COMMENCEMENT AND COMPLETION**

2.1 The Trade Contractor shall start the work upon notice to proceed and shall execute the work with diligence and dispatch so as to maintain such schedules and milestones as established by the Construction Manager. The Trade Contractor agrees to complete portions and the whole of the work by the following anticipated dates:

Submit Shop Drawings and Product Data..... XXXX XX, XXXX

Commence field work..... XXXX XX, XXXX  
Complete field work ..... XXXX XX, XXXX  
Project Substantial Completion..... XXXX XX, XXXX

2.2 The Trade Contractor is cautioned that schedules and milestones are subject to review and revision, and in such event, such revisions will be made available for the Trade Contractor's information at the jobsite office of the Construction Manager. It is the sole responsibility of the Trade Contractor to attend job meetings, keep itself informed of any revisions, and conform to any such revisions.

2.3 In the event that the Trade Contractor should fail to maintain the Construction Manager's progress schedule or the schedule as established above, the Construction Manager reserves the right, after 48 hours formal notice, either by letter, telegram or confirmed email to the Trade Contractor, to procure the materials, equipment, and labor necessary to proceed with, or to complete the work, or any portion thereof from other sources and charge the cost thereof to the Trade Contractor.

2.4 Time is of the essence in this Agreement.

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**ARTICLE 3**

**THE CONTRACT SUM**

3.1 The Construction Manager agrees to pay the Trade Contractor for the satisfactory performance of his work the total sum of:  
XXXXXX dollars and no cents (X.00)

The contract sum includes the following alternates:

Alt. 1 – Provide XXXXXX

Alt. 2 – Delete XXXXXX

Unit Prices and Labor Rates:

The following unit prices and labor rates are in accordance with Section H of the proposal form.

Unit Prices:

1. XXXX..... \$XX.XX/XX

Labor Rates:

Worker Classification	Base	1 ½ Time	Double Time
XXXX	\$XX.XX/Hr.	\$XX.XX/Hr.	\$XX.XX/Hr.
YYYY	\$XX.XX/Hr.	\$XX.XX/Hr.	\$XX.XX/Hr.

Allowances:

The following allowances are part of this contract in accordance with Article J of the Bid Proposal and the definition of Allowance included in Article 10 of the General Conditions. Overhead and profit is included in the allowance amount.

Allowance #1: .....	\$XX,XXX
Allowance #2: .....	XXX Tons
Allowance #3 .....	X,XXX SF

In current funds subject to additions and deductions for changes, as may be agreed upon, and to make payments on account thereof as follows:

3.2 On the established day of each month, the Trade Contractor shall deliver to the Construction Manager, a detailed, quadruplicate statement acceptable to the Construction Manager, and if required, supported by receipts, vouchers, etc. showing values of all materials delivered and work completed up to the established billing date for which payment is requested. Monthly and final payments will be made to the Trade Contractor by electronic funds transfer within seven (7) Calendar days after receipt of payment by the Construction Manager from the Owner. The retained percentage will be forwarded as soon as received by the Construction Manager from the Owner. It is specifically understood and agreed that payment to the Trade Contractor is dependent, as a condition precedent, upon the Construction Manager receiving contract payments, including retainer from the Owner. Prior to submission of the first statement, the Trade Contractor will deliver to the Construction Manager, for review and approval, a detailed breakdown of this contract sum showing a schedule of values for the various parts of the work. Once accepted, this schedule of values will be used as a basis for checking the Trade Contractor's monthly statement. This schedule of values shall include a line item allotting funds for clean-up. **This Article has been modified as allowed by Public act 99-153.**

3.3 The Trade Contractor shall, with the second and each succeeding monthly request for payment, submit receipts and/or an affidavit and waiver of lien showing all payments made for labor and materials and on account for all work covered in the previous months request for payment. Affidavit and waiver of liens may be required to be submitted from Trade Contractors, suppliers, and/or Trade-Subcontractors (all tier). The Trade Contractor shall be required to execute a general release prior to receiving final payment.

3.4 Ten percent (10%) of each payment shall be retained, unless specific provisions to the contrary are indicated in the contract documents.

3.5 No payment made under this Agreement, including the final payment, shall be conclusive evidence of the performance of the work, either wholly or in part, and no payment shall be construed as an acceptance of defective work or improper materials.

3.6 The Trade Contractor shall save and keep the Construction Manager, the Owner and the Owner's property free from all mechanics' and materialmens' liens and all other liens and claims, legal or equitable, arising out of the Trade Contractor's work hereunder. In the event any such lien or claim is

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filed by anyone claiming by, through, or under the Trade Contractor, the Trade Contractor shall remove and discharge same, by bonding or otherwise, within five (5) days of the filing thereof.

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**ARTICLE 4**

**THE CONTRACT DOCUMENTS**

4.1 The contract documents consist of this Agreement and any exhibits attached hereto; the Agreement between the Owner and the Construction Manager, the conditions of the Agreement between the Owner and the Construction Manager, General Conditions, Supplementary, Special and Other Conditions, the Drawings, Specifications, General Instructions to Bidders, Supplements to Bidder's documents, form of Proposal, all Addenda issued prior to and all modifications issued after execution of the Agreement between the Owner and Construction Manager and agreed upon by the parties.

4.2 The Trade Contractor agrees to perform the work under the general direction of the Construction Manager and subject to the final approval of the Architect/Engineer or other specified representative of the Owner, in accordance with the contract documents.

4.3 The Trade Contractor agrees to be bound to and assume toward the Construction Manager all of the obligations and responsibilities that the Construction Manager, by those documents, assumes toward the Owner. Contract documents are available, at reasonable times, at the office of the Construction Manager for examination by the Trade Contractor.

4.4 If there is a provision for liquidated damages in the contract documents, the Trade Contractor shall be liable to the Construction Manager for any liquidated damages for which the Construction Manager is held responsible by reason of the failure of the Trade Contractor to prosecute the work diligently and properly.

4.5 No extra work shall be performed under this Agreement, except upon receipt of a written order from the Construction Manager.

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**ARTICLE 5**

**INDEMNITY**

5.1 FOR TEN (\$10.00) DOLLARS AND OTHER GOOD AND VALUABLE CONSIDERATION, THE RECEIPT WHEREOF IS HEREBY ACKNOWLEDGED, AND TO THE FULLEST EXTENT PERMITTED BY LAW, THE TRADE CONTRACTOR AGREES TO INDEMNIFY AND HOLD HARMLESS, THE CONSTRUCTION MANAGER, THE OWNER, THE ARCHITECT/ENGINEER, AND ALL OF THEIR AGENTS AND EMPLOYEES FROM AND AGAINST CLAIMS, DAMAGES, LOSSES AND EXPENSES, INCLUDING BUT NOT LIMITED TO ATTORNEYS' FEES ARISING OUT OF OR RESULTING FROM THE PERFORMANCE OR FAILURE IN PERFORMANCE OF THE TRADE CONTRACTOR'S WORK UNDER THIS AGREEMENT PROVIDED THAT ANY SUCH CLAIM, DAMAGE, LOSS, OR EXPENSE (1) IS ATTRIBUTABLE TO BODILY INJURY,

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SICKNESS, DISEASE, OR DEATH, OR TO INJURY TO OR DESTRUCTION OF TANGIBLE PROPERTY INCLUDING THE LOSS OF USE RESULTING THEREFROM, (2) TO THE EXTENT CAUSED BY ANY NEGLIGENT ACT OR OMISSION OF THE TRADE CONTRACTOR OR ANYONE DIRECTLY OR INDIRECTLY EMPLOYED BY THE TRADE CONTRACTOR, OR ANYONE FOR WHOSE ACTS THE TRADE CONTRACTOR MAY BE LIABLE, REGARDLESS OF WHETHER CAUSED IN PART BY A PARTY INDEMNIFIED HEREUNDER. SUCH OBLIGATIONS SHALL NOT BE CONSTRUED TO NEGATE, ABRIDGE, OR OTHERWISE REDUCE ANY OTHER RIGHT OR OBLIGATION OF INDEMNITY WHICH WOULD OTHERWISE EXIST AS TO ANY PARTY OR PERSON DESCRIBED IN THIS PARAGRAPH. IN ANY AND ALL CLAIMS AGAINST THE CONSTRUCTION MANAGER, OR ANY OF ITS AGENTS OR EMPLOYEES, BY ANY EMPLOYEE OF THE TRADE CONTRACTOR, OR ANYONE DIRECTLY OR INDIRECTLY EMPLOYED BY THE TRADE CONTRACTOR, OR ANYONE FOR WHOSE ACTS HE MAY BE LIABLE, THE INDEMNIFICATION OBLIGATION UNDER THIS PARAGRAPH 5.1 SHALL NOT BE LIMITED IN ANY WAY BY ANY LIMITATION ON THE AMOUNT OR TYPE OF DAMAGES, COMPENSATION, OR BENEFITS PAYABLE BY OR FOR THE TRADE CONTRACTOR UNDER WORKER'S COMPENSATION ACTS, DISABILITY BENEFIT ACTS, OR OTHER EMPLOYEE BENEFIT ACTS.

5.2 The obligations of the Trade Contractor, under paragraph 5.1, shall not extend to the liability of the Architect/Engineer, his agents, or employees, arising out of: the preparation or approval of maps, drawings, opinions, reports surveys, change orders, designs, or specifications and/or the giving of or failure to give directions or instructions by the Architect/Engineer, his agents or employees, providing such giving or failure to give is the primary cause of the injury or damage.

5.3 For ten (\$10.00) dollars and other good and valuable consideration, the receipt whereof is hereby acknowledged, and to the fullest extent permitted by law, the Trade Contractor agrees to defend, indemnify and hold harmless, the Construction Manager, the Owner, the Architect/Engineer, and all of their agents and employees from and any and all against claims, damages, losses and expenses, including but not limited to attorneys' fees arising out of or resulting from any of the following:

- any act or omission of the Trade Contractor or any of its Trade Subcontractors, of any tier or any person or entity for whose acts or omissions any of them may be liable;
- the inaccuracy of any warranty or representation by the Trade Contractor given in accordance with or contained in the contract documents;
- any breach of this agreement by the Trade Contractor and/or its Trade Subcontractors of any tier;
- any claims by employees of the Trade Contractor and/or its Trade Subcontractors of any tier, including, without limitation, those alleging employment discrimination or sexual harassment;
- any claims of the Trade Subcontractors of any tier, including without limitation, those for additional compensation and claims against the Trade Contractor's or Construction Manager's bond; or
- any other wrongful or negligent act or omission of the Trade Contractor or any of its Trade Subcontractors, of any tier or any person or entity for whose acts or omissions any of them may be liable.

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The provisions of this subparagraph 5.3 and the obligations of the Trade Contractor hereunder shall survive Final Completion and Termination of this Agreement.

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**ARTICLE 6**

**PERFORMANCE BOND AND LABOR AND MATERIAL BOND; INSURANCE**

6.1 The Trade Contractor agrees to furnish and pay for a 100% Performance Bond and a 100% Labor and Material Payment Bond on the bond forms issued with this Agreement. Bonds must be issued by a company acceptable to the Construction Manager and must be accompanied by a Power of Attorney. The bonds are to be delivered with this executed Agreement.

6.2 If Performance and payment Bonds are not required under this Agreement, as designated in Paragraph 6.1, the Construction Manager, may, at its sole option, enroll Trade Contractor in the Construction Manager's default insurance program. If the Trade Contractor is enrolled into the Construction Manager's default insurance program, the Trade Contractor is required to comply with the terms and conditions of the Construction Manager's Trade Contractor prequalification procedures. Failure to comply with these terms and conditions may be a basis to require the Trade Contractor to obtain Performance and Payment Bonds, under the terms and conditions provided herein, within fifteen (15) days written notice from the Construction Manager. Failure to provide Performance and Payment Bonds under this provision shall constitute a breach of this Agreement and a basis for immediate termination of the Trade Contractor for cause.

6.3 The Trade Contractor shall purchase from, and maintain with, a company or companies lawfully authorized to do business in the jurisdiction in which the Project is located such insurance as will protect the Trade Contractor from claims which may arise out of or result from the Trade Contractor's ongoing and completed operations under the Agreement and for which the Trade Contractor may be legally liable, whether such operations be by the Trade Contractor or by a Subcontractor or by anyone directly or indirectly employed by any of them, or by anyone for whose acts any of them may be liable. All insurance required by this Agreement shall be written with insurance carriers that maintain an A.M. Best rating of A-(VII) or better. The insurance required by this Article shall be written for not less than the minimum limits of liability specified in this Agreement, or required by law, whichever coverage is greater. Any insurance limits required in this Article shall be denominated in US Dollars. Unless otherwise indicated in this Agreement, coverages, whether written on an occurrence or claims-made basis, shall be maintained at a minimum, without interruption, from the date of commencement of the Work until the date of final payment and termination of any coverage required to be maintained after final payment.

(a) **Workers Compensation and Employer's Liability.** Trade Contractor shall provide workers compensation insurance. This insurance shall include coverage for claims under worker's compensation, disability benefit and other similar employee benefit acts that are applicable to the Work to be performed, and shall cover claims for damages because of bodily injury, occupational disease or death of Trade Contractor's employees, and whether or not trade contractor utilizes leased employees or labor services for such Work. Such insurance shall also include the broad form all-states endorsement and voluntary



compensation endorsement. United States Longshoreman and Harbor Workers Act coverage is required if Trade Contractor's performance under this Agreement includes working over or near navigable waters. Federal Employers Liability Act coverage is required if Trade Contractor's performance under this Agreement includes working in or around a railroad.

The employer's liability insurance required by this Article shall include the following minimum limits of liability: bodily injury by accident \$500,000 per accident, bodily injury by disease \$500,000 policy limit, and bodily injury by disease \$500,000 per employee.

If Trade Contractor's performance under this Agreement requires it to work in North Dakota, Ohio, Wyoming, Washington State and/or Puerto Rico, then Trade Contractor shall purchase workers compensation insurance directly from the jurisdiction. When Trade Contractor is performing work in one of these jurisdictions, its employer's liability obligation under this Agreement shall be met by providing a 'stop-gap' endorsement to either its commercial general liability policy or a workers compensation insurance policy covering one or more states not listed in this paragraph.

**(b) Commercial General Liability ("CGL").** Trade Contractor shall provide CGL coverage on an "occurrence" based form. This insurance shall include coverage for explosion, collapse and underground hazards (the "XCU" hazards), contractual liability including coverage for bodily injury, property damage and personal and advertising injury arising out of premises-ongoing operations and products-completed operations (without inclusion of CG 21 39 or any other endorsement which reduces the assumed tort liability of an insured contract provision of this coverage), independent contractors, products-completed operations, personal and advertising injury, and claims for damages because of injury to, or destruction of, tangible property including loss of use resulting thereof. The CGL insurance required by this Article shall not contain any residential limitation or residential exclusion related to premises operations or products-completed operations coverage. Products-completed operations coverage shall remain in effect after acceptance of Construction Manager's work by Owner, under the agreement between the Construction Manager and Owner, and from the date of such acceptance until the later of the period of the statute of limitations or the statute of repose for the types of claim(s) covered by this insurance. If such endorsement is necessary to provide such extended coverage, Trade Contractor shall require its insurers to endorse its policies showing this extension of coverage for products-completed operations coverage. The limits of liability for CGL insurance shall be at a minimum:

Each Occurrence	\$1,000,000	Medical Expense	\$
5,000			
Personal and Advertising Injury Limit	\$1,000,000	General Aggregate Limit	\$1,000,000
Products-Completed Operations Aggregate Limit	\$1,000,000		

\* The General Aggregate shall apply on a per project basis.

**(c) Business Automobile Liability.** Trade Contractor shall provide business automobile liability insurance to include coverage for claims for damages due to bodily injury or property damage arising out of the ownership, maintenance, or use of any land motor vehicle (including trailer or semitrailer) designed for use on public roads (but not including mobile equipment) including any owned, non-owned or hired

vehicle. The limits of liability for business automobile liability shall be at a minimum \$1,000,000 combined single limit for each accident. If Trade Contractor will be hauling or transporting any hazardous materials, the business automobile policy required herein must include the CA 99 48 10 01 broadened pollution liability endorsement or its equivalent.

(d) **Umbrella or Excess Liability.** Trade Contractor shall provide umbrella or excess liability insurance and shall schedule any employer's liability, CGL and business automobile liability policies required by this Agreement onto such insurance. The umbrella or excess liability insurance shall not contain any residential limitation or residential exclusion related to premises-operations or products-completed operations coverage. Trade Contractor shall provide Construction Manager with the schedule of underlying policies for any umbrella or excess liability policy maintained in accordance with this Agreement. The limits of liability for the umbrella liability insurance shall be at a minimum \$5,000,000 each occurrence and \$5,000,000 annual aggregate.

(e) **Professional Liability.** If Trade Contractor's scope of work requires design and/or professional services, the Trade Contractor or Trade Contractor's designer, architect or engineer shall provide professional liability insurance (errors & omissions liability insurance) for protection from claims arising out of the performance of any design, engineering or professional services performed or furnished in connection with the Trade Contract Work caused by any negligent act, error or omission for which Trade Contractor and/or the Trade Contractor's Architect(s)/Engineer(s) may be liable. This insurance shall remain in effect after acceptance of Construction Manager's work by Owner, under the agreement between the Construction Manager and Owner, and from the date of such acceptance until the later of the period of the statute of limitations or the statute of repose for the types of claim(s) covered by this insurance. If such coverage is project specific, then an extended reporting endorsement shall be provided for such period. Professional Liability insurance shall include a retroactive date that precedes the commencement of any Work under this Agreement. The limits of liability for professional liability insurance shall be at a minimum \$1,000,000 each claim and \$1,000,000 annual aggregate.

(f) **Contractor's Pollution Liability.** If Trade Contractor's scope of Work requires removal, hauling or storage of hazardous or regulated materials including, but not limited to, asbestos, lead, mercury or polychlorinated biphenyls ("PCBs"), the Trade Contractor shall provide contractor's pollution liability insurance for protection from claims arising out of the performance of any work involving such materials. (In addition, pollution coverage shall be required in accordance with the business automobile liability coverage in this Article.) Coverage shall apply on an "occurrence form" basis, shall cover at a minimum bodily injury and property damage liability, defense costs, and clean-up costs. This insurance shall remain in effect after acceptance of the Construction Manager's work by Owner, under the agreement between the Construction Manager and Owner, and from the date of such acceptance until the later of the period of the statute of limitations or the statute of repose for the types of claim(s) covered by this insurance. If such coverage is project specific, then an extended reporting endorsement shall be provided for such period. If only "claims-made form" coverage is commercially available, then contractor's pollution liability insurance shall include a retroactive date that precedes the commencement of any Work under this Agreement. The limits of liability for this insurance shall be at a minimum \$5,000,000 each occurrence and \$5,000,000 annual aggregate.

(g) **Contractor's Equipment and Property.** Trade Contractor shall maintain property insurance coverage at its expense covering its tools, equipment and other business or personal property, whether owned or rented, the capital value of which is not incorporated into the cost of the Work. To the extent that Trade Contractor carries any property insurance, including any installation floater applicable to the Work to which this Agreement applies, such insurance will be primary insurance without any contribution from any other property insurance, including builder's risk insurance, applicable to their Work. Trade Contractor waives any right of action for damages against Construction Manager, Owner, both of their agents, officers, directors, and employees, and anyone else required by Owner for loss or damage, including loss of use, to any such property insured in accordance with this paragraph (g).

(h) **Additional Insured.** Construction Manager, Owner, both of their agents, officers, directors and employees, and any others required by Owner in its Contract Documents with Construction Manager (collectively 'Additional Insureds') shall be named as additional insureds on the CGL, business automobile liability, umbrella liability, excess liability and contractor's pollution liability insurance required of Trade Contractor by this Agreement on a primary basis, without contribution from any other insurance or self-insurance programs afforded to the Additional Insureds. Furthermore, the CGL, umbrella and excess liability additional insured coverage provided to the Additional Insureds shall cover actual or alleged bodily injury, property damage and personal and advertising liability arising out of any premises-ongoing operations and products-completed operations. The additional insured coverage applicable to the CGL policy shall be provided on form (a) **CG 20 10 1185** or forms (b) **CG 20 10 10 01 AND CG 20 37 10 01**, or their equivalent(s), unless otherwise approved by Construction Manager. Where Trade Contractor's CGL insurance does not afford blanket additional insured coverage when such coverage is required by contract, but rather requires scheduling any additional insureds per specific endorsement, then the Additional Insureds shall be scheduled by endorsement. If specific endorsement is required on subsequent policy forms in order to continuously maintain additional insured status, then Trade Contractor shall cause any future policies to be similarly endorsed. The CGL, umbrella and excess liability additional insured coverage required in this paragraph shall remain in effect after Owner's acceptance of Construction Manager's work, as described in the agreement between the Construction Manager and Owner, and from the date of such acceptance until the later of the period of the statute of limitations or the statute of repose for the types of claims covered by the insurance to which the additional insured status applies. The limits of liability required of Trade Contractor in this Agreement are not intended to be the sole limits applicable to the Additional Insureds. If Trade Contractor's policy limits are greater than the minimum limits of liability required in this Agreement, those policy limits, and any excess policy limits, shall also be applicable to the Additional Insureds' coverage. Copies of any additional insured endorsements required by this Article shall be attached to the applicable certificate of insurance.

(i) **Self-Insured Retentions (SIR's); Deductibles.** Any costs not covered due to self-insured retentions ("SIR's") or deductibles for any insurance required to be provided and maintained by Trade Contractor under this Agreement, are the sole responsibility of the Trade Contractor. Any SIR or deductible in excess of \$50,000 must be approved by Construction Manager. Trade Contractor shall be considered a self-insurer with respect to its additional insurance obligations under paragraph (h) for any self-insured retention or deductible applied by its insurer to Construction Manager.

(j) **Notice of Cancellation of Insurance.** Any of Trade Contractor's insurance required in accordance with this Agreement shall contain a provision whereby Construction Manager shall be provided with at least 30 days written notice prior to cancellation of such insurance.

(k) **Certificates of Insurance.** The Trade Contractor shall, prior to commencement of its Work or entering the Project site, and thereafter upon renewal or replacement of each required policy of insurance, provide a certificate of insurance in triplicate, including any endorsements required to be attached thereto, certifying the coverage as set forth in this Article. Any certificate of insurance issued pursuant to this Agreement shall include Construction Manager's project name and number. Trade Contractor shall deliver to Construction Manager such certificate(s) of insurance evidencing the coverage required in this Trade Contract within forty-eight (48) hours after request. If Trade Contractor fails to provide such certificate(s), Construction Manager may withhold monthly progress payments and Trade Contractor may be asked to discontinue its Work. Construction Manager may obtain such insurance for Trade Contractor and pay the premiums thereon. If Construction Manager does so, then Trade Contractor shall repay Construction Manager on demand for any premium costs incurred by Construction Manager to secure coverage, or Construction Manager may deduct the amount of such premiums from any sums that may become due to Trade Contractor under this Trade Contract. Construction Manager has no obligation to obtain such insurance for Trade Contractor, and Construction Manager's failure to do so shall in no way relieve Trade Contractor of its obligations to provide such insurance.

(l) **Waiver.** To the fullest extent permitted by the law governing this Agreement, Trade Contractor agrees to waive any right of action against Construction Manager, Owner, both of their agents, officers, directors, and employees, and anyone else required by Owner in its Contract Documents with Construction Manager (collectively the "Waiver Parties") for recovery of damages to the extent covered by insurance, or that should have been covered by insurance as required by either this Agreement or the Contract Documents between Owner and Construction Manager. Trade Contractor agrees to waive all rights to subrogate against the Waiver Parties and shall require all insurance required of it in accordance with this Agreement, or the Contract Documents between Owner and Construction Manager, to provide a waiver of subrogation endorsement in favor of the Waiver Parties.

(m) **Downstream Requirements.** Trade Contractor shall require its Trade Subcontractors of all tiers to meet the same insurance obligations as are required of it in this Agreement, except as it relates to limits of liability.

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## **ARTICLE 7**

### **WARRANTY**

7.1 The Trade Contractor agrees to promptly make good, without cost to the Owner or Construction Manager, any and all defects, due to faulty workmanship and/or materials, which may appear within the guarantee or warranty period so established in the contract documents. If no such period be stipulated in the contract documents, then such guarantee shall be for a period of one (1) year from date of completion and acceptance of the work by the Owner. The Trade Contractor further agrees to provide any and all guarantees as required by the terms of the contract documents, as a condition precedent to final payment.

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**ARTICLE 8**

**CHANGES IN THE WORK**

8.1 The Trade Contractor may be ordered in writing by the Construction Manager, without invalidating this Agreement, to make changes in the work within the general scope of this Agreement. These changes may consist of additions, deletions, or other revisions, the contract sum and the contract time being adjusted accordingly. The Trade Contractor, prior to the commencement of such changed or revised work, shall submit promptly to the Construction Manager written copies of any claim for adjustment to the contract sum and contract time for such revised work in a manner consistent with the contract documents.

8.2 Where changes in the work involve both additions and deletions, percentages for overhead and profit shall be applied to the net increase only of such values for labor and materials.

8.3 The amount to be paid by the Construction Manager for changes in the work, as outlined in paragraph 8.1 above, shall be made on the basis of one of the following methods:

- (a) by mutual acceptance of a lump sum properly itemized and supported by sufficient substantiating data to permit evaluation and agreed upon by the Construction Manager and the Trade Contractor, or
- (b) by unit prices stated in the contract documents, or
- (c) if no such unit prices are set forth and if the parties cannot agree upon a lump sum, then by actual net cost in money to the Trade Contractor of materials and labor (including insurance and applicable taxes) required, plus rental of plant equipment (other than small tools and small equipment) plus compensation for overhead and for profit as noted in Article 12. Field overhead will not be considered as part of actual net cost, or
- (d) by the method provided in subparagraph 8.4.

8.4 If none of the above methods set forth in clauses 8.3 (a), 8.3 (b), 8.3 (c) is agreed upon, the Trade Contractor, provided he/she receives a written order signed by the Construction Manager shall promptly proceed with the work involved. The cost of such work shall be determined by the Construction Manager on the basis of reasonable expenditures and savings of those performing the work attributable to the change, including, in the case of an increase in the contract sum, a reasonable allowance for overhead and profit. In such case, and also under clauses 8.3 (c) and 8.3 (d) above, the Trade Contractor shall keep and present, in such form as the Construction Manager may prescribe, an itemized accounting together with appropriate supporting data for inclusion in a change order. Unless otherwise provided in the contract documents, cost shall be limited to the following: cost of materials including sales tax and cost of delivery, cost of labor including social security, old age and unemployment insurance and fringe benefits required by Agreement or custom; workers or workmen's compensation insurance; bond premiums; rental

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value of equipment and machinery; and the additional costs of supervision and field office personnel directly attributable to the change. Pending final determination of cost, payments, on account shall be made as determined by the Construction Manager. The amount of credit to be allowed by the Trade Contractor for any deletion or change which results in a net decrease in the contract sum will be the amount of the actual net cost as confirmed by the Construction Manager when both additions and credits covering related work or substitutions are involved in any one change, the allowance for overhead and profit shall be figured on the basis of the net increase, if any with respect to that change.

#### 8.5 Construction Manager's Audit

(a) Construction Manager's duly authorized representative shall have access, at all reasonable times, to all Trade Contractor's personnel, books, records, correspondence, instructions, plans, drawings, receipts, vouchers and memoranda of every description pertaining to change for the purpose of auditing and verifying Trade Contractor's net cost of change or for any other reasonable purpose. Construction Manager's representative shall have the right to reproduce any of the aforesaid documents. Trade Contractor shall preserve, and shall cause its Subcontractors to preserve all the aforesaid documents for a period of two years after the completion and acceptance or termination of work.

8.6 For work performed by a Trade-Subcontractor, the Trade Contractor will be allowed to add 5% only and said Trade-Subcontractor mark-up shall not exceed the agreed upon percentages noted in Article 12 for overhead and profit.

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### **ARTICLE 9**

#### **TRADE CONTRACTOR RESPONSIBILITIES**

9.1 The Trade Contractor shall provide sufficient, safe, and proper facilities at all times for the inspection of the work by the Construction Manager and the Owner, or their authorized representatives. The Trade Contractor shall, within a 24-hour notice from the Construction Manager, proceed to take down all portions of the work and remove from the grounds or buildings, all materials, whether worked or unworked, which the Construction Manager, the Owner, or their authorized representatives shall condemn as unsound or improper, or as in any way failing to conform to the contract documents. The Trade Contractor shall made good at its own expense, all work damaged or destroyed thereby.

9.2 The Trade Contractor agrees, in the performance of this Agreement, to comply with all federal, state, municipal, and local laws, ordinances, codes and governing regulations, to pay all costs and expenses required thereby; to pay all fees, charges, assessments, and taxes, including sales and use taxes, and to pay all fringe and other benefits required by Agreement or law. The Trade Contractor shall comply with all federal, state, municipal and local employment and immigration laws and shall act in accordance with all rules, regulations and procedures which may be required to ensure full compliance with such laws and, if requested or required by Construction Manager and/or Owner, the Trade Contractor shall certify in writing that it is in compliance with all such laws.

9.3 The Trade Contractor shall pay all royalties and license fees. He shall defend all suits or claims for infringement of any patent rights and shall save the Owner and Construction Manager harmless from loss on account thereof, except that the Owner shall be responsible for all such loss when a particular design, process or the product of a particular manufacturer or manufacturers is specified, but if the Trade Contractor has reason to believe that the design, process or product specified is an infringement of a patent, he shall be responsible for such loss unless he promptly gives such information to the Construction Manager.

9.4 Should the Trade Contractor become insolvent, or at any time, refuse or neglect to supply a sufficiency of properly skilled workers, or equipment and materials of the proper quality, or fail in any respect to prosecute the work with promptness and diligence, or fail in the performance of any of the Agreements herein contained, the Construction Manager shall be at liberty, after 48 hours written notice to the Trade Contractor, to provide any such labor, equipment, and materials and deduct the cost thereof, from any money then due or thereafter to become due to the Trade Contractor, under this Agreement. If such refusal, neglect, or failure is sufficient ground for such actions, the Construction Manager shall also be at liberty to terminate the employment of the Trade Contractor. Consequently, the Construction Manager may enter upon the premises to take possession, for the purpose of completing the work included under this Agreement, of all materials, tools, and appliances thereon, and to employ any other person or persons to finish the work and provide the materials therefore. In case of such discontinuance of the employment, the Trade Contractor shall not be entitled to receive any further payment under this Agreement until the said work shall be wholly finished. If the unpaid balance of the amount to be paid under this Agreement shall exceed the expense incurred by the Construction Manager in finishing the work, such excess shall be paid by the Construction Manager to the Trade Contractor. If such expense shall exceed such unpaid balance, the Trade Contractor shall pay the difference to the Construction Manager. The expense incurred by the Construction Manager, as herein provided, either for furnishing materials, or finishing the work, and any damage incurred through such default, shall be chargeable to the Trade Contractor. In the event that a Termination for Cause is not upheld by a properly empowered judicial or arbitral authority, then the Termination for Cause shall be deemed a Termination for Convenience and construed under Section 9.4.1. hereof.

9.4.1 Notwithstanding the above paragraph, the Construction Manager reserves the right to terminate this Agreement for its convenience upon written notice to the Trade Contractor. In such instance the Trade Contractor will be paid its share of the contract amount proportionate to the percentage of its work completed and other reasonable cancellation costs incurred as a result of said termination. No payments shall be made for anticipated overhead and profit. Prior to making any payments under this clause, the Construction Manager shall have the right to audit the records of the Trade Contractor.

9.5 The Trade Contractor agrees to adhere to the federal occupational safety act, state and local safety regulations and the Construction Manager's safety and health program so as to avoid injury or damage to persons or property, and to be directly responsible for damage to persons and property resulting from failure to do so.

9.6 In the event the Trade Contractor after a 24-hour written notice from the Construction Manager, fails to take corrective action to insure compliance with said safety regulations or removal of rubbish and

debris resulting from his work, the Construction Manager shall undertake these obligations and charge the cost of same to the Trade Contractor's account without further notice to the Trade Contractor.

9.7 The Trade Contractor agrees to notify the Construction Manager's representative on the jobsite of all accidents which may occur to persons or property and shall provide the Construction Manager's representative with a copy of all accident reports on appropriate forms. All reports shall be signed by the Trade Contractor or his authorized representative and submitted within five (5) days of occurrence.

9.8 The Trade Contractor shall procure its materials from such sources, and employ such labor subject to contract terms and conditions in order to ensure harmonious labor relations on the site and prevent strikes or labor disputes by its employees or other trade employees. The Trade Contractor, in the event of a labor dispute including strikes, shall take whatever action is required in order to prevent the disruption of work on the Project site.

9.9 The Trade Contractor will not assign this Agreement, nor any moneys due or to become due under this Agreement, nor sublet the whole or any part of the work to be performed hereunder, without the written consent of the Construction Manager. In the event of such a consent, a Trade-Subcontractor must comply with all the requirements of this Agreement.

9.10 The Trade Contractor agrees that all disputes concerning the jurisdiction of trades shall be adjusted in accordance with any plan for the settlement of jurisdictional disputes which may be in effect either nationally or in the locality in which the work is being done. The Trade Contractor shall be bound by, and shall abide by, all such adjustments and settlements of jurisdictional disputes, whether or not the Trade Contractor is signature bound by the Agreement establishing the impartial jurisdictional disputes board and/or its successors. The Trade Contractor agrees not to cause a work stoppage, due to the jurisdictional assignment of work.

9.11 The Trade Contractor shall submit to the Construction Manager upon request, copies of orders placed for the various materials required for the Project or authentic stock lists if such material is normally a stock item. Order copies need not reflect prices but should indicate type of material, quantity, vendor name, and address, etc. The Trade Contractor shall be required to submit to the Construction Manager a monthly material status report, or more often if required by the Construction Manager, as a prerequisite for the monthly progress payment. The Trade Contractor shall notify the Construction Manager immediately upon learning of a change of status of any material, equipment, or supplies.

9.12 The Trade Contractor shall continuously and adequately protect all his work and will immediately replace all damaged and defective work.

9.13 The Trade Contractor agrees to maintain an adequate force of experienced workers and the necessary materials, supplies, and equipment to meet the requirements of the Construction Manager and other trades in order to maintain construction progress schedules, as established by the Construction Manager and Owner. In the event that his/her force is, in the judgment of the Construction Manager, inadequate to meet the established schedules during the regular working hours, the Trade Contractor agrees to work sufficient overtime hours or increase their work force to meet such schedules at no extra



cost to the Construction Manager or Owner. If for reasons not already stated, the Construction Manager requires and directs the Trade Contractor to work overtime, including Saturdays, Sundays or Holidays, the Trade Contractor will be reimbursed the net premium rate only. The net premium rate is understood to mean the actual premium labor cost, including applicable taxes and wage additives required by trade Agreement or by law, but without additives for overhead, labor efficiency, or profit.

9.14 The Trade Contractor agrees to employ competent administrative, supervisory, and field personnel to accomplish the work, including layout, engineering, preparation and checking of shop drawings. If required, the Trade Contractor shall substantiate this employment of competent personnel to the Construction Manager's satisfaction before initiating any work.

9.15 The Trade Contractor shall insure that all construction tools, equipment, temporary facilities, and other items used in accomplishing the work, whether purchased, rented, or otherwise provided by the Trade Contractor or provided by others, are in a safe, sound, and good condition, must be capable of performing the functions for which they are intended and must be maintained in conformance with applicable laws and regulations.

9.16 If the Trade Contractor is delayed at any time in the progress of the work by any act or neglect of the Owner, Construction Manager, or the Architect/Engineer, or by any employee of either, or by any separate contractor employed by the Owner, or by changes ordered in the work, or by labor disputes, fire, unusual delay in transportation, adverse weather conditions not reasonably anticipatable, unavoidable casualties or any causes beyond the Trade Contractor's control, or by delay authorized by the Owner or Construction Manager, or by any other cause which the Construction Manager determines may justify the delay, then the contract time shall be extended by change order for such reasonable time as the Construction Manager and Owner may determine. In the event that a conflict exists between this section (9.16) and a like clause contained in a document having higher precedence, such like clause shall have preference to the extent of the conflict.

9.17 Right-To-Know - each Trade Contractor is required to implement the provisions of the right-to-know law, if any, as enacted by the state in which the work is being performed. Before using on site any material listed in the right-to-know substance list, each Trade Contractor will furnish the Construction Manager a copy of the material safety data sheet for that substance.

9.18 In the event the Trade Contractor employs independent contractors, as well as payroll labor, to discharge its obligations hereunder, the Trade Contractor acknowledges and understands that it does so at its own risk and that federal, state and/or local agencies may dispute the independent contractor status and assess penalties, fines, and costs should there be a determination to reclassify such workers. In that event, the Trade Contractor agrees that it will defend, indemnify and hold the Construction Manager and the Owner harmless from any fines, costs, damages, penalties, attorneys fees, and causes of action, including without limitation, personal injury or property damage, arising out of or relating in any way to such a determination.

9.19 NOTWITHSTANDING THE FOREGOING, IN THE EVENT ANY LITIGATION HEREUNDER INCLUDES THE OWNER AS A THIRD PARTY WHETHER BY IMPLER OR

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OTHERWISE, AND THE OWNER HAS NOT WAIVED RIGHT TO TRIAL BY JURY, THIS PROVISION SHALL BE DEEMED TO BE OF NO FORCE AND EFFECT. TO THE EXTENT ALLOWED BY APPLICABLE LAW, THE TRADE CONTRACTOR HEREBY WAIVES TRIAL BY JURY IN ANY ACTION OR PROCEEDING TO WHICH THE TRADE CONTRACTOR MAY BE A PARTY ARISING OUT OF OR IN ANY WAY PERTAINING TO THIS AGREEMENT OR THE ENFORCEMENT THEREOF. IT IS AGREED AND UNDERSTOOD THAT THIS WAIVER CONSTITUTES A WAIVER OF TRIAL BY JURY OF ALL CLAIMS AGAINST ALL PARTIES TO SUCH ACTIONS OR PROCEEDINGS, INCLUDING CLAIMS AGAINST PARTIES WHO ARE NOT PARTIES TO THIS AGREEMENT. THIS WAIVER IS KNOWINGLY, WILLINGLY AND VOLUNTARILY MADE BY THE TRADE CONTRACTOR AND THE TRADE CONTRACTOR HEREBY REPRESENTS THAT NO REPRESENTATIONS OF FACT OR OPINION HAVE BEEN MADE BY ANY INDIVIDUAL TO INDUCE THIS WAIVER OF TRIAL BY JURY OR TO IN ANY WAY MODIFY OR NULLIFY ITS EFFECT. THE TRADE CONTRACTOR FURTHER REPRESENTS THAT IT HAS HAD THE OPPORTUNITY TO DISCUSS THIS WAIVER WITH INDEPENDENT LEGAL COUNSEL.

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**ARTICLE 10**

**CONSTRUCTION MANAGER RESPONSIBILITIES**

10.1 The Construction Manager shall be bound to the Trade Contractor by the terms of this Agreement. To the extent that the provisions of the contract document between the Owner and the Construction Manager apply to the work of the Trade Contractor as defined in this Agreement, the Construction Manager shall assume toward the Trade Contractor all the obligations and responsibilities that the Owner, by those documents, assumes toward the Construction Manager. The Construction Manager shall have the benefit of all rights, remedies, and redress against the Trade Contractor which the Owner, by those documents, has against the Construction Manager. Where any provision of the contract documents between the Owner and the Construction Manager is inconsistent with any provision of this Agreement, this Agreement shall govern.

10.2 The Construction Manager shall pay the Trade Contractor by electronic funds transfer within seven (7) days after receipt of payment by the Owner, as noted in Article 3 of this Agreement. The amount of each progress payment to the Trade Contractor shall be equal to the percentage of completion allowed to the Construction Manager for the work of the Trade Contractor, applied to the Contract sum of the Agreement, plus the amount allowed for materials and equipment suitably stored by the Trade Contractor, less the percentage retained from payments to the Construction Manager. The Construction Manager shall make available to the Trade Contractor evidence of percentages of completion certified on it's account.

10.3 The Construction Manager shall not give instructions or orders directly to employees or workers of the Trade Contractor, except to persons designated as authorized representatives of the Trade Contractor.

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**ARTICLE 11**

**EQUAL OPPORTUNITY**

11.1 During the performance of this Agreement, the Trade Contractor agrees not to discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. The Trade Contractor will take affirmative action to insure that applicants are employed without regard to their race, color, religion, sex, or national origin. The Trade Contractor will comply with all provisions of Executive Order No. 11246, Section 503 of the Rehabilitation Act of 1973, as Amended, the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as Amended, (38 U.S.C. 4212) and their implementing regulations at 41 CFR Chapter 60.

11.2 The E.E.O. Certificate of Assurance (Exhibits A, and where applicable A-1 through A-4) is attached hereto and incorporated herein as if made a part hereof.

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**ARTICLE 12**

**ALTERATIONS**

12.1 The overhead and profit allowable under Article 8.3. A, 8.3 B, 8.3 C is:  
The maximum allowable mark-up for overhead and profit on changes is a sliding scale as follows:

<b>Change Order Amount</b>	<b>Overhead and Profit</b>
\$0 to \$ 5,000	20%
\$5,001 to \$15,000	17%
\$15,001 to \$25,000	15%
\$25,000 and greater	12%

The maximum allowable mark-up on lower tier sub-trade contractors and vendors is six percent (6%) plus the allowable amount from the table above for self-performed work.

12.2 The Trade Contractor hereby agrees to defend, indemnify and hold the Construction Manager and the Owner harmless from and against any and all claims which arise out of or result from the Trade Contractor's negligence, errors, acts or omissions in the performance of the design services required under this Agreement.

12.3 The Trade Contractor shall provide immediate notification of any material adverse change to the Trade Contractor's financial condition from the date of the award, that there is no action, suit or proceeding, at law or in equity, before or by any court or governmental authority, pending, or to the best of the Trade Contractor's knowledge, threatened against the Trade Contractor, wherein an unfavorable decision, ruling, or filing or would materially adversely affect the performance of the Trade Contractor of its obligations under its Contract with the Construction Manager. If the Trade Contractor becomes aware of any material change in the financial condition of a Sub- trade contractor or supplier during the progress of the Work, the Trade Contractor shall give the Construction Manager prompt, written notice of such

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change. The Trade Contractor shall include in each agreement it issued for the Work, the same obligation requirement.

12.4 Trade Contractor (and all tiers thereof) shall indemnify and hold harmless the Construction Manager, The Owner and Owner's Representative for any costs, expenses and damage which it may be obliged to pay by reason of any infringement or a patent or a copyright, at any time during the prosecution or after the Final Payment of the Work.

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**ARTICLE 13**

**COMPLETE AGREEMENT**

13.1 This Agreement, together with all documents, specifications, drawings, incorporated herein by reference, constitute the entire Agreement between the Construction Manager and Trade Contractor. There are no terms, conditions, or provisions, either oral or written, between the parties hereto, other than those contained herein. This Agreement supersedes any and all written representations, inducements, or understandings of any kind or nature between the parties hereto, relating to the particular Project involved herein.

13.2 The said parties for themselves, their heirs, successors, executors, administrators and assigns, do hereby agree to the full performance of the covenants herein contained.

13.3 If any provision of the contract documents shall be held to be invalid, illegal or unenforceable, the validity, legality and enforceability of the remaining provisions shall not in any way be affected or impaired thereby.

**Order Number: 60650-000**  
**Gilbane Building Company**

**Trade Contractor Agreement**

In witness whereof they have hereunder set their hands the day and date first above written.

In the presence of

\_\_\_\_\_  
Witness

Sample Trade Contractor  
Trade Contractor  
Accepted by: \_\_\_\_\_(Signature)  
Name: \_\_\_\_\_(Print name)  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

\_\_\_\_\_  
Witness

Gilbane Building Company  
Construction Manager  
\_\_\_\_\_  
By: Patrick J. Delany  
Dist. Chief Purchasing Agent  
Date: \_\_\_\_\_

Item	Job Number	Cost Code	Type	Description	Amount
1	115311000	20303200	4115	Building Stuff	\$XX,XXX.XX
				Total Amount of Order	\$XX,XXX.XX

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**Exhibit A**  
**EQUAL OPPORTUNITY**  
**CERTIFICATE OF ASSURANCE**

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I, \_\_\_\_\_, the undersigned, certifies that he does not and will not maintain or provide for the undersigned's employees any segregated facilities at any of the undersigned's establishments, and that the undersigned does not and will not permit the undersigned's employees to perform their services at any location, under the undersigned's control, where segregated facilities are maintained. The undersigned understands that the phrase "segregated facilities" means any waiting rooms, work areas, rest rooms, and wash rooms, restaurants, and other eating areas, time clocks, locker rooms and other storage or dressing areas, parking lots, drinking fountains, recreation or entertainment areas, transportation and housing facilities provided for employees which are segregated by explicit directive or are in fact segregated on the basis of race, creed, color, or national origin, because of habit, local custom, or otherwise. The undersigned understands and agrees that maintaining or providing segregated facilities for the undersigned's employees to perform their services at any location, under the undersigned's control, where segregated facilities are maintained, is a violation of the equal opportunity clause required by executive orders 11246 of September, 1965 and 11375 of October 13, 1967 and the rules and regulations thereunder.

The undersigned further agrees that it will obtain identical certifications from proposed Trade Contractors prior to the award of subcontracts exceeding \$10,000.00 which are not exempt from the provisions of the equal opportunity clause.

Further, pursuant to 41 CFR 60-2, the undersigned acknowledges that a written affirmative action program is required within 120 days from the commencement of a contract, if he/she has (a) 50 or more employees and (b) have entered into at least one government contract for \$50,000 or more in any 12 month period with a federal "executive" agency.

The undersigned agrees to comply with all reporting requirements of Executive Orders 11246, as Amended, Section 503 of the Rehabilitation Act of 1973, as Amended, the Vietnam Era Veterans' Readjustments Assistance Act of 1974, as Amended, (38 U.S.C. 4212) and their implementing Regulations at 41 CFR Chapter 60. Employer Information Report EEO-1 (Standard Form 100) must be filed with the joint reporting committee no later than May 31 each year.

On Federal and/or Federally Assisted Projects, the undersigned acknowledges Exhibit A-1 through and includes A-4 as part of and included within the undersigned's contract Agreement and obligation.

Note: The penalty for making false statements in offers is prescribed in 18 U.S.C. 1001.

Sample Trade Contractor

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

**PERFORMANCE BOND**

Bond No. \_\_\_\_\_

KNOWN ALL MEN BY THESE PRESENTS: That,

(Here insert the name and address, or legal title, of the Contractor)

as Principal, herein after called Principal, and

(Here insert the name and address of Surety)

as Surety, hereinafter called Surety, are held and firmly bound unto GILBANE BUILDING COMPANY, 208 New London Turnpike, Glastonbury, CT 06033 as Oblige, hereinafter called Oblige, in the amount of Dollars (\$ \_\_\_\_\_), for the payment whereof Principal and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

WHEREAS, Principal has by written agreement dated \_\_\_\_\_ entered into a contract with Oblige for the Central Connecticut State University New Academic Building Project, Bid Package \_\_\_\_\_ - \_\_\_\_\_ in accordance with drawings and specifications prepared by Tai Soo Kim Partners which contract is by reference made a part hereof, and is hereinafter referred to as the contract. NOW THEREFORE, THE CONDITION OF THIS OBLIGATION is such that, if Principal shall promptly and faithfully perform said contract, and all duly authorized modifications, alterations, changes or additions to said contract that may hereafter be made, notice to the surety of such modifications, alterations, changes or additions being hereby waived, then this obligation shall be null and void; otherwise it shall remain in full force and effect.

Whenever Principal shall be, and be declared by Oblige to be in default under the contract, the Oblige having performed Oblige's obligations thereunder:

- (1) Surety may promptly remedy the default subject to the provisions of paragraph 3 herein or;
- (2) Oblige after reasonable notice to Surety may, or Surety upon demand of Oblige may arrange for the performance of Principal's obligation under the contract subject to the provisions of paragraph 3 herein;
- (3) The balance of the contract price, as defined below, shall be credited against the reasonable cost of completing performance of the contract. If completed by the Oblige, and the reasonable cost exceeds the balance of the contract price the Surety shall pay to the Oblige such excess, but in no event shall the aggregate liability of the Surety exceed the amount of this bond. If the Surety arranges completion or remedies the default, that portion of the balance of the contract price as may be required to complete the contract or remedy the default and to reimburse the Surety for its outlays shall be paid to the Surety at the times and in the manner as said sums would have been payable to Principal had there been no default under the contract. The term "balance of the contract price," as used in this paragraph, shall mean the total amount payable by Oblige to Principal under the contract and any amendments thereto, less the amounts heretofore properly paid by Oblige under the contract.

Any suit under this bond must be instituted before the expiration of (a) two years from the date on which final payment under the contract falls due; or (b) the applicable statute of limitations of the jurisdiction in which the bond is executed, whichever is later. No right of action shall accrue on this bond to or for the use of any person or corporation other than the Obliges named herein or the heirs, executors, administrators or successors of the Obliges.

Signed and sealed this \_\_\_\_\_ day of \_\_\_\_\_, 2011

IN THE PRESENCE OF:

\_\_\_\_\_  
(Witness) \_\_\_\_\_  
(Principal)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Surety)

\_\_\_\_\_  
(Witness) \_\_\_\_\_ Title)





**PROJECT STARTUP INFORMATION AND PROCEDURES**  
**BILLING INSTRUCTIONS FOR TRADE CONTRACTORS**

Our Purchasing Department has awarded your firm a contract on the above referenced project. **Gilbane will solely use Textura Contract Payment systems to manage trade contractor pay applications and compliance documentation. Please sign up online with Textura at... <http://www.texturallc.com>**

In order to expedite payments and to avoid any misunderstanding as to the proper billing procedures to be followed, the following instructions shall be adhered to:

1. **The following are items that the trade contractor must comply with immediately following the contract award for issuance of payment.**

A. Submit for approval a listing of all sub-trade contractors and major suppliers to be listed each month on the Contractor's Sworn Statement.

B. **Schedule of Values**

Submit for approval a detailed Schedule of Values of your Contract amount. This breakdown shall be divided into both labor and material line items for each area/scope of work in your Contract Specifications. If additional work is awarded by Change Order, each change must be broken down on a separate page of their own. Quantities shall be noted when applicable on material items. (List separate line items for: shop drawings, allowances, clean up, safety, site supervision and coordination, closeout, etc.)

**Submit first schedule of values immediately upon contract award for approval of format.** Final form to be submitted on AIA form G702 and G703 through Textura Contract Payment System.

C. Submit to both Gilbane's Purchasing Department Insurance Certification as required in your Contract and Project Specifications.

D. Material Status Reports

Submit initial report in format corresponding to Schedule of Values immediately upon contract award. Material Status Reports must be updated and uploaded into Textura Contract Payment System with the monthly progress applications.

F: For Bonding Requirements, if any, please contact our Purchasing Department.

G. Signing Authority

Provide a letter from an Officer of the Company naming the persons within your organization that are authorized to sign Contracts, Contract Amendments, Requisitions, Sworn Statements, Waivers, Releases, Warranties, and any other documents required.

2. **Billing Instructions:**

A draw calendar will be posted in Textura and at the request of the Project Team, the pay application and all supporting documents requested for payment **MUST** be completed with

Textura **no later than noon on the 20<sup>th</sup>** of each month to include work completed through the last day of that month. The application will be reviewed by the Gilbane project staff. If necessary, it will be returned for corrections.

When submitting monthly pay applications; work completed must be projected through the end of each month. **Applications posted in Textura after noon on the 20<sup>th</sup> will not be considered for payment until the following month. If the 20<sup>th</sup> of the month falls on a weekend, then the application must be posted in Textura on the Friday prior to the 20<sup>th</sup>. No exceptions will be made so please plan accordingly.**

**Please note:** The above dates noted for submission of monthly pay applications are subject to change once Project requirements are finalized.

When submitting monthly Application for Payment; Prime Contractor is required to fully execute and sign the following documents through Textura Contract Payment System:

1. **Contractor's Sworn Statement.** Prime contractor must list all sub-trade contractors and major suppliers working on the Project. Contractor Sworn Statement must include Total Contract or Purchase Order amount; total paid to date amount and balance amount due sub-trade contractors and major suppliers. Prime Contractor will be required to attach/upload into Textura Contractor Payment System their sub-trade contractors and major suppliers lien waivers and Union Confirmation Letter.
2. **Prime Contractor Unconditional Waiver of Lien:** Textura Contractor Payment System will generate an unconditional waiver of lien document. This document must be electronically signed and submitted along with monthly Application for Payment. Textura will not release Waiver of Lien to Gilbane until payment for current application is received by Prime Contractor.
3. **Minority Business Enterprise Participation Affidavit:** Attach/upload to Textura Contractor Payment System.
4. **Material Status Report:** Attach/Upload to Textura Contractor Payment System.
5. Certified payrolls must be current, with Monthly Utilization Report for previous month. **These documents should be mailed hard copy to jobsite address.**

3. **Extra Work**

- A. You are cautioned concerning any extra work. This department will not under any circumstances make payment to you for extra work included as part of your monthly Request for Payment unless a Contract Amendment has been issued or a separate Purchase Order written.
- B. Daily Time and Material slips will be processed only ***if they are signed daily by the Gilbane Project Manager or his designee.*** Original invoices for material and equipment and certified payrolls will be required as back-up to any authorized time and material work.

4. **Contract Closeout**

A. When your Contract has reached substantial completion, request for contract closeout must be made in writing to the Project Manager. Final billing must include Gilbane Building Company General Guarantee, General Release and Waiver of Lien, Final Sworn Statement, Final Subs/Supplier's Waiver with the amount paid, and Final MBE Affidavit, forms to be provided prior to contract completion by the Project Accountant. These documents will need to be fully executed and completed through Textura Contract Payment System.

5. **Special Note**

Under certain circumstances, the Owner, Architect or Project Specifications may require additional information from the Trade Contractor not contained in the aforementioned instructions. If this should occur, a separate instruction will be issued by this office or included as an addendum to the attached index of forms to be used on the project. Please be advised that the trade contractor shall not be compensated for such requests for additional information.

6. **Project Site Office**

TBD  
Gilbane Building Company

7. **Contact**

Any questions relating to billings, payment, waivers, suppliers' waivers and required documents shall be addressed to:

Rita Jensen (rjensen@gilbaneco.com)

8. **Safety Requirements**

The trade contractor shall submit copies of any routine accident reports to the Construction Manager within 24 hours. Any major accident shall be reported immediately to the Construction Manager. The Safety Plan included in the bid documents shall be strictly adhered to, and the Safety Assignment Notice completed and returned to the jobsite.

9. **Stored Material**

Any material stored off site must carry additional insurance (All Risk Rider) stating Gilbane Building Company and Owner as insured, location and amount. All material is to be inspected by Gilbane Building Company personnel before billing can be approved. Bill of Sale, Schedule A and receipts for items being billed at cost only are required and retainage will be held for off-site stored materials.

10. **MBE/EEO Utilization Reports**

Gilbane will monitor actual performance regarding the Projects M/WBE and EEO goals through the utilization of various reports provided by the Trade Contractors. These reports will be required as a condition for payment to the Trade Contractor.

**Requirements**

- A. Remittance of Daily Force and Activities Reports which identified the number, trade classification and equal opportunity code (EQC) for every employee and the respective totals for each through iBuild on line system.
- B. Minority Business Enterprise Participation Affidavit form (attached) must be submitted monthly with Contractor's Sworn Statement and Subs/Supplier's Waivers along with the Requisition.

11. **Project Startup Information**

- A. Project Mailing Address/Delivery Address:

TBD  
ATTN: Gilbane

- B. Subcontractor Coordination Meetings as determined by the Project Manager.
- C. Material Deliveries -- Coordinate with the jobsite.
- D. **Shop Drawings/Submittals** -- Quantities and format is described in the General Conditions.
- E. MSDS Information must accompany all material deliveries in accordance with the Hazard Communication Program.
- F. Material Status Reports are required every month with billing. If they are not submitted, the requisition will not be accepted.

If you have any questions as to the proper execution or use of these forms or any questions concerning these instructions, do not hesitate to contact the Project Accountant.

By earnestly following these instructions, a significant contribution will be made to the success of the project to the benefit of all concerned.

Very truly yours,

**GILBANE**

Rita Jensen  
Project Accountant

**CERTIFICATE DESIGNATING AUTHORIZED SIGNATURES**

STATE OF \_\_\_\_\_)

SS:

COUNTY OF \_\_\_\_\_)

I **Corporate Officer/Owner**, certify that I am the **(Title)** of **(Name of Subcontractor)** a subcontractor of Gilbane Building Co., on **HC Wilcox Regional Vocational Technical School** Project located at **(Street Address of the Project, Town, and State)**.

I further certify that the person(s) listed below are authorized to execute on behalf of **(Name of Subcontractor)** any documents submitted to Gilbane Building Co., except those excluded below: (State names of excluded documents or state "None" if signers listed below may sign any and all documents)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dated: **(Insert today's date)**

**Name:**

**Title:**

**Signature:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Subscribed and sworn to before me, a Notary public in and for said County and state, this (Day of the Month), day of (Month), (Year in 4 digits).**

Notary public: State of Residence:

My Commission Expires:

**Gilbane Building Company**  
**Materials Status Report**

**Project:** HC Wilcox Regional School      **Job Number:** 11.5311.000      **Page:** \_\_\_\_\_

**Trade:** \_\_\_\_\_      **Subcontractor:** \_\_\_\_\_

#	<u>SUBCONTRACTOR OR SUPPLIER</u> Phone Number:	MATERIAL	P.O. No.	DATE	<u>SHOP DRAWINGS</u>		<u>DELIVERY</u>		REMARKS
					<u>Submitted</u>	<u>Approved</u>	<u>Promised</u>	<u>Required</u>	
	Ph:								
	Ph:								
	Ph:								
	Ph:								
	Ph:								
	Ph:								
	Ph:								
	Ph:								
	Ph:								

**CONTRACTOR'S SWORN STATEMENT**

State of \_\_\_\_\_

County of \_\_\_\_\_ SS.

To all whom it may concern

\_\_\_\_\_ of City of \_\_\_\_\_ County of \_\_\_\_\_, and State of \_\_\_\_\_, being duly sworn, deposes and says that he is the \_\_\_\_\_ of the \_\_\_\_\_ hereinafter called the Contractor; and being duly authorized makes this statement its behalf; that the Contractor in the performance of a certain contract dated \_\_\_\_\_ with \_\_\_\_\_ (Owner) for the \_\_\_\_\_ (Work), Architect/Engineer's Job No. \_\_\_\_\_, furnished labor or materials or both, supervision of construction or alteration, and/or otherwise in connection with the site development and/or the erection and construction of a certain building or buildings, structures and installations situated on the following property, viz: \_\_\_\_\_ in the City of \_\_\_\_\_, County of \_\_\_\_\_, State of \_\_\_\_\_; that the following are the names of every person, firm or corporation furnishing material to, and of every unpaid laborer of and of every Subcontractor for, said Contractor in connection with said contract, and that the amounts due or to become due to such Subcontractors, persons, firms, corporations, laborers and others, for work done and materials furnished to the date of \_\_\_\_\_ are fully and correctly set forth opposite their names respectively; and that all other statements herein contained are true and correct.

**SUBCONTRACTS**

Name	Total Net Amount of Subcontract	Total Net Amount Earned to Date	Total Paid	Amount Included in This Application

**MATERIALS**

Name	Purchase Price of Material Furnished	Paid	Balance

**LABOR**

Name	Amount Due

Any deponent further says that the Contractor \_\_\_\_ has \_\_\_\_ not employed, or procured material from, or subcontracted with, any person, firm or corporation other than those above mentioned, for labor or material for said building, other than the sums above set forth.

\_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_ A.D. 20\_\_\_\_.

\_\_\_\_\_

Notary Public in and for \_\_\_\_\_ County.

My commission expires \_\_\_\_\_



**SUB-SUB WAIVER OF LIEN  
(Interim)**

I, the undersigned, being a duly authorized Agent/Officer of the company stated below, do hereby affirm that all bills against \_\_\_\_\_ for labor, materials, services, etc. provided to said Company for **Gilbane Building Company's** project entitled **HC Wilcox Regional Vocational Technical School** have been fully paid covering work completed through period ending \_\_\_\_\_ and our right of lien is hereby waived.

\_\_\_\_\_  
(Company)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Title)

Sworn to and subscribed before me this  
\_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

My commission expires \_\_\_\_\_

Given under my hand and notarial seal this  
\_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

\_\_\_\_\_  
Notary Public  
(SEAL)

**SUPPLIER'S WAIVER OF LIEN  
(Interim)**

I, the undersigned, being a duly authorized Agent/Officer of the company stated below, do hereby affirm that all bills against \_\_\_\_\_ for materials, services, etc. provided to said Company for **Gilbane Building Company's** project entitled **HC Wilcox Regional Vocational Technical School** have been fully paid covering work completed through period ending \_\_\_\_\_ and our right of lien is hereby waived.

\_\_\_\_\_  
(Company)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Title)

Sworn to and subscribed before me this

\_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

My commission expires \_\_\_\_\_

Given under my hand and notarial seal this

\_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

\_\_\_\_\_  
Notary Public  
(SEAL)

**Minority Business Enterprise Participation Affidavit**

**Gilbane Building Company - Construction Manager**

**For Period Ending:**

**Cost Code:** \_\_\_\_\_ **Affidavit No:** \_\_\_\_\_  
**Trade Contractor:** \_\_\_\_\_ **Base Contract**  
**Amount:** \_\_\_\_\_  
**Approved** **Adjusted**  
**Contract** **Contract Value:** \_\_\_\_\_  
**Amendments:** \_\_\_\_\_  
**MBE Base** **MBE Base**  
**Contract** **Contract Percentage:** \_\_\_\_\_ %  
**Commitment:** \_\_\_\_\_

**Actual MBE Contract Awards**

<b>Firm Name</b>	<b>Contractor (C) Supplier (S)</b>	<b>Classification MBE/WBE</b>	<b>Contract Amount</b>	<b>Payments</b>
<b>TOTALS</b>				

**TOTAL MBE COMMITMENT:** \_\_\_\_\_  
**ADJUSTED CONTRACT VALUE:** \_\_\_\_\_  
**% MBE PARTICIPATION ACHIEVED:** \_\_\_\_\_ %  
**NOTARIZED AND SIGNED BY OFFICER:** \_\_\_\_\_  
**DATE:** \_\_\_\_\_

**BILL OF SALE OF PERSONAL PROPERTY**

KNOW ALL MEN BY THESE PRESENTS, THAT, \_\_\_\_\_ for and in consideration of the sum of \_\_\_\_\_ and other good and valuable consideration, upon the receipt of payment of which, the Undersigned ("Seller") does by these present GRANT, BARGAIN, AND SELL unto \_\_\_\_\_ ("Purchaser") the goods and chattels located at \_\_\_\_\_ as described on Schedule "A" attached hereto and by this reference made a part of hereof (the "Property").

IN CONSIDERATION OF THE FOREGOING AND THE COVENANTS HEREIN CONTAINED, SELLER AGREES AS FOLLOWS:

1. Seller does hereby covenant and warrant to the Purchaser that Seller is the lawful owner of the Property; that the Property is free from all liens and claims whatsoever; that Seller has good right to sell the same; that Seller will warrant and defend same against the claims and demands of all persons.
2. Seller will provide safe and proper storage for the Property and will cause to be placed conspicuously and securely on the Property a sign or signs which will show that the Property is the property of the Purchaser.
3. The Property shall be held at Seller's risk, and shall be kept insured against fire, theft and all other hazards by Seller at Seller's expense while its custody or control in an amount equal to the replacement cost thereof, with loss payable to Purchaser. Copies of certificates evidencing such insurance will be furnished to Purchaser.
4. The Purchaser shall have the right to inspect the Property at any time during normal business hours at the storage facilities of the Seller. The failure to inspect shall not be deemed a waiver of any of the rights of the Purchaser, and if the Property is found to be defective, in materials or workmanship, stolen or lost, in whole or in part, the Seller shall replace the same at its own cost.
5. The Property shall be subject to removal by Purchaser, at any time upon Purchaser's instructions.
6. Seller does hereby warrant to purchaser that the value of the property described herein is \$\_\_\_\_\_.

FURTHER

IN WITNESS WHEREOF, The Undersigned has set his hand this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

SELLER: \_\_\_\_\_  
(TITLE)

WITNESS:

\_\_\_\_\_  
State of \_\_\_\_\_  
County of \_\_\_\_\_

This is to certify that \_\_\_\_\_, personally known to me to be the same person whose name subscribed to the foregoing Bill of Sale appeared before me, \_\_\_\_\_, a notary public, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ and expressly acknowledged to me that the execution of said foregoing Bill of Sale is his free and voluntary act.

My Commission expires: \_\_\_\_\_

**BILL OF SALE OF PERSONAL PROPERTY**

KNOW ALL MEN BY THESE PRESENTS, THAT, \_\_\_\_\_ for and in consideration of the sum of \_\_\_\_\_ and other good and valuable consideration, upon the receipt of payment of which, the Undersigned ("Seller") does by these present GRANT, BARGAIN, AND SELL unto \_\_\_\_\_ ("Purchaser") the goods and chattels located at \_\_\_\_\_ as described on Schedule "A" attached hereto and by this reference made a part of hereof (the "Property").

IN CONSIDERATION OF THE FOREGOING AND THE COVENANTS HEREIN CONTAINED, SELLER AGREES AS FOLLOWS:

1. Seller does hereby covenant and warrant to the Purchaser that Seller is the lawful owner of the Property; that the Property is free from all liens and claims whatsoever; that Seller has good right to sell the same; that Seller will warrant and defend same against the claims and demands of all persons.
2. Seller will provide safe and proper storage for the Property and will cause to be placed conspicuously and securely on the Property a sign or signs which will show that the Property is the property of the Purchaser.
3. The Property shall be held at Seller's risk, and shall be kept insured against fire, theft and all other hazards by Seller at Seller's expense while its custody or control in an amount equal to the replacement cost thereof, with loss payable to Purchaser. Copies of certificates evidencing such insurance will be furnished to Purchaser.
4. The Purchaser shall have the right to inspect the Property at any time during normal business hours at the storage facilities of the Seller. The failure to inspect shall not be deemed a waiver of any of the rights of the Purchaser, and if the Property is found to be defective, in materials or workmanship, stolen or lost, in whole or in part, the Seller shall replace the same at its own cost.
5. The Property shall be subject to removal by Purchaser, at any time upon Purchaser's instructions.
6. Seller does hereby warrant to purchaser that the value of the property described herein is \$\_\_\_\_\_.

FURTHER

IN WITNESS WHEREOF, The Undersigned has set his hand this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

SELLER: \_\_\_\_\_  
(TITLE)

WITNESS:

\_\_\_\_\_  
State of \_\_\_\_\_  
County of \_\_\_\_\_

This is to certify that \_\_\_\_\_, personally known to me to be the same person whose name subscribed to the foregoing Bill of Sale appeared before me, \_\_\_\_\_, a notary public, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ and expressly acknowledged to me that the execution of said foregoing Bill of Sale is his free and voluntary act.

My Commission expires: \_\_\_\_\_



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## Textura™ Construction Invoicing & Payment Solution: Work Faster and More Efficiently

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### What Is Textura™?

Textura™ is an Internet-based construction invoicing and payment solution. With the Textura™ system, subcontractors can electronically sign and submit their pay applications—including invoices, sworn statements, and conditional and/or unconditional lien waivers. Payments are made electronically via ACH (Automated Clearing House) resulting in faster access to your funds. In addition, Textura™ facilitates submission and tracking of compliance documents and sub-tier lien waivers. In short, Textura™ has revolutionized the construction payment process. Thousands of subcontractors currently use Textura™ to submit their pay applications every month.

### Sign Pay Applications and Submit Electronically

Textura™ automatically generates the required Pay Application documents and transmits them to your GC electronically at the click of a button.

- Invoices are created by simply entering a % complete or \$ value by line item of your budget.
- Electronic submission of documents eliminates the expense and inconvenience of fax or hand delivery.
- Invoice amounts are verified with lien waiver and payment amounts, reducing the risk of error.

### Receive Payments via ACH

Textura™ uses the secure ACH network for electronic deposit of funds to accelerate the payment process.

- ACH will deliver funds faster than a manual check. Payments are made through Textura™ directly by your GC and are subject to the terms of your contract.
- ACH payments work like direct deposit—funds are immediately available, no waiting for check to clear.
- Textura™ alerts you via email that payment has been disbursed.

### Know What is Happening, When It Happens

Textura™ offers users complete visibility throughout the draw process and notifies users of critical events.

- Receive real-time notifications when a draw is opened, change order issued, payment disbursed, etc.
- Receive email reminders to update expiring insurance documents and notification of non-compliance.
- Online invoice approval and rejection ensures that both parties are informed of final invoice amounts.

### Manage Documents Online

Project documents created in or uploaded to the system are available for viewing, printing or downloading to your computer. Textura™ will store these documents for a minimum of seven years.

- Pay Application backup documents are submitted quickly and easily via an upload attachment feature.
- Electronic submission and tracking of legal documents such as insurance certificates reduces payment holds.
- Possibility for lost or delayed documents and resulting held payments virtually eliminated.

### What Does It Cost to Use Textura™?

One-time fee at the start of contract:

- 0.15% of contract value.
  - Minimum – \$50.
  - Maximum – \$1,450.
  - Sub-tier subcontractors – \$50.

There are no additional fees for subscription, licenses, training, or call center support.

See Textura™ Terms & Conditions for more information.

### Technical Requirements:

The Textura™ application is completely web-based—there is no software to install. Users need only:

- Internet access (high-speed recommended)
- Email address for each user
- Adobe Acrobat Reader 6.0 or higher (free download)

### Free Training & Support:

Textura™ supports your training needs with:

- Computer-Based Training (CBT) modules.
- Free webinars available through Textura's website.
- Individual training by phone.
- Classroom training where available

Support representatives are available to answer your questions at 866-TEXTURA (866-839-8872).

**For information on how to get started, please call 866-TEXTURA (866-839-8872)  
or visit the Textura™ website at [www.texturacorp.com](http://www.texturacorp.com)**

GENERAL CONDITIONS FOR  
 TRADE CONTRACTORS UNDER  
 CONSTRUCTION MANAGEMENT  
 AGREEMENTS

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**ARTICLE 1**  
**DEFINITIONS**

**1.1 THE WORK**

For the purpose of this document the term "Work" is the work defined in Article 1 of the Trade Contract.

**1.2 THE PROJECT**

The Project Name is:

HC Wilcox Technical High School  
State Project No. BI-RT-843-CMR  
Meriden, CT 06451

The Project is the total construction to be performed under the Agreement between the Owner and Construction Manager of which the Work is a part.

**1.3 BID PACKAGE**

The project is to be constructed under a multi-contract (Bid Package) arrangement utilizing multiple trade contracts. The Scope of Work (description of the portion of work) for each "Bid Package" shall be specified in the "Proposal Form" and "Supplements" which form is part of each "Bid Package".

**Note:** The Scope of Work of a Trade Contract (Bid Package) may:

- a. Require work to be performed which is covered under more than one (1) section of the Specifications; and/or
- b. Require the performance of one or more items of work, which are only a part of the work covered by a section of the Specifications.

The Construction Manager assumes no liability arising out of jurisdictional issues raised or claims advanced by trade organizations or other interested parties based on the arrangement of manner or subdivision of the content of the Plans and Specifications. The Trade Contractor shall make all necessary arrangements to reconcile any such jurisdictional conflicts without delay, damage or cost to the Construction Manager or Owner.

**1.4 ABBREVIATIONS**

The language of the specifications and elsewhere in the Contract Documents is of the abbreviated type in certain instances, and implies words and meanings which will be appropriately interpreted.

Actual word abbreviations of a self-explanatory nature have been included in the Specifications and Drawings. These are generally defined in the Specification Sections at the first instance of use of each term so abbreviated. They are generally summarized in a list on the Drawings. Singular words will be interpreted as plural and plural words will be interpreted as singular wherever applicable and the full context of the requirements so indicates.

## 1.5 GENERAL DEFINITIONS

- 1.5.1 "Provide", or "perform": To supply, install and connect up complete and ready for safe and regular operation of particular work referred to unless specifically noted otherwise.
- 1.5.2 "Furnish only", "furnish" or "supply": to purchase, procure, acquire and deliver complete with all related accessories to the site or other designated location and transfer to others for installation.
- 1.5.3 "Install": To receive, unload, distribute, construct, erect, mount, and connect complete with related accessories.
- 1.5.4 "Product": The term "product" shall include materials, equipment and systems.
- 1.5.6 The term "As Indicated" is a reference to example details, notes, or schedules on the drawings, other paragraphs or schedules in the Specifications, and similar requirements in the Contract Documents to define the Work and is not meant to limit the scope. Where terms such as "Shown", "Noted", "Scheduled", and "Specified" are used instead of "Indicated, it is for purpose of helping the reader accomplish the reference, and no limitation of location is intended except as specifically noted.
- 1.5.7 "Suitable", "reasonable", "proper", "correct" and "necessary": Such terms shall mean as suitable, reasonable, proper, correct, or necessary for the purpose intended as required by the Contract Documents, subject to the judgment of the Engineer or the Construction Manager.
- 1.5.8 "Including", "Such as": The terms "including" and "such as" shall always be taken in most inclusive sense, namely, "including, but not limited to", and "such as, but not limited to".
- 1.5.9 "Option": The term "option" shall mean a choice from the specified products or procedures, which shall be made by the Trade Contractor. The choice is not "whether" the work is to be performed, but "which" product or "which" procedure is to be used.
- 1.5.10 "Exposed": The term "exposed" shall mean any item or surface, exterior or interior, which can be seen by a person outside the building, or seen by a person inside any usable space within the building during normal activity.

Mechanical and electrical rooms, air handling rooms, storage rooms and penthouses shall be considered to have exposed surfaces, as shall the mechanical and electrical construction within them.

The interiors of closets and alcoves shall be considered exposed surfaces, and shall be finished to match the finish of the adjoining room or space, unless another finish is shown.

The interiors of cabinets shall be considered exposed, but a finish different from that of the exterior may be permitted or required.

Spaces which are not normally occupied or used by occupants or building staff, such as, shafts, hoistways, tunnels, ceiling plenums, attics, and crawl spaces shall be considered "concealed" spaces, unless finishes are shown or specified for their surfaces.

- 1.5.11 "At no additional cost": The term "at no additional cost" shall mean at no additional cost to the Owner, the Architect, or the Construction Manager, and that all such costs are included in the Trade Contract amount.

- 1.5.12 "Testing Laboratory": An independent entity engaged to perform specific inspections or tests of the Work, either at the project site or elsewhere; and to report and interpret the results of those inspections or tests.
- 1.5.13 Unless specifically noted otherwise in the contract documents, the term "overhead" as used in Article 12.1 of the Trade Contract and elsewhere with similar meaning shall be understood to include but not necessarily be limited to the following:
- .1 Salaries, fringes and other compensation of the trade contractor's personnel stationed at the trade contractor's principle office or offices other than the project site office.
  - .2 Salaries, fringes and other compensation of the trade contractor's personnel stationed at the project in "non-working" supervisory and/or administrative roles.
  - .3 Expenses of the trade contractor's principle office and offices including the project site office. These expenses include, without limitation, heat, light, power, stationery & supplies, postage & shipping, office equipment (fax, telephone, copiers, computers, printers, software, furniture, radios, telephones, Nextel, parking, all company vehicles, etc.), lease line cost, drinking water, coffee, first aid, shop drawings, submittals, samples, as-built drawings, blueprinting, photocopying, record storage, trailers.
  - .4 Trade contractor's capital expenses including interest on the trade contractor's capital employed for the Work.
  - .5 Penalties, fines, and costs imposed by governmental authorities in connection with or resulting from any violation of, or noncompliance with laws, regulations, codes, ordinances or directives.
  - .6 The cost of small tools (valued at \$250 or less per unit purchase price) and associated consumables.
  - .7 Incidentals

## **ARTICLE 2**

### **EXECUTION, CORRELATION AND INTENT**

- 2.1 By executing his Agreement, each Trade Contractor represents that he has visited the site, verified that all specified material and equipment is available, familiarized himself with the local conditions under which the Work is to be performed and correlated his observances with the requirements of the Contract Documents. Claims, as a result of failure to do so, will not be considered.
- The Trade Contract shall be signed in quadruplicate by the Construction Manager and Trade Contractor.
- 2.2 The intent of the Contract Documents is to include all items necessary for the proper execution and completion of the Work. The Contract Documents are complementary, and what is required by any one shall be as binding as if required by all. Work not covered in the Contract Documents will be required if it is consistent therewith and is reasonably inferable there from as being necessary to produce the intended results. Such intended results include building systems, which are complete and operable. Should the Plans or Specifications disagree in themselves or with each other, the Trade Contractor shall provide the better quality or greater quantity of work and/or materials unless otherwise directed by written addendum to the contract.

- 2.3 Review the Contract Documents for work by this Trade Contractor included within other specification sections. This Trade Contractor will be responsible for all work within your scope of work within other specification sections, or on drawings whether or not specifically listed within Section M of the Proposal Form.

### **ARTICLE 3**

#### **OWNERSHIP AND USE OF DOCUMENTS**

- 3.1 Unless otherwise provided in the Contract Documents, the Trade Contractor will be furnished, free of charge, one (1) set of Drawings and Specifications included in the Trade Contract Agreement.
- 3.2 All Drawings, Specifications, and copies thereof, produced by the Architect/Engineer are and shall remain his property. They are to be used only with respect to this Project and are not to be used on any other project. With the exception of one contract set for each party, such documents are to be returned or suitably accounted for to the Architect/Engineer on request at the completion of the Work. Submission or distribution to meet official regulatory requirements or for other purposes in connection with the Project is not to be construed as publication in derogation of the Architect/Engineer's common law copyright or other reserved rights.
- 3.3 The Trade Contractor shall provide copies of all codes, articles, standards, pricing guides, etc. referenced in the contract documents assigned to the Trade Contractor.

### **ARTICLE 4**

#### **OWNER**

##### **4.1 DEFINITION**

- 4.1.1 The Owner for this project is:  
*State of Connecticut*  
*Department of Construction Services*  
*165 Capitol Avenue, 4<sup>th</sup> Floor*  
*Hartford, CT 06106*
- 4.1.2 The Owner is the person or entity identified as such in the Agreement between the Owner and Construction Manager and is referred to throughout the the Contract Documents as if singular in number and masculine in gender. The term "Owner" or "Department" means the Owner or his authorized representative.
- 4.1.3 The term "Owner" shall mean the Project Name through the governing body, the board, the building committee or other agent with authority to execute the capital outlay program for the company, institution or agency involved.
- 4.1.4 The "Project Inspector", "Clerk of the Works", or other "Agent" means one or more individuals employed or designated by the Owner to make inspection during the construction of the Project.

##### **4.2. INFORMATION AND SERVICES FURNISHED BY THE OWNER**

- 4.2.1 The Owner will furnish all surveys describing the physical characteristics, legal limitations and utility locations for the site of the Project, and a legal description of the site.

4.2.2 Except as provided in Article 9.2 of the Trade Contract, the Owner will secure and pay for necessary approvals, easements, assessments and charges required for the construction, use, or occupancy of permanent structures or for permanent changes in existing facilities. The Owner will maintain Builders' Risk Insurance during the Construction operation.

TBD

4.2.3 Information or services under the Owner's control will be furnished by the Owner with reasonable promptness to avoid delay in the orderly progress of the Work.

4.2.4 The Owner shall forward all instructions to the Trade Contractors through the Construction Manager.

## ARTICLE 5

### ARCHITECT/ENGINEER

#### 5.1 DEFINITION

5.1.1 The Architect/Engineer for this project is:

*Tai Soo Kim Partners  
Hartford Square West  
146 Wyllys Street – Suite 1  
Hartford, CT 06106*

5.1.2 The Architect/Engineer is the person lawfully licensed to practice architecture or engineering or an entity lawfully practicing architecture or engineering identified as such in the Agreement between the Owner and Construction Manager and is referred to throughout the Contract Documents as if singular in number and masculine in gender. The term Architect/Engineer means the Architect/Engineer or his authorized representative.

5.1.3 Nothing contained in the Contract Documents shall create any contractual relationship between the Architect/Engineer and any Trade Contractor.

#### 5.2 ARCHITECT/ENGINEER'S DUTIES DURING CONSTRUCTION

5.2.1 The Architect/Engineer will be the interpreter of the requirements of the Drawings and Specifications. The Architect/Engineer will, within a reasonable time, render such interpretations as are necessary for the proper execution of the progress of the Work.

5.2.2 The Architect/Engineer shall interpret the requirements of the Contract Documents to determine the entitlement of change orders and he shall decide all other questions of design intent in connection with the Work.

5.2.3 The Architect/Engineer will recommend suspension of the Work whenever such suspension may be necessary to ensure proper execution of the Work.

5.2.4 All interpretations of the Architect/Engineer shall be consistent with the intent of and reasonably inferable from the Contract Documents and will be in writing or in the form of drawings or sketches. All requests for interpretations shall be directed through the Construction Manager.

- 5.2.5 It shall be the responsibility of the Architect/Engineer to make interpretations and render opinions in regard to all claims of the Owner or Construction Manager involving questions of interpretation of the intent of the drawings and specifications.
- 5.2.6 Neither the Trade Contractor, the Construction Manager nor the Owner shall be bound by any determination, interpretation or opinion of the Architect/Engineer if it is later determined that such is not in accord with the true intent of the contract documents. The party taking issue with the determination, interpretation or decision of the Architect/ Engineer shall give the other party or parties, as the case may be, written notice of such fact within ten (10) days after the determination, interpretation or opinion is rendered by the Architect/Engineer.
- However, it is the intent of this paragraph, 5.2 that in the actual performance of the Work, the Trade Contractor and/or the Construction Manager shall, in the first instance, proceed in accordance with the instruction given by the Architect/Engineer unless the Owner and the Construction Manager mutually agree that the Trade Contractor and/or the Construction Manager shall proceed otherwise.
- 5.2.7 The Architect/Engineer's decision in matters relating to artistic effect will be final if consistent with the intent of the Contract Documents.
- 5.2.8 The Architect/Engineer will have authority to reject Work, which does not conform to the Contract Documents. Whenever, in his opinion, he considers it necessary or advisable to insure compliance with the intent of the Contract Documents, he will have authority to require special inspection or testing of the Work in accordance with Subparagraph 24.2 whether or not such Work has been fabricated, installed or completed. However, neither the Architect/Engineer's authority to act under this Subparagraph nor any decision made by him in good faith either to exercise or not to exercise such authority, shall give rise to any duty or responsibility of the Architect/Engineer to the Trade Contractor, any Trade-Subcontractor, any of their agents or employees, or any other person performing any of the Work. The absence of the Architect/Engineer from exercising such authority does not relieve the Trade Contractor from their responsibility.
- 5.2.9 The Architect/Engineer will be the judge of the performance of the Work and will use his powers under the Contract Documents to enforce the Trade Contractor's performance. The Architect/Engineer will determine the quantity, quality, acceptability and fitness of all or part of the Work.
- 5.2.10 The Architect/Engineer will review and approve or take other appropriate action upon Trade Contractor's submittals such as Shop Drawings, Product Data, Samples, and RFI's but only for conformance with the design intent of the Work and with the information given in the Contract Documents. Such action shall be taken with reasonable promptness so as to cause no delay. The Architect/Engineer's approval of a specific item shall not indicate approval of an assembly of which the item is a component.
- 5.2.11 The Architect/Engineer along with the Construction Manager will conduct inspections to determine the dates of Substantial Completion and Final Completion, and will receive written warranties and related documents required by the Contract and assembled by the Trade Contractor.
- 5.2.12 The Architect/Engineer will communicate with the Trade Contractor only through the Construction Manager.

## **ARTICLE 6**

## CONSTRUCTION MANAGER

### 6.1 DEFINITION

6.1.1 Construction Manager for this project is:

***Gilbane Building Company  
208 New London Turnpike  
Glastonbury, CT 06033***

6.1.2 The Construction Manager is the person or entity who has entered into an agreement with the Owner to serve as Construction Manager and is referred to throughout the Contract Documents as if singular in number and masculine in gender. The term Construction Manager means the Construction Manager acting through his authorized representative.

6.1.3 The Construction Manager is not the General Contractor and, unless otherwise expressly provided in the contract documents, does not have the responsibility to perform any of the traditional duties of a General Contractor. All reference in the contract documents to the Construction Manager/General Contractor as performing any actual work or providing services in connection with any aspect of construction shall be understood to mean Trade Contractor. Construction Manager will not layout, log, record, or otherwise provide actual work or service related to the Trade Contractor's work.

6.1.4 It is the intent of these General Conditions to allow the Construction Manager to direct and schedule the performance of all Work and the Trade Contractors are expected to follow all such directions and schedules.

### 6.2 ADMINISTRATION OF THE CONTRACT

6.2.1 The Construction Manager will provide the general administration of the Project as described herein and in Article 10 of the Trade Contract.

6.2.2 The Construction Manager will be the Owner's construction representative and shall have the responsibility to monitor and coordinate the work of all Trade Contractors.

6.2.3 The Construction Manager shall execute all construction contracts with the Trade Contractors. The Owner is not a party to such contracts. The relationship of the Construction Manager to the Owner is that of an independent contractor and the Construction Manager shall have no authority to bind the Owner in any way with the Trade Contractor, its Trade-Subcontractors, material suppliers, or any third parties.

6.2.4 The Construction Manager shall have the authority to reject Work, which does not conform to the Contract Documents and to require any special inspection and testing in accordance with Subparagraph 24.2.

6.2.5 The Construction Manager will prepare and issue amendments to the Trade Contract Agreements in accordance with Article 31.

6.2.6 The Construction Manager, along with the Architect/Engineer, will conduct inspections to determine the dates of Substantial Completion and Final Completion, and will receive and review written warranties and related documents required by the Contract and assembled by the Trade Contractor.

6.2.7 Where used in conjunction with the Construction Manager's or the Architect's response to submittals, requests, applications, inquiries, reports and claims by the Trade Contractor, the meaning of the term "approved" shall not exceed the limitations of the Construction Manager's or the Architect's responsibilities

and duties as established in the Contract Documents.

6.2.8 The Construction Manager may reject any means, methods, techniques, sequences or procedures proposed by the Trade Contractor, which might constitute or create a hazard to the Work, or to persons or property, or which will not provide Work in accordance with the Contract Documents.

## ARTICLE 7

### **TRADE CONTRACTORS**

#### **7.1 DEFINITION**

7.1.1 A Trade Contractor is the person or entity identified as such in the Agreement between the Construction Manager and a Trade Contractor or in the Purchase Order between the Vendor and the Construction Manager and is referred to throughout the Contract Documents as if singular in number and masculine in gender. The term Trade Contractor means the Trade Contractor or his authorized representative.

7.1.2 The Agreements are between the Trade Contractors and Construction Manager. These conditions in several instances make reference to obligations and rights of the "Owner or Construction Manager" to cover both possibilities. Such references are only to cover either possibility and such use does not create a joint obligation on the Owner and Construction Manager to the Trade Contractor. The contract obligation with the Trade Contractor is solely with the person or entity with whom he has his Agreement.

7.1.3 The Construction Manager shall call for meetings of the Trade Contractors, Trade-Subcontractors, and material suppliers as he deems necessary for the proper coordination of the work. Such meetings shall be held at the jobsite on regular working days during regular working hours. Unless otherwise directed by the Construction Manager, attendance shall be mandatory for all parties notified.

7.1.4 In the Contract Documents, the word "Contractor" or "Subcontractor" shall mean and shall be interpreted as being the "Trade Contractor" whose "scope of work" includes that portion of the Work.

In these General Conditions the word "Contractor", "Subcontractor", and/or "Trade Contractor" shall mean and shall be interpreted as being "individually, each and every Trade Contractor".

#### **7.2 REVIEW OF CONTRACT DOCUMENTS**

7.2.1 The Trade Contractor shall carefully study and compare the Contract Documents and shall at once report to the Construction Manager any error, inconsistency or omission he may discover. The Trade Contractor shall not be liable to the Owner, Construction Manager, or Architect/Engineer for any damage resulting from any error, inconsistency or omission, unless the Trade Contractor proceeds with such work knowing of the error, inconsistency, or omission.

7.2.2 It is not the Trade Contractor's responsibility to ascertain that the Contract Documents are in accordance with applicable laws, statutes, ordinances, building codes, and rules and regulations. However, if the Trade Contractor observes that portions of the Contract Documents are at variance therewith, the Trade Contractor shall promptly notify the Construction Manager in writing, and necessary changes shall be accomplished by appropriate modification. If the Trade Contractor performs any Work knowing it to be contrary to such laws, ordinances, rules and regulations, and without such notice to the Construction Manager, he shall assume full responsibility therefore and shall bear all costs attributable thereto.



7.2.3 At the completion of the project and as a prerequisite to release retainage, each Trade Contractor shall submit a letter of compliance. This compliance letter shall state that all work has been completed in accordance with the contract documents, that the installation has been performed in accordance with all applicable codes, and that all fire resistance characteristics, as required by the Fire Department, have been met. This letter must be signed by an officer of the company.

### 7.3 **SUPERVISION AND CONSTRUCTION PROCEDURES**

7.3.1 The Trade Contractor shall supervise and direct the Work, using his best skill and attention. He shall be solely responsible for all construction means, methods, techniques, sequences and procedures and for coordinating all portions of the Work under the Trade Contract subject to the overall coordination of the Construction Manager.

7.3.2 The Trade Contractor shall be responsible to the Owner and the Construction Manager for the acts and omissions of his employees and all his Trade Subcontractors and their agents and employees and other persons performing any of the Work under a contract with the Trade Contractor.

7.3.3 Observations, inspections, tests or approvals by persons other than the Trade Contractor shall not relieve the Trade Contractor from his obligations to perform the Work in accordance with the Contract Documents.

7.3.4 The Trade Contractor shall do and be responsible for the correct laying out of the Work as per Contract Documents from control established by others including all necessary leveling and checking. The Trade Contractors shall periodically check the established base lines and bench marks, and shall lay out all partition lines and other significant reference lines or points which will enable them to accurately place their boxes, openings, sleeves, conduits, pipe, duct, controls, hangers, inserts and other devices. Trade Contractors shall be responsible for laying out their Work from these reference points. The Trade Contractor shall also make all field measurements required for the work.

7.3.5 This Trade Contractor and all their Sub-Trade Contractors shall obtain all permits and provide copies to the Construction Manager, pay all fees, give notice, file plans and licenses, and arrange for testing, inspection and approvals as it relates to your work, such that the work of other trades can progress in a continuous manner. Provide any additional valving or other provisions required to accomplish above whether indicated or not. Please note that only the General Building Permit will be provided by others.

### 7.4 **LABOR AND MATERIALS**

7.4.1 The Trade Contractor shall at all times enforce strict discipline and good order among his employees and shall not employ on the Work any unfit person or anyone not skilled in the task assigned to him. Harassment and offensive language will not be permitted on the grounds. Violation will be cause for immediate debarment from the site. Workers shall be courteous and professional in mannerisms while on the premises

7.4.2 The Trade Contractor shall accept delivery, unload, store, protect, provide security, distribute, install and clean any materials, systems and equipment furnished by others, which are a part of the Work. The Trade Contractor shall document receipt of such materials, systems and equipment on forms acceptable to the Construction Manager.

7.4.3 Whenever the Trade Contractor has knowledge that any actual or potential labor dispute is delaying or threatens to delay the timely performance of the Work of this contract, the Trade Contractor shall immediately give notice thereof to the Construction Manager. The Trade Contractor shall then confirm the

notice, in writing, within 24 hours of the giving thereof and shall include all relevant information with respect thereto. No claims will be accepted for costs incurred as a result of labor disputes.

## ARTICLE 8

### WARRANTY

- 8.1 The Trade Contractor warrants to the Owner and the Construction Manager that all materials and equipment furnished will be new unless otherwise specified, and that all Work will be of good quality, free from faults and defects and in conformance with the Contract Documents. All work not conforming to these requirements, including substitutions not properly approved and authorized, may be considered defective. If required by the Construction Manager, the Trade Contractor shall furnish satisfactory evidence as to the kind and quality of materials and equipment. This warranty is not limited by the provisions of Paragraph 32.2.
- 8.2 The warranty of materials, equipment and workmanship defined in 8.1 is separate from, independent of, and in addition to any other guarantees or warranties required by the Contract Documents.
- 8.3 Warranties and guarantees shall clearly define what is to be guaranteed; the extent, terms, conditions, time and effective dates, which shall comply with the Contract Documents.
- 8.4 Warranties shall not commence to run until:
- a) The date of Substantial Completion of the project and
  - b) The Owner is in possession of and accepts all the specified guarantee/warranty documentation, and
  - c) The Owner has received the specified training and manuals for the operation and maintenance of the system/equipment.
- 8.5 If specified in the Contract Documents and prior to the date of Substantial Completion of the project the Owner or Construction Manager occupies or uses any separate unit of the Work, the Trade Contractor shall include all costs associated with extending the guarantee/warranty period to cover the period in advance of the date of Substantial Completion of the project and the specified period after the date of Substantial Completion. The Trade Contractor shall also provide maintenance during this extended period.
- 8.6 If repairs or corrections are required in connection with the guaranteed Work, the Trade Contractor shall, promptly, within 48 hours after receipt of notice from the Construction Manager or Owner and without expense to the Owner or Construction Manager, commence and continue to effect such repairs or corrections to:
1. Place in satisfactory condition all of such guaranteed Work and correct all defects therein;
  2. Make good all damage to the structure, finishes or site or equipment or contents thereof, which, in the opinion of the Architect, Engineer and Construction Manager is the result of the use of materials, equipment or workmanship which are inferior, defective or not in accordance with the terms of the Contract;
- 8.7 Notifications by Owner of defects shall stop the warranty time period. The guarantee or warranty period for that replaced or restored work shall be reinstated for the remaining time period, starting on the date of acceptance of the replaced or restored work.

- 8.8 In any case, where in fulfilling the requirements of the Contract or of any guarantee embraced in or required thereby, the Trade Contractor disturbs any work guaranteed under another contract, he shall restore such work to a condition satisfactory to the Architect, Engineer, and Construction Manager and guarantee such restored work to the same extent as it was guaranteed under such other contract.
- 8.9 If the Trade Contractor after notice fails to proceed within 48 hours to commence and continue to comply with the terms of the guarantee, the Owner or Construction Manager may have the defect corrected in which case the Trade Contractor and his surety, if applicable, shall be liable for all expenses incurred.
- 8.10 All special guarantees or warranties applicable to definite parts of the Work that may be stipulated in the Contract Documents shall be subject to the terms of this Article at a minimum during the first year of the life of such special guarantee.
- 8.11 Nothing contained in this Article shall be construed to establish a period of limitation with respect to any other obligation which the Trade Contractor might have under the Contract Documents.
- 8.12 In the event the Work of the Trade Contractor is to be modified by another Trade Contractor, either before or after inspection, the first Trade Contractor shall remain responsible in all respects under the warranty given in Article 8 and under any other warranties provided in the General Conditions or by law. However, the first Trade Contractor shall not be responsible for any defects in material or workmanship introduced by the Trade Contractor modifying its work. Both the first Trade Contractor and the Trade Contractor making the modifications shall each be responsible solely for the work done by each. The Trade Contractor modifying the earlier work shall be responsible for any damage to or defect introduced into the Work, which it is modifying.

## **ARTICLE 9**

### **TAXES**

- 9.1 The Trade Contractor shall pay all sales, consumer, use and other similar taxes for the Work or portions thereof furnished or provided by the Trade Contractor which are legally required at the time bids or proposals are received, whether or not yet effective. Such taxes are included in the Trade Contract Sum.
- 9.2 Any taxes which are the responsibility of the Trade Contractor, but are not paid by the Trade Contractor, and which are subsequently assessed against and paid by either the Owner or the Construction Manager shall be deducted by the Construction Manager as an offset from the unpaid Trade Contract Sum and any other amounts due to the Trade Contractor. If the amount of such unpaid taxes exceeds the total of the unpaid Trade Contract Sum and other amounts due to the Trade Contractor, the Trade Contractor agrees to pay the amount of such excess to the Construction Manager.
- 9.3 Certain states require that bonds be furnished by foreign contractors to assure payment of state taxes, etc.. Providing such bonds and the cost thereof are included by the Trade Contractor in the Trade Contract Sum.

## **ARTICLE 10**

### **ALLOWANCES**

- 10.1 The Trade Contractor shall include in the Contract Sum all allowances stated in the Contract Documents.

Items covered by these allowances shall be supplied for such amounts and by such persons as the Construction Manager may direct, but the Trade Contractor will not be required to employ persons against whom he makes a reasonable objection.

10.2 Unless otherwise provided in the Contract Documents:

10.2.1 These allowances shall cover the cost to the Trade Contractor, less applicable trade discount, of the materials and equipment required by the allowance delivered at the site, and all applicable taxes, unloading, handling, labor, installation costs and other expenses contemplated for the original allowance.

10.2.2 The Trade Contractor's costs for overhead and profit attributable to the allowance shall be included in the Trade Contract Sum and in the allowance amount.

10.2.3 Whenever the cost is more than or less than the allowance amount, the Trade Contract Sum shall be adjusted accordingly by Amendment. It is specifically understood that all unspent portions of allowance amounts will be subtracted from the Trade Contract Sum by Amendment.

10.2.4 These allowances are only to be used where specifically authorized in advance and in writing by the Construction Manager. Costs charged against these allowances will be determined based upon a lump sum, unit price, or actual time and material costs as directed by the Construction Manager.

## **ARTICLE 11**

### **SUPERINTENDENT AND KEY PERSONNEL**

11.1 The Trade Contractor shall employ a competent superintendent and necessary assistants to coordinate all the Trade Contractor's work force including Trade Subcontractors, who shall be in attendance at the Project site during the progress of the Work. The superintendent shall be satisfactory to the Construction Manager, and shall not be changed except with the consent of the Construction Manager, unless the superintendent proves to be unsatisfactory to the Trade Contractor or ceases to be in his employ. The superintendent shall represent the Trade Contractor and all communications given to the superintendent shall be as binding as if given to the Trade Contractor and has the authority to make commitments on behalf of the Trade Contractor with regard to cost, schedule and manpower issues. All communications shall be confirmed in writing upon request.

11.2 A duly authorized representative of the Trade Contractor shall be available for emergency telephone communication from the Owner or Construction Manager on a 24-hour basis, seven days a week during the performance of the work. Each foreman and superintendent shall be required to carry a Nextel radio compatible with the Construction Manager's system on the Builder's Network.

11.3 The Trade Contractor shall identify the key personnel he intends to assign to the project, to the Construction Manager within 48 hours after the Trade Contractor has been notified to proceed. The Construction Manager reserves the right to approve the Trade Contractor's proposed personnel, and anyone not so approved shall be immediately replaced by someone acceptable. If, in the course of construction, the Construction Manager feels that it would be in his best interest to request a change in the Trade Contractor's personnel, he may do so; and the Trade Contractor shall immediately assign an acceptable replacement at no additional cost.

11.4 To ensure a safe working environment and the effective coordination of the work, the Trade Contractor's superintendent must be able to effectively communicate both orally and by the written word

with the Construction Manager's project staff and the workforce under the superintendent's control.

## **ARTICLE 12**

### **PROGRESS SCHEDULE**

- 12.1 The comprehensive progress schedule for the project will be a Critical Path Method (CPM) network.
- 12.2 The Trade Contractor, immediately after being awarded the Contract, shall prepare and submit to the Construction Manager an estimated progress schedule for the Work of this contract. The progress schedule shall be related to the entire Project to the extent required by the Contract Documents and shall provide for expeditious and practicable execution of the Work. This schedule shall indicate the dates for the starting and completion of the various stages, including the placing of material orders, delivery of materials and equipment, submission of shop drawings, processing of shop drawings, and all work activities and shall provide estimates of man hours, crew sizes, and proposed number of crews to accomplish the Work. The Trade Contractor's estimated progress schedule shall be used as the Construction Manager determines in preparation of the Construction Manager's construction schedule for the entire project. The sequencing and duration of Trade Contractor activities indicated on the Construction Manager's construction schedule may be adjusted by the Construction Manager pursuant to his authority under Article 2.2 in the Trade Contract.
- 12.3 Following contract award, the Construction Manager, at his sole discretion, may arrange "Card Trick" scheduling meetings. These meetings may require representatives from all Trade Contractors awarded a contract, to come together with the Owner, Architects, and Construction Manager to develop the project schedule. Trade Contractor input will be required to develop a realistic and logical project schedule. For this reason, the Trade Contractor's representative must have the authority to make decisions and must be knowledgeable in all aspects of their trade including material delivery times, shop drawing durations, and installation durations.
- 12.4 Any possible means of shortening the schedule, at no additional cost, shall be brought to the attention of the Construction Manager.
- 12.5 The Trade Contractor shall attend coordination and progress meetings scheduled and conducted by the Construction Manager to discuss progress, scheduling, coordination requirements, and problems. When required, the Trade Contractor shall furnish information in regard to his proposed effort to overcome any incurred delay. This information shall be in a form acceptable to the Construction Manger.
- 12.6 The Trade Contractor shall coordinate his letting of Trade-Subcontracts, material purchases, shop drawing submissions, delivery of materials and sequence of operations, to conform to the schedule and shall furnish proof of same as may be required by the Construction Manager.
- 12.7 If the project is on schedule, the Owner has the right to require overtime to expedite schedule and will pay the actual additional premium portion of the wages, but there is no entitlement for Overhead, Profit or Loss of Efficiency.

## **ARTICLE 13**

### **DRAWINGS AND SPECIFICATIONS AT THE SITE**

- 13.1 The Trade Contractor shall maintain at the site for the Construction Manager and Architect/Engineer one copy of all Drawings, Specifications, Addenda, Bulletins, Proposal Requests, Amendments and other

Modifications, in good order and marked currently to record all changes made during construction. Including any changes in locations, sizing and arrangement of the various components of the Work or any other variations from the Drawings or Shop Drawings. The Trade Contractor shall mark each drawing as the Work shown thereon is completed in the field, revising any or adding lines, dimensions, elevations, depths, notes or any other information required to accurately record "As-Built" conditions. These Drawings, marked to record all changes during construction, and approved Shop Drawings, Product Data and Samples shall be delivered to the Construction Manager upon completion of the Work.

- 13.2 In addition to maintaining and delivering to the Construction Manager those record Drawings required by Subparagraph 13.1 the Trade Contractor shall also prepare and submit to the Construction Manager, upon completion of the Work, "As-Built" Reproducible Drawings if the Contract Documents so require.

#### **ARTICLE 14**

##### **SUBMITTALS AND REQUESTS FOR INFORMATION**

- 14.1 Submittals include but are not limited to Shop Drawings, Product Data, Samples, Mock-ups, Benchmarks, Warranty, Maintenance Manuals, Waivers, and Releases.
- 14.2 Shop Drawings are drawings, diagrams, schedules and other data specifically prepared for the Work by the Trade Contractor or any Trade-Subcontractor, manufacturer, supplier or distributor to illustrate some portion of the Work.
- 14.3 Product Data are illustrations, standard schedules, performance charts, instructions, brochures, diagrams and other information furnished by the Trade Contractor to illustrate a material, product or system for some portion of the Work.
- 14.4 Samples are physical examples, which illustrate materials, equipment or workmanship and establish standards by which the Work will be judged, but not used in the actual Work.
- 14.5 A Request for Information (RFI) form will be used to obtain clarifications of the content or intent of drawings or specifications issued by the Design Engineer. The Request for Information creates a written record of the question and the response. (Each RFI must reference a drawing, detail or specification and provide a clear, concise explanation of the Request for Information.) The Trade Contractor is responsible to submit its RFIs in a timely manner so as not to impact the progress of work. The Construction Manager will forward RFI responses to the originating Trade Contractor and any other Trade Contractor whose work may be affected by the response.
- 14.6 Mock-ups are full-size, unless noted otherwise, models of a structure, component or assembly used for demonstration, study, or testing prior to commencing full production. Mock-ups are not incorporated into the actual Work.
- 14.7 Benchmarks are portions of the actual Work in place used to establish a standard of measurement, evaluation or quality. Furnish complete as-built drawings, operating and maintenance manuals, spare parts, attic stock and other required close-out information or materials no later than 30 days prior to substantial completion. Perform training of Owner's personnel prior to beneficial occupancy.
- 14.8 The Trade Contractor shall review, approve and submit through the Construction Manager with reasonable promptness and in such sequence as to cause no delay in the Work or in the work of any separate contractor, all Submittals required by the Contract Documents. Whenever the contract documents require a certified

engineer's stamp, review or report, it shall be understood to mean an engineer licensed and registered in the State of the Project and paid for by the Trade Contractor.

- 14.9 Submittals forwarded by the Trade Contractor to the Construction Manager shall be in conformance with the requirements of the Contract Documents. The Trade Contractor shall notify the Construction Manager in writing of any deviations in the submittals from the requirements of the Contract Documents at the time of submission.
- 14.10 By approving and submitting Submittals, the Trade Contractor represents that he has determined and verified all materials, field measurements, and field construction criteria related thereto, or will do so, and that he has checked and coordinated the information contained within such submittals with the requirements of the Work and of the Contract Documents.
- 14.11 The Construction Manager will review such submittals with reasonable promptness, checking only for completeness and conformance with the Contract Documents. The Construction Manager will return to the Trade Contractor, without review, any submittals not bearing the Trade Contractor's approval stamp or other mark showing that they have been reviewed and approved by the Trade Contractor. The Construction Manager will return to the Trade Contractor for correction or completion, any submittals found not to be complete or in proper form. The Construction Manager, if he finds submittals to be in order, will forward the submittals to the Architect/Engineer.
- 14.12 Approval of the Trade Contractor's submittals does not constitute a complete check, but indicates only that design, general method of construction and detailing is satisfactory. The Trade Contractor shall not be relieved of responsibility for any deviation from the requirements of the Contract Documents by the Architect/Engineer's approval of Submittals (see Subparagraph 5.2.10) unless the Trade Contractor has specifically informed the Architect/Engineer and Construction Manager in writing of such deviation at the time of submission and the Architect/Engineer has given written approval to the specific deviation. The Trade Contractor shall not be relieved from responsibility for errors or omissions in the Shop Drawings, Product Data or Samples by the Construction Manager's forwarding or the Architect/Engineer's approval thereof.
- 14.13 The Trade Contractor shall direct specific attention, in writing, on resubmitted Shop Drawings, Product Data or Samples, to revisions other than those requested by the Architect/Engineer or Construction Manager on previous submittals.
- 14.14 The Trade Contractor shall resubmit submittals, as required, until Architect's approval is obtained. Submittals that are rejected or require revisions shall be corrected and resubmitted to the Construction Manager no later than ten (10) days. No portion of the Work requiring submission of Shop Drawings, product Data or Samples shall be commenced until the submittal has been approved by the Architect/Engineer. All such portions of the Work shall be in accordance with approved submittals. The Trade Contractor is responsible for seeing that only "approved" copies of shop drawings bearing the approval of the Architect are allowed on the job.
- 14.15 The Trade Contractor shall be responsible for the delays caused by rejection of the submittal of inadequate or incorrect shop drawings and manufacturers data. The Trade Contractor is responsible for all costs associated with processing, reviewing, and returning any re-submittal beyond the first submittal.
- 14.16 The Trade Contractor shall prepare a schedule of required submittals not later than fourteen (14) days after contract award. The schedule shall include a complete list of items requiring Submittals to be approved by the Architect and/or Construction Manager and the anticipated date of submission. The schedule is to be

submitted on a form approved by the Construction Manager. The schedule shall be updated monthly or as required by the Construction Manager. All Submittals shall be accompanied by a transmittal letter and reference shall be indicated to the item numbers of the above mentioned schedule.

- 14.17 All Submittals shall be transmitted to the Construction Manager and shall include:
  - 14.17.1 Date and revision dates.
  - 14.17.2 Project title and number.
  - 14.17.3 The names of:
    - a) Architect/Engineer
    - b) Construction Manager
    - c) Trade Contractor
    - d) Contract Number
    - e) Supplier
    - f) Manufacturer
    - g) Separate detailer when pertinent
  - 14.17.4 Number of Shop Drawings, Product Data and Sample submitted. (System to be established by Construction Manager).
  - 14.17.5 Identification of product or material.
  - 14.17.6 Relation to adjacent structure or materials.
  - 14.17.7 Field dimensions, clearly identified as such.
  - 14.17.8 Specification Section number and paragraph.
  - 14.17.9 Applicable standards, such as ASTM number or Federal Specification.
  - 14.17.10 A blank space, minimum of 2" by 2", for the Architect/Engineer's stamp.
  - 14.17.11 Identification of deviations from Contract Documents.
  - 14.17.12 Other pertinent data.
- 14.18 Shop drawing submittals to the Construction Manager shall be submitted electronically.

After review by the Architect, the Construction Manager will return submittals, which will have been stamped by the Architect as follows, unless noted otherwise:

- .1 "Rejected" indicates that data or shop drawings must be revised, new shop drawings or data prepared and resubmitted. Shop drawings and data marked in this manner shall not be released for fabrication or construction.
- .2 "Approved as Noted" indicates that the submittal is approved subject to corrections noted. Shop drawings may be released for fabrication of work at Trade Contractor's risk; in any event the



submittal shall be corrected and new shop drawings submitted for final approval.

- .3 "Approved" indicates final action. No changes shall be made on approved drawings. If the Trade Contractor requires a change, he shall notify the Construction Manager, in writing, that the approved set has been withdrawn and shall submit the substitution set in accordance with the above procedure.

## 14.19 **Coordination Drawing Process**

### .1 Layout Drawings

As soon as practical and in no case starting later than 30 days after the award of contract, unless noted otherwise, the HVAC Trade Contractor shall commence preparation of layout drawings of all equipment, duct work and piping at not less than 3/8" scale and in the latest version of CADD.

These drawings shall show routing, sizes and elevations of bottom of all ductwork and piping, equipment, registers, grilles, diffusers, and similar features, as well as locations of all valves, dampers, services, thermostats, and all other items requiring access for service and maintenance. The drawings shall also show beams, ceiling heights and types, walls and ratings, floor to floor dimensions and ratings, columns, doors and other major architectural and structural features as shown on the architectural and structural drawings.

The HVAC Trade Contractor shall within 60 days after award of contract, unless noted otherwise, submit the layout drawings to the plumbing, fire protection, security, tel/data, AV, casework and electrical Trade Contractors who shall then mark on the reproducible or add a separate CADD layer for their own routings as well as other major items such as valves, access panels, switch panels, etc., as required to determine interrelationship and possible interferences with HVAC work, the work of other Trades Contractors, and architectural or structural features. The marked up reproducible or CADD file shall then be returned to the HVAC Trade Contractor through the Construction Manager no less than 30 days after receipt, unless noted otherwise.

### .2 Preliminary Composite Drawing

The HVAC Trade Contractor shall then prepare a preliminary composite of such layout drawings, incorporating all the information and routings provided by the other Trade Contractors. (At the HVAC Trade Contractor's option and approval from the Construction Manager, a group of transparent overlays may be substituted provided that they clearly show the relationship of all proposed installations). The composite or overlays will then be reviewed during a series of meetings as directed by the Construction Manager, at which all trades shall be represented, in order to review and resolve any real or apparent interferences or conflicts.

In preparing the composite drawings, minor changes in duct, pipe or conduit routings that do not affect the intended function may be made as required to avoid space conflicts, when mutually agreed, but items may not be resized or exposed and concealed items relocated without the Architect/Engineer's and Construction Manager's written approval. No changes shall be made in any wall or chase locations, soffit or ceiling heights, door swings or locations, window or other openings, or other features affecting the function or esthetic effect of the building. If conflicts or interferences cannot be satisfactorily resolved, the Architect and Construction Manager shall be notified and their decision obtained.

The composite drawings need not be submitted as a whole, but they shall be submitted, in all cases, in

ample time to avoid construction delay. The coordination drawings may lack complete data in certain instances pending receipt of shop drawings, but sufficient space shall be allotted for the items affected. When final information is received, such data shall be promptly inserted on the composite drawings.

All changes in the scope of work due to revisions formally issued and approved shall be shown on the composite drawings.

All work on the coordination composite drawings shall be performed by competent draftsmen and shall be clear and fully legible. The Architect shall be the sole judge of the acceptability of the drawings.

### .3 Final Composite Drawing

After all conflicts or interferences are resolved, the HVAC Trade Contractor shall then develop a final composite drawing showing the agreed upon routing, layout and juxtaposition of all ductwork, conveyers, piping, major conduit, valves, panels, lighting fixtures and all other major mechanical and electrical installations. In areas where no HVAC work occurs, but where other mechanical, electrical, or systems installations are installed, each Trade Contractor shall be responsible for his own work and shall cooperate in preparing similar composite drawings, shall perform his own drafting work and pay his own costs in connection therewith. In the preparation of all the final composite drawings, large scale details as well as cross and longitudinal sections shall be as required to fully delineate all conditions. Particular attention shall be given to the locations, size and clearance dimensions of all equipment items, shafts, soffits, ceiling and wall spaces, and similar features.

These final composite drawings shall then be signed-off by each of the Trade Contractors, including the HVAC Trade Contractor, indicating their awareness of and agreement with the indicated routings and layouts and their interrelationship with the adjoining or continuous work of all other Trade Contractors.

Thereafter, no unauthorized deviations will be permitted, and if made without knowledge or agreement of the Architect/Engineer and/or Construction Manager, this unauthorized work will be subject to removal and correction by the respective Trade Contractors at no additional cost to the Owner.

No extra compensation will be paid for relocating any duct, pipe, conduit, or other material that has been installed without proper coordination between all trades involved. If any improperly coordinated work, or work installed that is not in accordance with the approved coordination composites, necessitates additional work by the other trades, the costs of all such additional work shall be borne solely by the Trade Contractors responsible.

### .4 Final Composite Drawing (Record Copy)

After the final composite drawings have been agreed upon and signed by all Trade Contractors, the HVAC Trade Contractor shall provide and distribute for reference and record purposes. Other Trade Contractors responsible for supplementary composite drawings, as indicated herein before, shall provide similar distribution. All Trade Contractors desiring additional prints of such drawings, beyond the basic distribution indicated above, shall arrange for and pay the cost of same.

The Construction Manager and each Trade Contractor as working reference shall retain the record

copies of final composite drawings. All shop drawings, prior to their submittal to the Architect/Engineer, shall be compared with the record composite drawings and developed accordingly by the Trade Contractor responsible. Any revision to the record composite drawings, which may become necessary during the progress of the work, shall be noted by all Trade Contractors and shall be neatly and accurately recorded on the record copies. Each Trade Contractor shall be responsible for the up-to-date maintenance of his record copies of the composite drawings and to keep one copy available at the site. The Construction Manager, and each Trade Contractor in the development of his "as-built" drawings, shall utilize the composite drawings and any subsequent changes thereto.

14.20 **Record Documents: "As-Built Drawings", Warranty and Maintenance Manuals**

- .1 Each Trade Contractor shall keep a complete record of his own work and shall indicate deviations from the Drawings as to the installation of his own work. All information shall be recorded in a neat, legible and accurate manner. All changes, revisions or additions made in the installation of the work which differs from that required by the Drawings must be noted.
- .2 Upon completion of the work, the Trade Contractor shall forward the marked up Drawings, suitable for preparation of composite "As-Built Drawings" to the Construction Manager for review and transmittal to the Architect. All changes shall be indicated in contrasting colors or highlighting.

14.21 The Trade Contractor, prior to or at the time of Substantial Completion for the Work and during administrative closeout of the project, shall submit one copy of all specified warranties and guarantees to the Construction Manager for review, approval and subsequent transmittal to the Architect and Owner.

14.22 Owner's Maintenance Manual: The Trade Contractor, during the course of the work, shall maintain, coordinate and collect copies of warranties, guarantees, certificates, installation drawings, manufacturer's maintenance and operations manuals, parts lists, and keying schedules and at the acceptance of the project, shall assemble this material into a manual and forward to the Construction Manager for incorporation in the Operations and Maintenance Manual for the project.

**ARTICLE 15**

**SUBSTITUTIONS**

15.1 In requesting approval of deviations, "or equals" (where allowed by the Specifications), or substitutions, the Trade Contractor shall provide evidence leading to a reasonable certainty that the proposed products will provide a quality or result at least equal to that otherwise attainable from the specified products. If, in the opinion of the Architect, the evidence presented by the Trade Contractor does not provide a sufficient basis for such reasonable certainty, the Architect may reject such substitution, "or equal", or deviation without further investigation. Such rejection shall not relieve the Trade Contractor from complying with the Specifications at no additional cost to the Owner or Construction Manager.

15.2 If the Trade Contractor proposes to use a material which, while suitable for the intended use, deviates in any way from the detailed requirements of the Contract Documents he shall inform the Architect through the Construction Manager in writing of the nature of such deviations at the time the material is submitted for approval, and shall request a written approval of the deviation from the requirements of the Contract Documents.

15.3 The Architect will judge the design and appearance of proposed "or equals" or substitutions on the basis of their suitability in relation to the overall design of the project, as well as for their intrinsic merits. The

Architect will not approve proposed "or equals" or substitutions as equal to items specified which, in his opinion, would be inharmonious, or otherwise inconsistent with the character or quality of design of the project.

## **ARTICLE 16**

### **USE OF SITE**

- 16.1 The Trade Contractor shall confine operations at the site to areas designated by the Construction Manager, permitted by law, ordinances, permits and by the Contract Documents, and shall not unreasonably encumber the site with any materials or equipment. The Trade Contractor shall not use any of the existing Owner's facilities, such as, toilets, cafeteria, parking areas, power hookup, etc., except with the Construction Manager's written approval. The Trade Contractor shall not, at any time, block or restrict access to the site. The Trade Contractor shall bare the cost to repair areas damaged by his operations. Onsite Trade Contractor parking will not be provided unless indicated on the Site Utilization Plan.
- 16.2 The Trade Contractor shall coordinate all of his operations with the Construction Manager. He shall obtain approval from Construction Manager before using any portion of the project site and the Trade Contractor shall comply with the Construction Manager's Site Utilization Plan. Coordinate all work with the respective Trade Contractors and the Construction Manager. Note that jobsite hours are 7:00 a.m. to 3:30 p.m. The Trade Contractor shall request authorization from the Construction Manager at least 48 hours in advance to perform any work on off hours. Pay the costs for all standby trades should work for this bid package be performed during other than normal work hours. All delivery times to the jobsite must be coordinated with the Construction Manager. Additionally, a representative of the Trade Contractor must be present to receive and unload any deliveries. Any deliveries made to the jobsite without a Trade Contractor representative present, will be refused access. The Trade Contractor will be held accountable for any schedule and/or financial impacts related to the turning away of deliveries.
- 16.3 The roads, sidings and other transportation facilities at the site, where work under the Contract is being performed, are for the general use and convenience of the Owner. At no time will a Trade Contractor be allowed to obstruct public streets or loading areas. If Trade Contractors are permitted to use them, they must conform to the regulations of the local authorities. If the work of a Trade Contractor requires that such facilities be temporarily discontinued, after obtaining Construction Manager's approval, the work must be done expeditiously and he shall provide and maintain proper warnings and detour signs at all pedestrian and vehicular closures, intersections, and along detours, directing traffic around closed portions of roadways. He shall, at his own expense, wherever necessary or required, provide and maintain fences, temporary roadways, temporary cross signs, watchmen, warning lights and take such other precautions as may be necessary to protect life and safety. All barricades and obstructions shall be illuminated at night, and all lights shall be kept on from one-half hour before sunset, until one-half hour after sunrise.
- 16.4 On-site storage space and/or use for Trade Contractor's field office trailer, sheds, materials, tools, equipment, and supplies must be coordinated with and approved by the Construction Manager in advance. Trade Contractor's materials, equipment, tools and supplies shall be moved at no cost if their location obstructs or impedes the work of others. Deliveries must be coordinated with, and approved by, the Construction Manager, a minimum of 72 hours in advance.
- 16.5 The Construction Manager will provide site survey, selected baselines and bench marks.
- 16.6 The Trade Contractor shall not disturb existing monuments and markers at the site. Should monuments, markers, or both be disturbed by the Trade Contractor, he shall bear the cost of a licensed surveyor engaged

by the Construction Manager for the purpose of relocating such monuments or markers.

- 16.7 Take note of building access throughout the course of construction and make provisions to ensure that equipment will fit through permanent doorways and/or structure. Assume that the building elevators will not be available for your use.

## **ARTICLE 17**

### **CUTTING AND PATCHING OF WORK**

- 17.1 The Trade Contractor shall be responsible for all cutting, coring, fitting or patching that may be required to complete the Work or to make its several parts fit together properly. He shall provide protection of existing Work as required.
- 17.2 The Trade Contractor shall not damage or endanger any portion of the work of the Construction Manager or any separate contractors by cutting, patching or otherwise altering any work, or by excavation. The Trade Contractor shall not cut or otherwise alter the work of the Construction Manager or any separate contractor except with the written consent of the Construction Manager and of such separate contractor. The Construction Manager shall not unreasonably withhold from the Trade Contractor or any separate contractor his consent to cutting or otherwise altering the Work.
- 17.3 The Trade Contractor shall not disturb any existing structure, piping, apparatus or other work unless expressly required by the contract. Where cutting, drilling or removals are required in existing walls, floors or roof construction, the work shall be done in a manner that will safeguard and not endanger the structure, and shall in all cases be as approved by the Construction Manager. Prior to any cutting, drilling or removals, the Trade Contractor shall investigate both sides of the surface involved, shall determine the exact location of adjacent structural members by visual examination, and shall avoid interference with such members.
- 17.4 The Trade Contractor shall not cut, core or weld to or otherwise alter any structural member without the written consent of the Architect/Engineer obtained through the Construction Manager.
- 17.5 Each Trade Contractor shall remove spray fireproofing as required for the installation of his work. Each Trade Contractor shall broom clean floors of removed fireproofing daily. If the spray fireproofing is damaged, or if excess amounts are removed, the offending Trade Contractor shall be responsible for all costs of repair. "Excess amounts" is defined as exposed steel.

## **ARTICLE 18**

### **COMMUNICATIONS**

- 18.1 The Trade Contractor shall communicate through the Construction Manager only.
- 18.2 The Trade Contractor shall promptly return telephone calls and promptly respond to any other forms of communication initiated by the Construction Manager. Failure to do so shall be considered lack of performance on the part of the Trade Contractor.
- 18.3 All written correspondence to the Construction Manager shall be dated, and signed by the Trade Contractor or his authorized representative.
- 18.4 Written notice shall be deemed to have been duly served if delivered in person to the individual or member

of the firm or entity or to an officer of the corporation for whom it was intended, or if delivered at or sent by registered or certified mail to the last business address known to him who gives the notice, or by email, or by fax.

## ARTICLE 19

### **TRADE-SUBCONTRACTORS**

#### **19.1 DEFINITION**

19.1.1 A Trade-Subcontractor is a person or entity who has a direct or indirect (lower tier) contract with a Trade Contractor to perform any of the Work at the site. The term Trade-Subcontractor is referred to throughout the Contract Documents as if singular in number and masculine in gender and means a Trade-Subcontractor or his authorized representative.

19.1.2 Nothing in the contract documents shall create any contractual relationship between the Owner, the Architect/Engineer or the Construction Manager and any Trade-Subcontractor of the Trade Contractor.

#### **19.2 AWARD OF TRADE-SUBCONTRACTS AND OTHER CONTRACTS FOR PORTIONS OF THE WORK**

19.2.1 Unless otherwise required by the Contract Documents the Trade Contractor shall furnish to the Construction Manager in writing, for acceptance by the Owner and the Construction Manager in writing, the names of the persons or entities (including those who are to furnish materials or equipment fabricated to a special design) proposed for all portions of the Work. The Construction Manager will promptly reply to the Trade Contractor in writing if either the Owner or the Construction Manager, after due investigation, has reasonable objection to any such proposed person or entity. Failure of the Owner or Construction Manager to reply shall constitute notice of no reasonable objection.

19.2.2 The Trade Contractor shall not contract with any such proposed person or entity to whom the Owner or the Construction Manager has made reasonable objection under the provision of Subparagraph 19.2.1. The Trade Contractor shall not be required to contract with anyone to whom he has a reasonable objection.

19.2.3 If the Owner or Construction Manager refuses to accept any person or entity on a list submitted by the Trade Contractor in response to the requirements of the Contract Documents, the Trade Contractor shall submit an acceptable substitute; however, no increase in the Contract Sum or schedule shall be allowed for any such substitution.

19.2.4 The Trade Contractor shall make no substitution for any Trade-Subcontractor, person or entity previously selected if the Owner or Construction Manager makes reasonable objection to such substitution.

19.2.5 The Construction Manager may refuse to accept a proposed Trade-Subcontractor if the proposed Trade-Subcontractor has a current Experience Modification Rating greater than 1.0.

#### **19.3 TRADE-SUBCONTRACTUAL RELATIONS**

19.3.1 By an appropriate agreement, written where legally required for validity, the Trade Contractor shall require each Trade-Subcontractor to the extent of the work to be performed by the Trade-Subcontractor, to be bound to the Trade Contractor by the terms of the Contract Documents, and to assume toward the Trade Contractor all the obligations and responsibilities which the Trade Contractor, by these Documents, assumes toward the

Owner, the Construction Manager, or the Architect/Engineer. Said agreement shall preserve and protect the rights of the Owner, the Construction Manager and the Architect/Engineer under the Contract Documents with respect to the Work to be performed by the Trade-Subcontractor so that the subcontracting thereof will not prejudice such rights, and shall allow to the Trade-Subcontractor, unless specifically provided otherwise in the Trade Contractor/Trade-Subcontractor agreement, the benefit of all rights, remedies and redress against the Trade Contractor that the Trade Contractor, by these Documents, has against the Owner or Construction Manager. Where appropriate, the Trade Contractor shall require each Trade-Subcontractor to enter into similar agreements with his lower tier Trade-Subcontractors. The Trade Contractor shall make available to each proposed Trade-Subcontractor, prior to the execution of the Trade-Subcontract, copies of the Contract Documents to which the Trade-Subcontractor will be bound by this Paragraph 19.3.1 and shall identify to the Trade-Subcontractor any terms and conditions of the proposed Trade-Subcontract which may be at a variance with the Contract Documents. Each Trade-Subcontractor shall similarly make copies of such Documents available to his lower tier Trade-Subcontractors.

## **ARTICLE 20**

### **SEPARATE TRADE CONTRACTS**

#### **20.1 MUTUAL RESPONSIBILITY OF TRADE CONTRACTORS**

- 20.1.1 The Trade Contractor shall afford the Construction Manager and other Trade Contractors reasonable opportunity for the introduction and storage of their materials and equipment and the execution of their work, and shall connect and coordinate his Work with others under the general direction of the Construction Manager.
- 20.1.2 If any part of the Trade Contractor's Work depends, for proper execution or results, upon the work of the Construction Manager or any separate Trade Contractor, the Trade Contractor shall, prior to proceeding with the Work, promptly report to the Construction Manager any apparent discrepancies of defects in such work that render it unsuitable for such proper execution and results. Failure of the Trade Contractor to so report shall constitute an acceptance of the other Trade Contractor's or Construction Manager's work as fit and proper to receive his Work, except as to defects which may subsequently become apparent in such work by others.
- 20.1.3 Copies of Drawings and Specifications relating to these separate contracts will be available to the Trade Contractor, upon request, for his information in carrying out the above provisions. The Trade Contractor shall be held responsible for any damage or misfit or rework resulting from his neglect to comply with the foregoing.
- 20.1.4 All Trade Contractors on the project shall have equal rights on the premises for the performance of their work, but shall follow the sequence established by the progress schedule and/or instruction issued by the Construction Manager.
- 20.1.5 If the Trade Contractor notifies the Construction Manager, in writing, that another Trade Contractor on this project is failing to coordinate his work with the Work of this contract, as directed, the Construction Manager will promptly investigate the charge. If he finds it to be true, he will promptly issue such directions to the other Trade Contractor with respect thereto as the situation may require. The Construction Manager shall not, however, be liable for any damages suffered by this Trade Contractor by reason of the other Trade Contractor's failure to promptly comply with the directions so issued by the Construction Manager or by reason of another Trade Contractor's default in performance; it being understood that the Construction Manager does not guarantee the responsibility or continued efficiency of any Trade Contractor. Any costs

caused by defective or ill-timed work shall be borne by the party responsible therefore.

20.1.6 Should the Trade Contractor wrongfully cause damage to the work or property of the Owner, any separate Trade Contractor or other Contractor, the Trade Contractor shall, upon due notice, promptly attempt to settle with the Owner, the separate Trade Contractor or other Contractor by agreement, or otherwise resolve the dispute. If such separate Trade Contractor or other Contractor sues the Owner or the Construction Manager on account of any damage alleged to have been caused by the Trade Contractor, the Owner or Construction Manager shall notify the Trade Contractor who shall defend such proceedings at the Trade Contractor's expense, and if any judgment or award against the Owner or Construction Manager arises therefrom, the Trade Contractor shall pay or satisfy it and shall reimburse the Owner or Construction Manager for all attorney's fees and court costs which the Owner or Construction Manager has incurred.

20.1.7 Should the Trade Contractor sustain any damage through any act or omission of any other Trade Contractor having a contract with the Construction Manager for the performance of work upon the site or of work which may be necessary to be performed for the proper prosecution of the work to be performed hereunder, or through any act of omission of a Subcontractor of such Trade Contractor, the Trade Contractor shall have no claim against the Owner, Architect, Construction Manager or the Owner's consultants for such damage, but shall have a right to recover such damage from the other Trade Contractor under the provision similar to the following provisions that have been or will be inserted in the contracts with such other contractors.

20.1.8 Should any other contractor having or who shall hereafter have a contract with the Construction Manager for the performance of work upon the site sustain any damage through any act or omission of a Trade-Subcontractor of the Trade Contractor, the Trade Contractor agrees to reimburse such other contractor for all such damages and to indemnify and hold the Owner, Architect and Construction Manager harmless from all claims.

20.1.9 The Trade Contractor shall indemnify and hold the Owner, Architect and Construction Manager harmless from any and all claims or judgments for damages and from costs and expenses to which the Owner, Architect and/or Construction Manager may be subjected or which either may suffer or incur by reason of the Trade Contractor's failure to comply with the Construction Manager's directions and/or Contract Documents promptly.

If the Trade Contractor installs any work prior to proper coordination, or in such manner as to cause interference with work of others, he shall arrange for removal of or arrange for necessary modifications to the work. Any such action is subject to the approval of the Construction Manager and shall be at no additional cost.

20.1.10 The Trade Contractor shall cooperate with the Owner, Architect and Construction Manager and other Trade Contractors working on this project in order to avoid interference, inconvenience or damage. To aid in avoiding conflicts, the Trade Contractor, without additional charge, shall make all reasonable modifications in the work as may be directed by the Construction Manager.

In the event the Trade Contractor's operations causes any damage, interference, or inconvenience to work being carried out under any other Trade Contract, the Trade Contractor shall restore, replace, rectify, or otherwise make good any damage to the satisfaction of the Construction Manager or to the other Trade Contractors. Should the responsible Trade Contractor fail to comply with this provision, the work will be done by others at the expense of the responsible Trade Contractor.

20.1.11 Trade Contractor agrees that he has become familiar with the site, has reviewed the plans and specifications covering the work of his and other trades and thereby accepts responsibility for all necessary coordination of



his Work with the work of other Trade Contractor affected.

- 20.1.12 The Owner reserves the right to perform construction or operation related to the Project with the Owner's own forces or contractors hired directly by the Owner. The Owner shall provide for coordination of the activities of the Owner's own forces with the work of the Construction Manager and its Trade Contractors, who shall cooperate with them in accordance with these General Conditions.

## **ARTICLE 21**

### **GOVERNING LAW**

- 21.1 The Contract shall be governed by the law of the place where the Project is located.

## **ARTICLE 22**

### **CLAIMS FOR DAMAGES**

- 22.1 Should either party to the Trade Contract suffer injury or damage to person or property because of any act or omission of the other party or of any of his employees, agents or others for whose acts he is legally liable, claim shall be made, in writing, to such other party within a reasonable time after the first observance of such injury or damage.
- 22.2 Notwithstanding the event of any claim, dispute, or other matter in question arising out of or relating to this Agreement or the breach thereof, the Trade Contractor shall carry on the work and maintain the Substantial Completion Date and the Construction Manager shall continue to make payments in accordance with this Agreement.
- 22.3 General: When filing a formal claim under Section 4-61 (referred to as "Section 4-61" below) of the Connecticut General Statutes (as revised), either as a lawsuit in the Superior Court or as a demand for arbitration, the Trade Contractor must follow the procedures and comply with the requirements set forth in this Article. This Section does not, unless so specified, govern informal claims for additional compensation which the Trade Contractor may bring before the Construction Manager. The Trade Contractor should understand, however, that the Construction Manager may need, before the Construction Manager can resolve such a claim, the same kinds of documentation and other substantiation that it requires under this Article. It is the intent of the Construction Manager to compensate the Trade Contractor for actual increased costs caused by or arising from acts or omissions on the part of the Construction Manager that violate legal or contractual duties owed to the Trade Contractor by the Construction Manager.
- 22.4 Notice of Claim: Whenever the Trade Contractor intends to file a formal claim against the Construction Manager under Section 4-61, seeking compensation for additional costs, the Trade Contractor shall notify the Commissioner in writing (in strict compliance with Section 4-61) of the details of said claim. Such written notice shall contain all pertinent information described in Paragraph 38.5 below.
- 22.4.1 Once formal notice of a claim under Connecticut General Statutes Section 4-61(b) (as revised) has been given to the Commissioner, the claimant may not change the claim in any way, in either concept or monetary amount,
- .1 without filing a new notice of claim and demand for arbitration to reflect any such change; and
  - .2 without the minimum period of six (6) months after filing of the new demand commencing again and running before any hearing on the merits of the claim may be held. The only exception to this limitation

will be for damages that continue to accrue after submission of the notice, in ways described and anticipated in the notice.

- 22.5 Record Keeping: The Trade Contractor shall keep daily records of all costs incurred in connection with its Work on behalf of the Construction Manager. The daily records shall identify each aspect of the Project affected by matters related to any claim for additional compensation that the Trade Contractor has filed, intends to file, or has reason to believe that it may file against the Construction Manager; the specific Project locations where Project work has been so affected; the number of people working on the affected aspects of the Project at the pertinent time(s); and the types and number of pieces of equipment on the Project site at the pertinent time(s). Any potential or anticipated effect on the Project's progress or Schedule which may result in a claim by the Trade Contractor shall be noted contemporaneously with the cause of the effect, or as soon thereafter as possible.
- 22.6 Claim Compensation: The payment of any claim, or any portion thereof, that is deemed valid by the Construction Manager shall be made in accordance with the following provisions of this Article:
- 22.6.1 Compensable Items: The liability of the Construction Manager for claims will be limited to the following specifically identified items of cost, insofar as they have not otherwise been paid for by the Construction Manager, and insofar as they were caused solely by the actions or omissions of the Construction Manager or its agents (except that with regard to payment for extra work, the Construction Manager will pay to the Trade Contractor the Overhead and profit percentages provided for in Article 13, Compensation for Changes in the Work):
- .1 Additional Project-site labor expenses.
  - .2 Additional costs for materials.
  - .3 Additional, unabsorbed Project-site Overhead (e.g., for mobilization and demobilization).
  - .4 Additional costs for active equipment.
  - .5 For each Day of Project delay or suspension caused solely by actions or omissions of the Owner either:
    - .1 an additional ten percent (10%) of the total amount of the costs identified in Subparagraphs 38.4.1.1 through 38.4.1.4 above; except that if the delay or suspension period prevented the Trade Contractor from incurring enough Project costs under Subparagraphs 38.4.1.1 through 38.4.1.4 during that period to require a payment by the Construction Manager that would be greater than the payment described in Subparagraph 38.4.1.5.2 below, then the payment for affected home office Overhead and profit shall instead be made in the following per diem amount :
    - .2 six percent (6%) of the original total Contract amount divided by the original number of Days of Contract Time. Payment under either 38.4.1.5.1 or 38.4.1.5.2 hereof shall be deemed to be complete and mutually satisfactory compensation for any unabsorbed home office overhead and any profit related to the period of delay or suspension.
  - .6 Additional equipment costs. Only actual equipment costs shall be used in the calculation of any compensation to be made in response to claims for additional Project compensation. Actual equipment costs shall be based upon records kept in the normal course of business and in accordance with generally-accepted accounting principles. Under no circumstances shall Blue Book or other guide or rental rates be used for this purpose (unless the Trade Contractor had to rent the equipment from an unrelated party, in which case the actual rental charges paid by the Trade Contractor, so long as they are reasonable, shall be used). Idle equipment, for instance, shall be paid for based only on its actual cost to the Trade Contractor.
  - .7 Subcontractor costs limited to, and determined in accordance with, Subparagraphs 38.4.1.1 through 38.4.1.5 above and applicable statutory and case law. Such Subcontractor costs may be paid for by the Construction Manager only: (a) in the context of an informal claims settlement; or (b) if the Trade Contractor has itself paid or legally assumed, present unconditional liability for those Subcontractor costs.

22.6.2 Excusable But Not Compensable Items: The Trade Contractor may be allowed Days but the Construction Manager will have no liability for the following non-compensable items:

- .1 Abnormal or unusually severe weather;
- .2 Acts of God;
- .3 Force Majeure;
- .4 Concurrent Delay.

22.6.3 Non-Compensable Items: The Construction Manager will have no liability for the following specifically-identified non-compensable items:

- .1 Profit, in excess of that provided for herein.
- .2 Loss of anticipated profit.
- .3 Loss of bidding opportunities.
- .4 Reduction of bidding capacity.
- .5 Home office overhead in excess of that provided for in Subparagraph 38.4.1.5 hereof.
- .6 Attorneys fees, claims preparation expenses, or other costs of claims proceedings or resolution.
- .7 Subcontractor failure to perform.
- .8 Any other consequential or indirect expenses or costs, such as tort damages, or any other form of expense or damages not provided for in these specifications or elsewhere in the Contract.

22.7 Required Claim Documentation: All claims shall be submitted in writing to the Commissioner, and shall be sufficient in detail to enable the Construction Manager to ascertain the basis and the amount of each claim, and to investigate and evaluate each claim in detail. As a minimum, the Trade Contractor must provide the following information for each and every claim and sub-claim asserted:

22.7.1 A detailed factual statement of the claim, with all dates, locations and items of Work pertinent to the claim.

22.7.2 A statement of whether each requested additional amount of compensation or extension of time is based on provisions of the Contract or on an alleged breach of the Contract. Each supporting or breached Contract provision and a statement of the reasons why each such provision supports the claim must be specifically identified or explained.

22.7.3 Excerpts from manuals or other texts which are standard in the industry, if available, that support the Trade Contractor's claim.

22.7.4 The details of the circumstances that gave rise to the claim.

22.7.5 The date(s) on which any and all events resulting in the claim occurred, and the date(s) on which conditions resulting in the claim first became evident to the Trade Contractor.

22.7.6 Specific identification of any pertinent document, and detailed description of the substance of any material oral communication, relating to the substance of such claim.

22.7.7 If an extension of time is sought, the specific dates and number of Days for which it is sought, and the basis or bases for the extension sought. A critical path method, bar chart, or other type of graphical schedule that supports the extension must be submitted.

22.7.8 When submitting any claim over \$50,000, the Trade Contractor shall certify in writing, under oath and in accordance with the formalities required by the contract, as to the following:

- .1 That supporting data is accurate and complete to the Trade Contractor's best knowledge and belief;
- .2 That the amount of the dispute and the dispute itself accurately reflects what the Trade Contractor in good faith believes to be the Construction Manager's liability;
- .3 The certification shall be executed by:
  - .1 If the Trade Contractor is an individual, the certification shall be executed by that individual.
  - .2 If the Trade Contractor is not an individual, the certification shall be executed by a senior company official in charge at the Trade Contractor's plant or location involved or an officer or general partner of the Trade Contractor having overall responsibility for the conduct of the Trade Contractor's affairs.

22.8 Auditing of Claims: All claims filed against the Construction Manager shall be subject to audit by the Construction Manager or its agents at any time following the filing of such claim. The Trade Contractor and its Subcontractors and suppliers shall cooperate fully with the Construction Manager's auditors. Failure of the Trade Contractor, its Subcontractors, or its suppliers to maintain and retain sufficient records to allow the Construction Manager or its agents to fully evaluate the claim shall constitute a waiver of any portion of such claim that cannot be verified by specific, adequate, contemporaneous records, and shall bar recovery on any claim or any portion of a claim for which such verification is not produced. Without limiting the foregoing requirements, and as a minimum, the Trade Contractor shall make available to the Construction Manager and its agents the following documents in connection with any claim that the Trade Contractor submits:

22.8.1 Daily time sheets and foreman's daily reports.

22.8.2 Union agreements, if any.

22.8.3 Insurance, welfare, and benefits records.

22.8.4 Payroll register.

22.8.5 Earnings records.

22.8.6 Payroll tax returns.

22.8.7 Records of property tax payments.

22.8.8 Material invoices, purchase orders, and all material and supply acquisition contracts.

22.8.9 Materials cost distribution worksheets.

22.8.10 Equipment records (list of company equipment, rates, etc.).

22.8.11 Vendor rental agreements.

22.8.12 Subcontractor invoices to the Trade Contractor, and the Trade Contractor's certificates of payments to Subcontractors.

22.8.13 Subcontractor payment certificates.

22.8.14 Canceled checks (payroll and vendors).

- 22.8.15 Job cost reports.
- 22.8.16 Job payroll ledger.
- 22.8.17 General ledger, general journal (if used), and all subsidiary ledgers and journals, together with all supporting documentation pertinent to entries made in these ledgers and journals.
- 22.8.18 Cash disbursements journals.
- 22.8.19 Financial statements for all years reflecting the operations on the Project.
- 22.8.20 Income tax returns for all years reflecting the operations on the Project.
- 22.8.21 Depreciation records on all company equipment, whether such records are maintained by the company involved, its accountant, or others.
- 22.8.22 If a source other than depreciation records is used to develop costs for the Trade Contractor's internal purposes in establishing the actual cost of owning and operating equipment, all such other source documents.
- 22.8.23 All documents which reflect the Trade Contractor's actual profit and overhead during the years that the Project was being performed, and for each of the five years prior to the commencement of the Project.
- 22.8.24 All documents related to the preparation of the Trade Contractor's Subcontractor Bids and GMP, including the final calculations on which their GMP was based as stated in all of their Subcontractor Bid Proposal Forms.
- 22.8.25 All documents which relate to the claim or to any sub-claim, together with all documents that support the amount of damages as to each claim or sub-claim.
- 22.8.26 Worksheets used to prepare the claim, which indicate the cost components of each item of the claim, including but not limited to the pertinent costs of labor, benefits and insurance, materials, equipment, and Subcontractors' damages, as well as all documents which establish the relevant time periods, individuals involved, and the Project hours and the rates for the individuals.
- 22.8.27 The name, function, and pertinent activity of each Trade Contractor's or Subcontractor's official, or employee, involved in or knowledgeable about events that give rise to, or facts that relate to, the claim.
- 22.8.28 The amount(s) of additional compensation sought and a break-down of the amount(s) into the categories specified as payable under Paragraph 38.4 above.
- 22.8.29 The name, function, and pertinent activity of each Construction Manager official, employee, or agent involved in or knowledgeable about events that give rise to, or facts that relate to, the claim.

## **ARTICLE 23**

### **RIGHTS AND REMEDIES**

- 23.1 The duties and obligations imposed by the Contract Documents and the rights and remedies available thereunder shall be in addition to and not a limitation of any duties, obligations, rights and remedies otherwise imposed or available by law.

23.2 No action or failure to act by the Construction Manager, Architect/Engineer or Trade Contractor shall constitute a waiver of any right or duty afforded any of them under the Contract Documents, nor shall any such action or failure to act constitute an approval of or acquiescence in any breach there under, except as may be specifically agreed in writing.

## **ARTICLE 24**

### **TESTS**

24.1 If the Contract Documents, laws, ordinances, rules, regulations or order of any public authority having jurisdiction require any portion of the Work to be inspected, tested or approved, the Trade Contractor shall give the Construction Manager timely notice of its readiness so the Architect/Engineer and Construction Manager may observe such inspection, testing or approval. The Trade Contractor shall bear all costs of such inspections, tests or approvals unless otherwise provided.

24.2 If the Architect/Engineer or Construction Manager determines that any Work requires special inspection, testing or approval which Paragraph 24.1 does not include, the Construction Manager will instruct the Trade Contractor to provide such special inspection, testing or approval and the Trade Contractor shall give notice as in Subparagraph 24.1. If such special inspection or testing reveals a failure of the Work to comply with the requirements of the Contract Documents, the Trade Contractor shall bear all costs thereof, including compensation for the Architect/Engineer's and Construction Manager's additional services made necessary by such failure. If the Work complies, the Owner shall bear such costs and an appropriate Change Order shall be issued.

24.3 Required certificates of inspection, testing or approval shall be secured by the Trade Contractor and promptly delivered to the Construction Manager.

24.4 If the Architect/Engineer or Construction Manager is to observe the inspections, tests or approvals required by the Contract Documents, he will do so promptly and, where practicable, at the source of supply. Provide access for Construction Manager inspections. This may include manlifts meeting OSHA requirements where staging is not available.

24.5 Neither the observations of the Architect/Engineer or the Construction Manager, in their administration of the Construction Contract, nor inspections, test or approvals by persons other than the Trade Contractor, shall relieve the Trade Contractor from his obligation to perform the Work in accordance with the Contract Documents.

24.6 The Trade Contractor shall deliver test samples of any of the materials specified in any of the Sections of his Specifications to an independent testing laboratory selected and approved by the Owner and Construction Manager, if so required. This may apply to materials proposed for use, materials already delivered to the job, or materials already incorporated into the construction.

24.7 The Trade Contractor shall maintain a file of all test reports. At the completion of the project, these reports will be submitted as an Appendix to the Operations and Maintenance Manual described above.

24.8 Any materials, which fail to meet the requirements of these Contract Documents, shall not be used whether or not previously approved by the Architect. If they have been delivered to the job, they shall be removed. If they have already been incorporated into the construction, the Construction Manager or the Architect may order them removed, or, at the discretion of the Owner, through the Construction Manager they may be

permitted to remain in place providing the Trade Contractor agrees to a proper deduction from the contract sum.

24.9 The services of a testing and inspection engineer selected by the Owner and Architect shall be provided and paid for by the Owner for the tests required in the section (24.6) unless specifically stated otherwise or due to deficient work.

24.10 The cost to retest or re-inspect Work, which previously failed such testing or inspection, shall be borne by the responsible Trade Contractor.

## **ARTICLE 25**

### **INTEREST**

25.1 Payments due and unpaid under the Contract Documents shall bear interest from the date payment is due only to the extent so provided in the agreement between the Owner and Construction Manager.

## **ARTICLE 26**

### **TIME**

#### **26.1 DEFINITIONS**

26.1.1 Unless otherwise provided, the Contract Time is the period of time allotted in the Contract Documents for the Substantial Completion of the Work as defined in Subparagraph (26.1.3) including authorized adjustments thereto.

26.1.2 The date of commencement of the Work shall be the date of the Trade Contractor Agreement or such other date as may be established therein.

26.1.3 The date of Substantial Completion of the Work or designated portion thereof is the Date certified by the Architect/Engineer when construction is sufficiently complete, in accordance with the Contract Documents, so the Owner can occupy or utilize the Work or designated portion for the use for which it is intended.

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

26.2 Not used.

#### **26.3 DELAYS AND EXTENSIONS OF TIME**

26.3.1 If the Trade Contractor is delayed at any time in the progress of the Work by any act or neglect of the Owner, Construction Manager, or the Architect/Engineer, or by any employee of either, or by any separate contractor employed by the Owner, or by changes ordered in the Work, or by labor disputes, fire, unusual delay in transportation, adverse weather conditions not reasonably anticipatable, unavoidable casualties or any causes beyond the Trade Contractor's control, or by any other cause which the Construction Manager determines may justify the delay, then the Contract Time shall be extended by Change Order for such reasonable time as the Construction Manager may determine. In the event that a conflict exists between this section and a like clause contained in a document having higher precedence, such like clause shall have preference to the extent of the conflict.

- 26.3.2 Any claim for extension of time shall be made in writing to the Construction Manager not more than ten (10) days after the commencement of the delay; otherwise, it shall be waived. Any claim for extension of time shall state the cause of the delay and the number of days extension requested. If the cause of the delay is continuing, only one claim is necessary, but the Trade Contractor shall report the termination of the cause for the delay within ten (10) days after such termination; otherwise any claim for extension of time based upon that cause shall be waived.
- 26.3.3 In the event of a delay attributable in part to the Trade Contractor and in part to causes or parties for which the Trade Contractor is not responsible, then provided the Trade Contractor has given proper and timely notice hereunder, the delay shall be equitably apportioned among the parties causing it and the Trade Contractor shall remain liable for the portion not so excused.
- 26.3.4 If no agreement is made stating the dates upon which interpretations as set forth in Subparagraph 5.2.1 shall be furnished, then no claim for delay shall be allowed on account of failure to furnish such interpretations until fifteen days after written request is made for them, and not then unless such claim is reasonable.
- 26.3.5 It is recognized by the Trade Contractor that he may reasonably anticipate that as the project progresses, the Construction Manager will be making changes in and updating construction schedules pursuant to the authority given him in Article 2.2 in the Trade Contract Agreement. Therefore, no claim for an increase in the Contract Sum for either acceleration or delay will be allowed for extensions of time pursuant to this Paragraph 26.3 or for other changes in the Construction Schedules, which are of the type ordinarily experienced in projects of similar size and complexity.
- 26.3.6 If the Project is delayed as a result of the Trade Contractor's refusal or failure to begin the Work on the date of commencement, as defined in Subparagraph 26.1.2 or his refusal or failure to carry the Work forward expeditiously with adequate forces, equipment, material or other resources, the Trade Contractor shall be liable to the Construction Manager or other Trade Contractors for damages for every day the Trade Contractor's scheduled completion is exceeded, provided, however, that such refusal or failure is not the result of a justifiable delay as defined in Subparagraph 26.3.1. It shall be understood and agreed that should delay in the project be attributable to more than one (1) Trade Contractor, the Construction Manager, at his sole discretion, shall make a reasonable assessment of the maximum damages for each Trade Contractor, such maximum damages being for every calendar day of unexcused delay.
- 26.3.7 The permitting of the Trade Contractor or the Surety on the performance bond, if applicable, to proceed to complete any Work or any part of it after the date of completion or after the date to which the time for completion may have been extended, shall in no way operate as a waiver on the part of the Construction Manager of any of its rights hereunder.
- 26.3.8 Neither the Owner nor the Architect nor the Construction Manager shall have liability to the Trade Contractor or to any other Trade Contractor or Trade-Subcontractor for delay, hindrance, or interference in the performance of the Work, however caused, except for delay or hindrance resulting from active interference of Owner or its representatives in such Trade Contractor's execution of the Work, and except for delay or hindrance resulting from defective plans and specifications.
- 26.3.9 In addition to damages, as defined in Subparagraph 26.3.6 the Trade Contractor shall be liable to the Construction Manager for any other damages sustained as the result of the Trade Contractor's refusal or failure to perform the Work, provided, however, that such refusal or failure is not the result of a justifiable delay as defined in Subparagraph 26.3.1.



26.3.10 With the Construction Manager's approval, the Trade Contractor shall suspend any work that may be subject to damage by climatic conditions. Under such conditions the Trade Contractor shall take measures to protect his work and to minimize the impact on progress of the work.

## ARTICLE 27

### PAYMENTS AND COMPLETION

#### 27.1 **PROGRESS PAYMENTS**

27.1.1 The Construction Manager may request As-Built Drawings, schedule updates, payrolls for all labor, material status reports, waivers of lien, contractor's sworn statement, and other data supporting payment to Trade-Subcontractors and/or materials suppliers before processing the requisition.

27.1.2 The Trade Contractor shall, by an appropriate agreement with each Trade-Subcontractor, require each Trade-Subcontractor to make payments to his suppliers and lower tier Trade-Subcontractors in a similar manner as the Construction Manager makes payments to the Trade Contractor.

27.1.3 Materials, equipment and associated components that are in accordance with the Contract Documents, are in compliance with the approved submittals and will be incorporated into the project, may be taken into consideration by the Construction Manager and the Owner in computing progress payments, provided the material is delivered and properly stored on the project site, or is delivered to the Trade Contractor and properly stored in a warehouse, storage yard or similar suitable place as may be approved by the Construction Manager and the Owner. All items covered by such payments made shall thereupon become the sole property of the Owner. The Trade Contractor shall remain responsible for the care of all such stored materials until they have been properly installed and accepted by the Construction Manager and the Owner. All such requests for payment are to be inventoried by an authorized representative of the Construction Manager and/or the Owner and A/E at the location of the stored materials. The individual conducting the inventory for the Construction Manager shall state in writing that all of the requirements for granting this payment have been satisfied by the submitting Trade Contractor. The Trade Contractor shall meet the following requirements when submitting for payment of on-site or off-site stored materials:

#### Making Payments For On-Site Stored Materials:

Payment for materials, equipment and associated components stored on-site shall be 100% of a valid invoice, less the standard retainage as required by the Contract, indicating the unit quantities, description of the material or equipment and their costs. The Trade Contractor shall also comply with the following requirements:

- Provide a complete inventory list of the materials with quantities for which payment is requested.
- Provide valid invoices from the suppliers showing the costs of the items for which payment is requested.
- The stored materials, equipment and associated components shall be permanently identified with clear labels matching the items' descriptions on the supplier's invoices, including the name of the responsible Trade Contractor.
- Ensure items are properly stored off of the ground protected from damage, loss, weather, vandalism and theft in a location and manner acceptable to the Construction Manager.

#### Making Payments For Off-Site Stored Materials:

Payments may be made for off-site stored materials provided it can be demonstrated that making such payments will be in the best interests of the project, and that all such payments will only be made at the discretion of the Construction Manager and when approved by the Owner.

In such cases where payment for off-site stored materials is warranted and has been specifically approved by the Construction Manager and the Owner, the following requirements must be met prior to payment.

Payment for materials, equipment and associated components stored off-site shall be for their substantiated cost exclusive of the amount necessary to load, transport and unload these materials from their storage location to the jobsite, less the standard retainage as required by the Contract. The invoice shall indicate the unit quantity, description of the material or equipment and their costs.

Before such payment is processed, the Trade Contractor shall furnish the Construction Manager and the Owner with a certified statement giving the exact location of the stored materials or equipment, that such material or equipment is properly stored, protected and physically identified, as prescribed by the Construction Manager, and that the material or equipment will not be diverted for any other use. The Trade Contractor shall furnish the Construction Manager and the Owner with properly executed bills of sale naming the Construction Manager and the Owner as the payees along with a complete listing of the stored items total current value; a separate certificate of insurance covering the material upon which payment is being made for any loss due to theft, fire, damage or other cause. The certificate of insurance shall contain an insurance rider designating the Construction Manager and the Owner as the named insured or loss payees for the total current value of the stored items. Furthermore the Trade Contractor shall furnish the Construction Manager with a properly executed bailment agreement. The Trade Contractor shall also comply with the following requirements:

- Provide a complete separate summary inventory list of the materials with quantities for which payment is requested.
- Provide valid invoices from the suppliers showing the costs of the items for which payment is requested.
- These materials are to be consolidated in one location at the storage site in their own designated area, which has been clearly marked off from other materials being stored at that location.
- These materials are not to be relocated from their designated storage area without the prior approval of the Construction Manager.
- The approved label shall include the names of the Owner, the Construction Manager and the Trade Contractor; the Construction Manager project number, the project's name and address, and a short statement stating these materials are to be used only for their intended purpose on the stated project and will not be diverted for any other use.
- Ensure items are properly stored off of the ground, protected from damage, loss, weather, vandalism and theft in a manner acceptable to the Construction Manager.

## 27.2 PAYMENTS WITHHELD

27.2.1 The Construction Manager may decline to approve an Application for Payment if in his opinion the Application is not adequately supported. If the Trade Contractor and Construction Manager cannot agree on a revised amount, the Construction Manager shall process the Application for the amount he deems appropriate. The Construction Manager may also decline to approve any Applications for Payment or, because of subsequently discovered evidence or subsequent inspections, he may nullify in whole or in part any approval previously made to such extent as may be necessary in his opinion because of:

- .1 defective work not remedied;
- .2 third party claims filed or reasonable evidence indicating probable filing of such claims;
- .3 failure of the Trade Contractor to make payments properly to Trade-Subcontractors or for labor, materials or equipment;
- .4 reasonable evidence that the Work cannot be completed for the unpaid balance of the Contract Sum;
- .5 damage to the Construction Manager, the Owner, or another contractor working at the Project;
- .6 reasonable evidence that the Work will not be completed within the Contract Time;
- .7 persistent failure to carry out the Work in accordance with the Contract Documents;
- .8 no payments on the basis of work performed by a Trade Contractor shall be paid until copies of all bonds required, if any, and any certificates of insurance required of the Trade Contractors under Article 30 have been filed with the Construction Manager.
- .9 the filing of a lien against the Project which lien is caused by the act or inaction of the Trade Contractor or his Trade-Subcontractors;
- .10 refusal to follow the Project Safety Program;
- .11 failure to maintain record drawings as specified;
- .12 failure to comply with DBE requirements;
- .13 failure to provide updated material status reports;
- .14 damages determined to be due the Owner, or Construction Manager after arbitration, litigation or agreement among the parties;
- .15 failure to respond to request for quotations within five (5) days;
- .16 failure to comply with EEO requirements;
- .17 failure to complete submittals within contractual requirements;
- .18 failure to submit waivers of lien and/or contractor's sworn statements; and
- .19 failure to submit updated certificates of insurance.

27.2.2 When the above grounds in subparagraph 27.2.1 are removed, payment shall be made for amounts withheld because of them.

### 27.3 **FAILURE OF PAYMENT**

27.3.1 If the Trade Contractor is not paid within seven working days after, payment is made to Construction Manager by the Owner, and is approved for payment by the Construction Manager and has become due and

payable, then the Trade Contractor may, upon seven additional days written notice to the Owner and Construction Manager, stop the Work until payment of the amount due has been received. The Contract Sum shall be increased by the amount of the Trade Contractor's reasonable costs of shutdown, delay and start up, which shall be effected by appropriate Change Order in accordance with Paragraph 31.3.

## 27.4 FINAL COMPLETION AND FINAL PAYMENT

27.4.1 When the work is substantially completed, the Trade Contractor shall notify the Construction Manager, in writing, that the work will be ready for final inspection and test on a definite date. Notice shall be given at least fifteen (15) days in advance of said date. The Construction Manager shall forward the notice to the Architect/Engineer who will attach his endorsement as to whether or not he concurs with the Trade Contractor's statement that the work will be ready for final inspection or test on the date given, but such endorsement shall not relieve the Trade Contractor of his responsibility in the matter. If the Architect/Engineer concurs that the Work will be ready for final inspection or test on the date given, the Architect/Engineer and the Construction Manager will make such inspection. The Trade Contractor is required to furnish access for the final inspection. If the Work is found acceptable under the Contract Documents and the Contract fully performed, and the Trade Contractor has documented the turnover of spare stock of materials, spare parts, accessories and special tools to the Owner through the Construction Manager, the Construction Manager, upon receipt of a correct final Application for Payment, shall recommend to the Owner that such payment be made.

27.4.2 Neither application for final payment nor for the remaining retained percentage shall be made until the Trade Contractor submits to the Construction Manager (1) an affidavit that all payrolls, bills for materials and equipment, and other indebtedness connected with the Work for which the Owner or his property might in any way be responsible, have been paid or otherwise satisfied, (2) consent of surety, if any, to final payment (3) properly executed "General Release and Lien Waiver and General Guarantee" on forms provided by the Construction Manager, (4) specified warranties and guarantees, (5) substantiation that contractual DBE requirements have been met and (6) if required, other data establishing payment or satisfaction of all such obligations, such as receipts, releases and waivers of liens arising out of the Contract, to the extent and in such form as may be designated. If any Trade-Subcontractor refuses to furnish a release or waiver required by the Owner or Construction Manager, the Trade Contractor may furnish a bond satisfactory to the Owner and Construction Manager to indemnify them against any such lien. If any such lien remains unsatisfied after all payments are made, the Trade Contractor shall refund to the Owner or Construction Manager all moneys that the latter may be compelled to pay in discharging such lien, including all costs and reasonable attorneys' fees.

27.4.3 A minimum of 150% of the value of items on the punch list as determined by the Construction Manager shall be retained until the punch list has been completed.

27.4.4 Upon successful completion of the final inspection and Work required by the Contract, acceptance of same by the Owner and the filing of all affidavits, consents of surety, if any, and other data required in Subparagraph 27.4.2 the Architect/Engineer shall file a written certification of completion with the Owner and with the Construction Manager as to the entire amount of work performed and compensation earned, including extra work and compensation therefore. Within thirty (30) days after the filing of such certificate of completion, the Owner shall pay the Construction Manager the amount stated therein, less all prior payments and advances, whatsoever, to or for the account of the Construction Manager. All prior estimates and payments including those relating to extra work shall be subject to correction by this payment, which is throughout this Contract called final payment. Upon receipt of final payment from the Owner, the Construction Manager shall make final payment to the Trade Contractors as required by Article 3.2 in the Trade Contract.

27.4.5 The making of final payment shall constitute a waiver of all claims by the Owner or Construction Manager except those arising from:

- .1 unsettled liens;
- .2 faulty or defective Work appearing after Substantial Completion;
- .3 failure of the Work to comply with the requirements of the Contract Documents; or
- .4 terms of any special warranties required by the Contract Documents.

27.4.6 The acceptance by the Trade Contractor of the final payment shall be, and operate as, a release to the Owner and to the Construction Manager of all claims and of all liability to the Trade Contractor for all things done or furnished in connection with this Trade Contract. Acceptance of the final amendment represents full and final settlement of all costs and claims, known or unknown, real or imagined, against Gilbane Building Company and/or the Owner for Work, labor or materials provided under the Trade Contract Agreement and any amendments thereto and the Trade Contractor thereby releases Gilbane Building Company and the Owner from same. This does not alter the Trade Contractor's obligations under the Contract Documents

## ARTICLE 28

### **PROTECTION OF PERSONS PROPERTY**

#### **28.1 SAFETY PRECAUTIONS AND PROGRAMS**

28.1.1 The Trade Contractor expressly undertakes, both directly and through his Trade-Subcontractors every precaution at all times for the protection of persons and property. The Trade Contractor shall be responsible for initiating, maintaining and supervising all safety precautions and programs in connection with the Work.

28.1.2 If the Trade Contractor fails to maintain the safety precautions required by law or Trade Contract Agreement, the Construction Manager may take such steps as necessary and charge the Trade Contractor therefore.

28.1.3 The failure of the Construction Manager to take any such action shall not relieve the Trade Contractor of his obligations under the Trade Contract Agreement.

#### **28.2 SAFETY OF PERSONS AND PROPERTY**

28.2.1 The Trade Contractor shall submit his safety program to the Construction Manager prior to mobilizing to the job, and shall be responsible for the safety, efficiency and adequacy of his plant, appliances and methods and for any damage which might result from failure or improper construction, maintenance, or operation. The Trade Contractor shall provide a safety report to the Construction Manager on a weekly basis.

28.2.2 The Trade Contractor shall take all reasonable precautions for the safety of, and shall provide all reasonable protection to prevent damage, injury or loss to:

- .1 all employees on the work and all other persons who may be affected thereby;
- .2 all the Work and all materials and equipment to be incorporated therein, whether in storage on or off the site, under the care, custody or control of the Trade Contractor or any of his Trade-Subcontractors;
- .3 other property at the site or adjacent thereto, including trees, shrubs, lawns, walks, pavements, roadways, structures and utilities not designated for removal, relocation or replacement in the course of construction.
- .4 Protect all work from damage during the execution of your work.

28.2.3 Trade Contractor shall not permit any construction technique or activity which decreases building security or safety. Trade Contractors shall cooperate fully with the Construction Manager's and Owner's requirements regarding security and safety of the building.

28.2.4 The Trade Contractor shall give all notices and comply with all applicable laws, ordinances, rules, regulations and lawful orders of any public authority bearing on the safety of persons or property or their protection from damage, injury or loss.

28.2.5 The Trade Contractor shall provide, erect, maintain, dismantle and remove, as required by existing conditions and progress of the Work, all reasonable safeguards for safety and protection, including posting danger signs and other warnings against hazards, promulgating safety regulations and notifying the Owners

and users of adjacent utilities to the Work. He shall protect the Owner's property from injury or loss arising in connection with this Contract. He shall adequately protect adjacent property as provided by law and the Contract Documents. He shall provide and maintain all passageways, guard fences, light and other facilities for protection required by public authority, local conditions, or any of the Contract Documents. At no time remove, alter or render ineffective any barricades, railings or cover on the project without written permission of the Construction Manager. Where these safety devices are to be turned over to others, upon completion of the work, the devices shall be repaired or replaced so that they meet the required standards prior to turnover.

- 28.2.6 When the use or storage of explosives or other hazardous materials or equipment is necessary for the execution of the Work, the Trade Contractor shall exercise the utmost care and shall carry on such activities under the supervision of properly qualified personnel. Fuel for cutting and burning torches shall be stored in locations and protected as prescribed by law and ordinances and as directed by the Construction Manager. No volatile liquids shall be used for cleaning agents or as fuels for motorized equipment or tools within a building except with the express approval of the Construction Manager. Bulk storage of volatile liquids shall be outside the building at locations as prescribed by law and ordinances and as directed by the Construction Manager and only so much volatile liquid shall be allowed within the building at any given time.
- 28.2.7 The Trade Contractor shall promptly remedy all damage or loss (other than damage or loss insured under Paragraph 30.2) to any property referred to in Clauses 28.2.2.2 and 28.2.2.3 caused in whole or in part by the Trade Contractor, his Trade-Subcontractors, or anyone directly or indirectly employed by any of them, or by anyone for whose acts any of them may be liable and for which the Trade Contractor is responsible under Clauses 28.2.2.2 and 28.2.2.3 except damage or loss attributable to the acts or omissions of the Owner or Architect/Engineer or anyone directly or indirectly employed by either of them or by anyone for whose acts either of them may be liable, and not attributable to the fault or negligence of the Trade Contractor are in addition to his obligations under Article 5 in the Trade Contract.
- 28.2.8 The Trade Contractor shall take all precautions required to prevent fires as a result of his operations. Where flame cutting torches, blow torches, or welding tools are required to be used within an existing building, their use shall be as approved by the Construction Manager at the site. When welding tools or torches of any type are in use, the Trade Contractor shall have available, in the immediate vicinity of the work, a fire extinguisher of the ABC type. The fire extinguisher shall be provided and maintained by the Trade Contractor.
- 28.2.9 The Trade Contractor shall advise the Construction Manager, in writing, of all unusual flammable or toxic materials which the Trade Contractor plans to store and use on site.
- 28.2.10 Shielding or similar precautions will be taken adjacent to welding operations.
- 28.2.11 The Trade Contractor shall designate a responsible member of his organization at the site whose duty shall be the prevention of accidents. This person shall be the Trade Contractor's superintendent unless otherwise designated by the Trade Contractor in writing to the Construction Manager, and shall attend all project safety meetings scheduled by the Construction Manager.
- 28.2.12 Every employee will be dressed appropriately for the work he performs. Minimum dress will consist of long pants, tee shirt and work shoes. Shorts, cut-offs, "tank-top" shirts or soft-toed shoes will not be permitted.
- 28.2.13 Each Trade Contractor shall, in a readily visible manner, identify all of his tools, equipment and similar materials, either by paint color or label. The Trade Contractor shall provide his employees with a hard hat

bearing his first initial, last name, and his Company name. This information shall be clearly visible at all times.

28.2.14 The Trade Contractor shall not load or permit any part of the Work to be loaded so as to endanger its safety. All plans for storage or loading within the Project shall be submitted to the Construction Manager for review and if necessary, approval of the Architect/Engineer.

28.2.15 Weather protection shall be supplied by this Trade Contractor and shall include any enclosure, supplemental heating, and furnishing and any other features (insulation, etc.) for meeting conditions required by the Construction Manager or by the specifications relative to the Trade Contractor's work.

## **ARTICLE 29**

### **EMERGENCIES**

29.1 In an emergency affecting the safety or life of individuals, or of the Work, or of adjoining property, the Trade Contractor, without special instruction or authorization from the Owner or Construction Manager or Architect/Engineer, shall act, at his discretion, to prevent such threatened loss or injury. Also, should he, to prevent threatened loss or injury, be instructed or authorized to act by the Owner or Construction Manager or Architect/Engineer, he shall so act, without appeal. Any additional compensation or extension of time claimed by the Trade Contractor on account of any emergency work shall be determined as provided by Article 31 - Changes in Work.

## **ARTICLE 30**

### **INSURANCE**

#### **30.1 TRADE CONTRACTOR'S LIABILITY INSURANCE**

30.1.1 Trade Contractor shall purchase and maintain such insurance as required by the Contract Agreement

#### **30.2 PROPERTY INSURANCE**

30.2.1 Unless otherwise provided, the Owner or Construction Manager will purchase and maintain property insurance upon the entire Work at the site to the full insurable value thereof. This insurance shall include the interests of the Owner, the Construction Manager, the Trade Contractors and Trade-Subcontractor in the Work and shall insure against the perils of fire and extended coverage, and shall include "all risk" insurance for physical loss or damage. This coverage carries a deductible per occurrence, which will be paid by the Trade Contractor or Trade-Subcontractor responsible for each loss. This insurance coverage does not cover the Trade Contractor's or Trade-Subcontractor's tools and equipment.

30.2.2 The Owner or Construction Manager will effect and maintain such boiler and machinery insurance as may be necessary and/or required by law. This insurance shall include the interest of the Owner, the Construction Manager, the Trade Contractors, and Trade-Subcontractors in the Work.

30.2.3 Any loss insured under Paragraph 30.2 is to be adjusted with the Owner and Construction Manager and made payable to the Owner and Construction Manager as trustees for the insured's, as their interests may appear, subject to the requirements of any applicable mortgage clause.



- 30.2.4 The Owner, the Construction Manager, the Architect/Engineer, the Trade Contractors, and the Trade-Subcontractors waive all rights against each other and any other contractor or subcontractor engaged in the Project for damages caused by fire or other perils covered by insurance provided under Paragraph 30.2, or any other property or consequential loss insurance applicable to the Project, equipment used in the Project, or adjacent structures, except such rights as they may have to the proceeds of such insurance. If any policy of insurance requires an endorsement to maintain coverage with such waivers, the owner of such policy will cause the policy to be so endorsed. The Owner will require, by appropriate agreement, written where legally required for validity, similar waivers in favor of the Trade Contractors and Trade-Subcontractors by any separate contractor and his subcontractors.
- 30.2.5 The Owner and Construction Manager shall deposit in a separate account any money received as trustees, and shall distribute it in accordance with such agreement as the parties in interest may reach.
- 30.2.6 The Owner and Construction Manager as trustees shall have power to adjust and settle any loss with the insurers.
- 30.2.7 If the Owner finds it necessary to occupy or use a portion or portions of the Work prior to Substantial Completion thereof, such occupancy shall not commence prior to a time mutually agreed to by the Owner and Construction Manager and to which the insurance company or companies providing the property insurance have consented by endorsements to the policy or policies. This insurance shall not be cancelled or lapsed on account of such partial occupancy.

### **ARTICLE 31**

#### **CHANGES IN WORK**

##### **31.1 CHANGE ORDERS/CONTRACT AMENDMENTS**

31.1.1 A Change Amendment is a written order to the Trade Contractor signed by Construction Manager, in the form of a Trade Contract Agreement amendment issued after the execution of the Contract, authorizing a Change in the Work or an adjustment in the Contract Sum and/or the Contract Time. The Contract Sum and the Contract Time may be changed only by written amendment. An Amendment signed by the Trade Contractor or not objected to within ten days of the date of the amendment indicates his agreement therewith, including the adjustment in the Contract Sum and/or the Contract Time.

31.1.2 If unit prices are stated in the Trade Contract Agreement or subsequently agreed upon, and if the quantities originally contemplated are so changed in a proposed Change Request or Allowance that application of the agreed unit prices to the quantities of Work proposed will cause substantial inequity to the Owner, the Construction Manager, or the Trade Contractor, as determined by the Construction Manager, the applicable unit prices may be equitably adjusted.

##### **31.2 CONCEALED CONDITIONS**

31.2.1 Should concealed or unknown conditions be encountered in the performance of the Work below the surface of the ground or in an existing structure be at variance with the conditions indicated by the Contract Documents, or should unknown physical conditions in an existing structure of an unusual nature, differing materially from those ordinarily encountered and generally recognized as inherent in work of the character provided for in this Contract, be encountered, the Trade Contractor must report the conditions to the Construction Manager before the conditions are disturbed. The Construction Manager shall thereupon notify the Architect/Engineer. Upon such notices, or upon his own observation of such conditions, the

Architect/Engineer shall promptly make such changes in the Drawings and Specifications as he finds necessary to conform to the different conditions. Any change in the cost of the work or the time needed for completion resulting from concealed conditions shall be determined in accordance with Article 8 in the Trade Contract provided a notice there of is made within ten (10) days after the first observance of the conditions.

### 31.3 CLAIMS FOR ADDITIONAL COST

31.3.1 A change in the work may be initiated in one of three ways:

- .1 A "Request for Quotation" Form from the Construction Manager to the Trade Contractor describing the revision to the work desired. Usually, it is accompanied by revised drawings, sketches or other data.
- .2 Formal notification via RFI from the Trade Contractor documenting a "concealed or unknown condition" requesting investigation by CM and A/E which causes changes in the Drawings and Specifications (and a subsequent Request for Quotation on the revised documents).
- .3 In response to a Trade Contractor's "Request for Information", the Architect/Engineers' response may include instructions which the Trade Contractor interprets as involving "extra work". In such cases, the Trade Contractor must submit written notice within ten days of the date of the answer to the RFI to the Construction Manager requesting review and issuance of an appropriate Request for Quotation.

31.3.2 If an instruction is issued without an RFQ, the Trade Contractor has five (5) days to notify the Construction Manager that the instruction involves extra cost and/or time. If it is determined by the Construction Manager that the work involved in such instruction shall be recognized as an extra, an RFQ shall be issued and the Trade Contractor shall have five (5) days to submit the quotation and the amounts of additional compensation to be paid therefore, should be determined in accordance with Article 8 in the Trade Contract. Failure to respond as noted shall waive the Trade Contractor's claim for any additional compensation.

31.3.3 Changes in the work will have a distinctly numbered CR (Change Request) number for tracking purposes on the Request for Quotation Form.

31.3.4 Requests for Quotations must be responded to within five (5) days with all required substantiation documentation. Failure to respond in such time shall waive the Trade Contractor's claim for any additional compensation. Required substantiation documentation shall include at a minimum:

- a. Change amount
- b. Time extension, if any
- c. Change to contract DBE amount
- d. Trade Contractor signature
- e. Trade Contractor company name
- f. Date
- g. Quantities of material and equipment required
- h. Material and equipment supplier quotations
- i. Labor hours multiplied by contractual labor rate
- j. Quantities of unit price work multiplied by contractual unit prices
- k. Applicable taxes
- l. Markup per contract
- m. Bond cost, if applicable

Failure to provide all of the information described above will result in immediate rejection of the Trade Contractor's quotation. Any delay caused to the Project and/or other Trade Contractors by non-conformance to these requirements is the responsibility of the Trade Contractor.

31.3.5 Any claim for damages of any character, delays for which the Owner or Construction Manager is liable under the Contract Documents, extra work or extra compensation of any other nature, shall be waived unless notice thereof is given to the Construction Manager, in writing, within 10 days after the occurrence of the event which is relied upon to justify the claim or within such time as the event should have reasonably been discovered by the Trade Contractor, and in any event, before extra cost is incurred.

#### 31.4 **MINOR CHANGES IN THE WORK**

31.4.1 The Architect/Engineer will have authority to order through the Construction Manager minor changes in the Work not involving an adjustment in the Contract Sum or an extension of the Contract Time and not inconsistent with the intent of the Contract Documents. Such changes shall be effected by written instruction and such changes shall be binding on the Owner, the Construction Manager, and the Trade Contractor. The Trade Contractor shall carry out such written orders promptly.

#### 31.5 **TIME AND MATERIAL WORK**

In the event a Trade Contractor is directed to proceed with a change, allowance or claim, on a time and material basis, the Trade Contractor must keep and present to the Construction Manager an itemized accounting together with supporting data, including Time and Material tickets. Time and Material tickets will only be considered when the work noted on said tickets has been previously authorized, in writing, by the Construction Manager. Any Time and Material tickets for work completed by the Trade Contractor, in which the Construction Manager has not been notified and has not agreed to track on a T&M basis, is done at the Trade Contractor's expense. No compensation will be made for such tickets. Also, all Time and Material work verification slips are to be presented by the Trade Contractor to the Construction Manager on a DAILY BASIS, on the SAME DAY the previously authorized work is performed. It is understood that the Construction Manager's sign-off on a T&M ticket is for verification of the time and materials expended and does not alter the contractual obligations of the Trade Contractor and therefore does not indicate that a change will be accepted or an amendment issued.

### **ARTICLE 32**

#### **UNCOVERING AND CORRECTION OF WORK**

##### 32.1 **UNCOVERING OF WORK**

32.1.1 If any portion of the Work should be covered prior to inspection, or contrary to the request, of the Construction Manager or Architect/Engineer, or to requirements specifically expressed in the Contract Documents, it must, if required in writing by the Construction Manager, be uncovered for their observation and replaced, at the Trade Contractor's expense.

32.1.2 If any other portion of the Work has been covered which neither the Construction Manager nor the Architect/Engineer has specifically requested to observe prior to being covered, the Architect/Engineer or Construction Manager may request to see such Work and it shall be uncovered by the Trade Contractor. If such Work be found in accordance with the Contract Documents, the cost of uncovering and replacement shall, by appropriate Change Amendment, be charged to the Owner or Construction Manager, as the case may be. If such Work be found not in accordance with the Contract Documents, the Trade Contractor shall

pay such costs unless it be found that this condition was caused by a separate trade contractor employed as provided in Article 20, and in that event the separate trade contractor shall be responsible for the payment of such costs.

## 32.2 **CORRECTION OF WORK**

32.2.1 The Trade Contractor shall promptly correct all Work rejected by the Architect/Engineer or the Construction Manager as defective or as failing to conform to the Contract Documents whether observed before or after Substantial Completion and whether or not fabricated, installed or completed. The Trade Contractor shall bear all costs of correcting such rejected Work, including compensation for the Architect/Engineer's and/or Construction Manager's additional services made necessary thereby.

32.2.2 If, within one year after the Date of Substantial Completion of the Work or designated portion thereof, or within one year after acceptance by the Owner of designated equipment or within such longer period of time as may be prescribed by law or by the terms of any applicable special warranty required by the Contract Documents, the Trade Contractor is notified of defective work he shall correct it promptly. This obligation shall survive the termination of the Contract. The Owner or Construction Manager shall give such notice promptly after discovery of the condition.

32.2.3 The Trade Contractor shall remove from the site all portions of the Work which are defective or nonconforming and which have not been corrected under Subparagraphs 8.1, 32.2.1 and 32.2.2, unless removal has been waived by the Owner.

32.2.4 If the Trade Contractor fails to correct defective or nonconforming Work as provided in Subparagraphs 8.1, 32.2.1 and 32.2.2, the Owner or Construction Manager may correct it in accordance with Article 9 in the Trade Contract.

32.2.5 If the Trade Contractor does not proceed with the correction of such defective or nonconforming work within a reasonable time fixed by written notice from the Construction Manager, the Owner or Construction Manager may remove it and may store the materials or equipment at the expense of the Trade Contractor. If the Trade Contractor does not pay the cost of such removal and storage within ten days thereafter, the Owner or Construction Manager may upon ten additional days' written notice sell such Work at auction or at private sale and shall account for the net proceeds thereof, after deducting all the costs that should have been borne by the Trade Contractor, including compensation for the Construction Manager's additional services made necessary thereby. If such proceeds of sale do not cover all costs which the Trade Contractor should have borne, the difference shall be charged to the Trade Contractor and an appropriate Change Order shall be issued. If the payments then or thereafter due the Trade Contractor are not sufficient to cover such amount, the Trade Contractor shall pay the difference to the Owner or Construction Manager.

32.2.6 The Trade Contractor shall bear the cost of making good all work of the Construction Manager or other contractors destroyed or damaged by such removal or correction.

32.2.7 Nothing contained in this Paragraph 32.2 shall be construed to establish a period of limitation with respect to any other obligation which the Trade Contractor might have under the Contract Documents. The establishment of the time period of one year after the Date of Substantial Completion or such longer period of time as may be prescribed by law or by the terms of any warranty required by the Contract Documents, relates only to the specific obligation of the Trade Contractor to correct the Work, and has no relationship to the time within which his obligation to comply with the Contract Documents may be sought to be enforced, nor to the time within which proceedings may be commenced to establish the Trade Contractor's liability with respect to his obligations other than specifically to correct the Work.

## ARTICLE 33

### **TERMINATION OF THE CONTRACT**

#### **33.1 TERMINATION BY THE TRADE CONTRACTOR**

33.1.1 If the Work is stopped for a period of thirty days under an order of any court or other public authority having jurisdiction, or as a result of an act of government, such as a declaration of a national emergency making materials unavailable, through no act or fault of the Trade Contractor or a Trade Subcontractor or their agents or employees or any other persons performing any of the Work under a contract with the Trade Contractor, or if the Work should be stopped for a period of thirty days by the Trade Contractor because of a failure to receive payment in accordance with the Trade Contract Agreement, then the Trade Contractor may, upon seven additional days' written notice to the Construction Manager, terminate the Trade Contract Agreement and recover from the Owner or Construction Manager, as the case may be, payment for all Work executed and for any proven loss sustained upon any materials, equipment, tools, construction equipment and machinery, including reasonable profit and damages.

#### **33.2 TERMINATION BY THE OWNER OR CONSTRUCTION MANAGER**

33.2.1 If the Trade Contractor is adjudged a bankrupt, or if he makes a general assignment for the benefit of his creditors, or if a receiver is appointed on account of his insolvency, or if he persistently or repeatedly refuses or fails, except in cases for which extension of time is provided, to supply enough properly skilled workmen or proper materials, or if he fails to make prompt payment to Trade-Subcontractors or suppliers, or persistently disregards laws, ordinances, rules, regulations or orders of any public authority having jurisdiction, or otherwise is guilty of a substantial violation of a provision of the Contract Documents, then the Owner or Construction Manager may, without prejudice to any right or remedy and after giving the Trade Contractor and his surety, if any, ten days written notice, terminate the employment of the Trade Contractor and take possession of the site and of all materials, equipment, tools, construction equipment and machinery thereon owned by the Trade Contractor and may finish the work by whatever method he may deem expedient. In such case the Trade Contractor shall not be entitled to receive any further payment until the Work is finished.

33.2.2 If the unpaid balance of the Contract Sum exceeds the costs of finishing the Work, including compensation for the Construction Manager's additional services made necessary thereby, such excess shall be paid to the Trade Contractor. If such costs exceed the unpaid balance, the Trade Contractor shall pay the difference to the Construction Manager.

#### **33.3 TERMINATION FOR CONVENIENCE**

33.3.1 The Construction Manager reserves the right, for its or the Owner's convenience, to terminate the Work of the Trade Contractor(s), in whole or in part, at any time by providing written or telegraphic notice to the Trade Contractor stating the extent and effective date of such termination; whereupon such Trade Contractor(s) shall: (i) stop all work and place no further orders or subcontracts for materials, services, equipment or supplies, except as may be necessary to complete portions of the Work not terminated; (ii) assign to Construction Manager, in the manner and to the extent directed, all of the rights of the Trade Contractor(s) under work orders, purchase orders and subcontracts relating to the terminated portion of the Work; (iii) terminate work orders, purchase orders and subcontracts outstanding to the extent that they relate to the terminated portion of the Work and are not assigned to the Construction Manager; (iv) take any action necessary to protect property in Trade Contractor's possession in which the Owner or Construction

Manager has or may acquire an interest; (v) complete performance of the intermediated portion of the Work; and (vi) take any other action toward termination of the Work which the Construction Manager may direct.

33.3.2 In the event that all or a portion of the Work of the Trade Contractor(s) is terminated pursuant to Subparagraph 33.3.1 Trade Contractor(s) shall be entitled to payment of those costs relating to the terminated portion of the Work as hereinafter defined. The Construction Manager shall thereafter pay to the Trade Contractor(s), subject to the limitations herein set forth, the sum of the following costs which represent the respective interest of the Trade Contractor(s) to the terminated portion of the Work:

- .1 portion of the Contract Sum related to the work completed by the Trade Contractor immediately prior to Notice of Termination.
- .2 Expenses incurred or for which the Trade Contractor is liable as the result of termination by Trade Contractor of respective work orders, purchase orders or subcontracts related to the Notice of Termination including overhead and profit on completed work.
- .3 No payment shall be made for work not actually performed. Deductions will be made by Construction Manager for amounts previously paid to Trade Contractor and for any amounts which may be due Owner or Construction Manager, or which Owner or Construction Manager may offset or withhold by the terms hereof. The total amount of all payments to Trade Contractor shall not exceed in any event, the proportion of the total Contract Sum that the Work actually performed (including materials delivered to the project site minus credits for returned goods or cancelled orders) at the date of termination bears to the entire Work to be performed hereunder.

33.3.3 After receipt of a Notice of Termination, Trade Contractor shall submit to Construction Manager its written termination claim in the form and with the certification which the Construction Manager may require. Such claims shall be submitted promptly, but in no event more than forty-five (45) days after the effective date of termination.

## **ARTICLE 34**

### **PRECONSTRUCTION MEETING - PROJECT REPORTS**

34.1 Immediately after the contract is awarded, a meeting will be scheduled at the project site to review project procedures, designation of name and title of the authorized person or persons, representing the Company and responsible for project management and/or field operation, designation of Emergency Contact, designation of representative for progress meetings, the requirements for daily, weekly and monthly reports and other submittals required to perform and administer the project.

34.2 Without limiting the reports required, several samples are indicated below with their requirements.

34.2.1 Daily Force and Activity Reports shall be prepared and submitted by each Trade Contractor, including similar data for each of his Trade-Subcontractors.

This report will be on a form approved by the Construction Manager and will indicate Supervisors, Journeymen, Laborers or Helpers and, by composition of the crew, the activities, related to the contractors' schedule, that are being performed and will include information or material deliveries, test and other significant events. This report shall also substantiate EEO and residency requirements if applicable.

Each Daily Force and Activity Report shall be delivered to the Construction Manager at the job-site by 9:00

a.m. on the next succeeding business day.

34.2.2 Separate Daily Documentation of any "Changes in the Work" being performed on a basis described in Article 8 of the Contract Agreement.

34.2.3 Monthly Reports, such as MBE Participation, etc., required by governing bodies to be submitted through the Construction Manager and/or Owner.

34.2.4 **MATERIAL STATUS REPORT**

A Material Status Report must be completed by each Trade Contractor.

The items listed should correspond to the items listed on the Submittal Schedule. This report must be updated and submitted monthly with the Application for Payment.

It is mandatory that the Trade Contractor maintain an accurate and current Material Status Report. This information is vital for identifying delivery dates that adversely affect the overall project schedule and allows for expediting of these items.

**ARTICLE 35**

**TEMPORARY SERVICES AND SYSTEMS**

35.1 Electric power for use in temporary trailers shall be available to the Trade Contractor from a central location in the trailer area. The Trade Contractor shall furnish any required extensions from this location at his own expense.

35.2 Potable water shall be available to the Trade Contractor at a central location. Extensions of the water supply for Trade Contractor's exclusive use shall be the responsibility of the Trade Contractor.

35.3 Pay telephone service will not be provided by the Construction Manager. Trade Contractors shall provide telephones for their use at their own expense.

35.4 The Construction Manager will provide temporary toilets, excluding Trade Contractor's trailer hookup.

35.5 The Construction Manager will provide temporary fire safety equipment for general use. Each Trade Contractor shall provide their own fire extinguishers for their trailers, and for use, as required when cutting and burning are performed.

35.6 The Construction Manager will provide rubbish containers and rubbish disposal service unless noted otherwise in the Proposal Form. The Trade Contractor must not use these containers for the disposal of earth, surplus or slop concrete, hazardous materials, masonry, regulated materials, and/or steel stock. Each Trade Contractor must dispose of these elements at his own expense. Trade Contractors are responsible to separate their rubbish as required by all agencies having jurisdiction.

35.7 For further description and location of temporary services and system, refer to the Site Utilization Plan and the following paragraphs.

Each Trade Contractor shall be responsible for furnishing, installing or otherwise providing any or all of the following temporary facilities, structures or services as may be necessary or required for or during,

performance of the work of his Contract.

- .1 Temporary field office facilities complete, including all furniture, heat, cooling, lighting, telephone, plumbing and toilet fixtures as he may require for his exclusive use. (Site location and number are subject to approval of the Construction Manager).
- .2 Temporary storage facilities, sheds or buildings as may be required for the proper protection or storage of materials and/or equipment. (Site location and number are subject to approval of Construction Manager).
- .3 Temporary extension from, and hookup to, all temporary utilities which have been provided to a common point for use by the Trade Contractors during construction.
- .4 Maintenance, cleanup and removal of all temporary facilities provided by the Trade Contractor for his exclusive use.
- .5 Furnishing, erection, maintenance and removal of all temporary hoists and scaffolding as may be required by the Trade Contractor for the performance of the work of his Contract.
- .6 Temporary drainage and dewatering measures including all pumping, drainage, erosion control or other work required to protect the work of the Trade Contractor while in progress.
- .7 All temporary facilities, structures, services or items of work specifically required or defined in the Scope of Work of the Contract (Bid Package) or otherwise required by the Contract Documents for his work.
- .8 Distribution of drinking water for his employees and sub-trade contractors.
- .9 At the end of the day's work, all work subject to damage by adverse weather conditions shall be covered or otherwise protected as required. Weather protection shall be adequate to permit each Trade Contractor to work on a continuous basis without shutdown due to temperature or weather conditions as far as possible.
- .10 No temporary service shall be removed or disconnected until the new parts have been installed to replace them, properly connected and ready for use. The changing over from temporary to permanent work shall be done expeditiously, and if possible so that no part of the building or premises shall be without adequate service. All such procedures must be planned and submitted to the Construction Manager for approval.
- .11 Provide snow removal as necessary to perform your work except access to site, which is by others.



**Temporary Electric System**

- .1 Concurrent with excavation operations, the central service will be installed from the Utility Company's service point to the central distribution point on-site. Distribution from this point to the central connection point in the trailer area will be installed including any transformers, main disconnect switch or switches, any metering, supports, protective enclosure and grounding.

Service will terminate in a panel board equipped with circuit breakers. Service characteristics available will be 120/208 volts, three phase, 4 wire, unless otherwise specified. Total capacity to be shared shall be 400 amps. Use of electricity for basic heating of trailers will not be allowed.

As excavation progresses, the distribution will be extended underground to the designated (on Site Utilization Plan) distribution locations will provide:

- a) Panel board for breakers for lighting and hand tool circuits throughout the area served.
- b) Panel board and breakers for twenty (20) 20 amp circuits for connection of bench tools, such as, pipe threaders, etc.

The distribution will be extended upward to other floors of the building as indicated.

As the work progresses and structure and decks are constructed, the lighting/hand tool circuits will be installed throughout the building according to the following criteria.

Temporary lighting shall be installed in all areas and rooms, including all platforms, levels and stairways but excluding crawl spaces, duct and riser shafts per OSHA Standard 1926.56. Each room or enclosed area shall have, at least, one light and one power outlet. Where 100 watt lights are used, the outlets shall consist of double weather proof sockets. One (1) socket shall be used for the 100 watt lamp and the other socket shall be used for portable power tools.

Any temporary lighting required beyond the foregoing shall be provided by the party requiring the same and the work will be paid for by that Trade Contractor.

All Trade Contractors shall provide their own extension cords.

Connecting and disconnecting Trade Contractor tools, equipment, and trailers to (and from) the above distribution system will be performed by qualified personnel paid for by the Trade Contractor. All grounding as required by the National Electrical Code, OSHA or any and all local codes, including approved ground fault interrupters shall be furnished and installed at the Trade Contractors expense.

All Trade Contractors must share the system provided and average usage is anticipated. Any Trade Contractor anticipating fabrication area or operations must coordinate his needs through the Construction Manager. If additional distribution is required and available at the temporary service, it will be provided at the Trade Contractor's expense.

- .2 Operations and Maintenance

The system will be operated during normal work week, defined as five (5) days, including 1/2 hour before regular working hours and 1/2 hour after regular working hours for every trade.

Maintenance of the electrical service beyond the duration defined above will be at the expense of the Trade Contractor requesting the service. Charges for maintenance of the services will be made from the Operating Contractor to the Trade Contractor and will not involve (nor occur cost to) the Construction Manager or Owner.

- .3 Relocation to allow construction to proceed and removal when permanent power is available will be coordinated with the Construction Manager as part of the maintenance service.
- .4 The Electrical Trade Contractor may be requested in the Bid Package "Scope of Work" to include part or all of the above described temporary service and distribution and/or maintenance. (Review Scope of Work carefully.)
- .5 Payment for Electrical Energy

The Construction Manager will pay for the cost of all energy consumed by all trades during the construction period metered through this system unless specifically indicated otherwise.

### 35.9 **Temporary Heating**

- .1 Construction Heating

Each Trade Contractor shall be responsible for providing his own temporary heat and weathertight enclosures as required for the satisfactory performance of his work and to comply with the construction schedule. Temporary heat systems must be approved by the Construction Manager.

- .2 Temporary Use of Building System

It is not anticipated that the permanent building system will be utilized to provide "temporary heat" during the major portion of construction operations.

It is anticipated that activation, testing and balancing of the building heating/cooling system will be critical to the completion and acceptance of the project and therefore actuation, of the permanent system will be scheduled for the earliest possible time.

Within these parameters the Trade Contractor must provide any supplemental heat required to perform his work.

In the proposal form, the Trade Contractor may be requested to indicate an amount included for "supplemental heat" (not construction heating) as the Construction Manager may request proposals for providing an interim heating system from the Mechanical Trade Contractor. (Review Scope of Work carefully).

- .3 Temporary humidity control system will only be available after the temporary heat system is activated in the building. This shall be taken into account with regard to drying and curing times as well as dimensional stability of permanently installed work of this bid package.

### 35.10 **Temporary Water**

- .1 Temporary water distribution as indicated on Site Utilization will be provided for the use of all Trade Contractors and to provide a temporary fire protection system.

- .2 The temporary fire protection system shall be installed using the permanent standpipes and risers, and shall be installed as rapidly as construction permits.
- .3 Temporary fire standpipe connections, including pipe fittings, and valves shall be provided at the location of each permanent hose rack or station as shown on the contract drawings.
- .4 At each temporary riser connection shall be provided a temporary hose rack, 100 feet of 1-1/2" UL approved fire hose system with brass couplings and a 1-1/2" nozzle. The system shall also provide 2-1/2" valved, capped connection at each location together with 1-1/2" valved connection with a pair of hose bibs. Hose adaptors on the discharge side of the 2-1/2" valve shall be compatible with hose fittings used by the local fire department.
- .5 All Trade Contractors are responsible for providing their own hoses to bring water from the hose rack location to their work areas. Only heavy duty 3/4" hose in good conditions will be permitted in use in the interior of the building. The discharge end of each hose shall be equipped with a means of positive shut off. The use of hoses which leak at connections or elsewhere throughout their length will not be permitted. All hoses shall be disconnected from hose bibs when not in use and before the end of each work day.
- .6 When no longer required, as determined by the Construction Manager, the temporary systems shall be dismantled and removed.
- .7 Non-potable water will be provided to all Trade Contractors without cost, and any billings therefore will be paid by the Construction Manager.
- .8 The Plumbing Trade Contractor may be requested in the Bid Package "Scope of Work" to include furnishing installing and dismantling and removing the temporary water/temporary fire protection system described above.

In such event the temporary equipment and materials so removed shall become the property of the Plumbing Trade Contractor. (Review Scope of Work Carefully.)

### 35.11 **Housekeeping - Cleaning, Rubbish and Trash Removal**

Each Trade Contractor shall be responsible for daily and final cleanup and continuous removal of all rubbish and debris generated and associated with its work from the building and site, including sweeping its work area with sweeping compound. The Construction Manager shall provide, erect, locate, and maintain a rubbish chute and/or dumpster for use of most trades. Each Trade Contractor shall be responsible to deposit his daily rubbish into these chutes or dumpster locations as designated and provided by the Construction Manager. Failure of a Trade Contractor to do so will require that this be done by the Construction Manager after proper notice to the Trade Contractor and labor for doing so shall be charged to the responsible Trade Contractor.

- .1 The job-site shall be maintained in a neat orderly condition and kept free from accumulations of waste materials and rubbish during the entire construction period. Trade Contractor will remove their crates, cartons and other flammable waste materials or trash from the work areas at the end of each working day.
- .2 Elevator shafts, electrical closets, pipe and duct shafts, chases, furred spaces and similar spaces which

are generally unfinished, shall be cleaned and left free from rubbish, loose plaster, mortar drippings, extraneous construction materials, dirt and dust before substantial completion inspection.

- .3 Each Trade Contractor shall be responsible for cleaning all surfaces as necessary to make them free of spatters or other deposits of paint, plaster, mortar, concrete, adhesives, roofing, dirt, soil, oil, or any other material foreign to the surface involved. The Construction Manager shall back-charge to the responsible party the cost of cleaning which is required by accidental soiling or damage by another Trade Contractor.

Each Trade Contractor is responsible to share the task of litter cleanup (e.g., coffee cups, lunch wrappers, etc.)

- .4 However, to insure proper cleanup, notwithstanding the Trade Contractor's obligations to cleanup any debris resulting from his own operations, and following proper notices, the Construction Manager will undertake the cleanup and disposal of litter and other debris whose source is unidentifiable. The cost of this special cleanup detail will be assessed weekly against all Trade Contractors on a per capita basis and invoiced monthly. If any cleanup invoice is not paid within thirty (30) days, it will be back-charged against the respective Trade Contractor's monthly payment application.
- .5 The Trade Contractor shall be responsible to maintain his own trailer, storage and work areas in a sanitary condition to minimize the hazard of attracting vermin and breeding mosquitoes. If the Trade Contractor fails to comply, the Construction Manager may do so, and the cost thereof shall be charged to the Trade Contractor. Rodent extermination materials shall be those approved by the local health department or other agency having jurisdiction.
- .6 Use only cleaning materials and methods recommended by manufacturer of surface to be cleaned. Use cleaning materials only on surfaces recommended by cleaning material manufacturer. Each Trade Contractor shall be responsible for assuring that affected employees are provided with, and required to use, all needed personal protective devices in connection with cleaning.
- .7 At completion of work, each Trade Contractor shall remove tools, equipment, machinery, and surplus materials from the project site and perform whatever additional cleaning is specified in the Contract Documents.
- .8 This Trade Contractor shall make all efforts to minimize dust and airborne debris. This includes utilizing wet cutting operations where permitted and providing and maintaining all required dust partitions. Other measures shall be required if, in the estimation of the Construction Manager, the existing dust control methods are not sufficient.
- .9 In the states of Connecticut, Massachusetts and Rhode Island those Trade Contractors who are not signatory to the Laborer's Union shall collect and deposit identifiable rubbish and debris from their operation to a central location or container on each level of the building as designated by the Construction Manager for further disposal by others on a daily basis. Debris collected in the immediate area of the trash chute shall be deposited directly into the trash chute by all Trade Contractors.

#### 35.12 **Vehicle Cleaning -- Trucking**

The Construction Manager (on the Site Utilization Plan) will designate the wash-down area to be utilized by the Trade Contractors. The "wheel wash station" will be equipped with a hose connection and drainage area.

The Trade Contractor shall provide manpower, hose and other supplemental scrapers, brushes, etc., which may be required to satisfactorily clean his vehicles leaving the site. The construction of this temporary facility may be included in the "Scope of Work" of the excavation or site Preparation Bid Package, Review scope of work carefully.

- .1 All vehicles shall be cleaned of all mud and debris before leaving the site. Each Trade Contractor shall be responsible for providing whatever personnel may be required to perform the required vehicle cleaning throughout the progress of his work. The wash-down area shall not be used for cleaning out of concrete mix trucks.
- .2 Cleaning of concrete equipment shall be performed at locations designated by the Construction Manager. Cleaning shall be conducted in such a manner as to prevent spillage of fluid or concrete to the ground or penetration of existing ground soil. The responsible Trade Contractor shall remove from the site all residue accumulated from the cleaning operations of concrete equipment.
- .3 All trucks leaving the site with earthen materials or loose debris shall be loaded in a manner that will prevent dropping of materials on streets, and are to have suitable coverings fastened over the load before they enter surrounding paved streets. Trucks bringing earthen materials over paved streets to the site shall be similarly loaded and covered. The Trade Contractor shall conform to all local regulations regarding load limits and be responsible for any costs due to failure to comply with the above.

35.13 **Site Security, Personnel & Property Protection**

- .1 At no time remove, alter or render ineffective any barricades, railings or cover on the project without written permission of the Construction Manager. Where these safety devices are to be turned over to others, upon completion of the work, the devices shall be repaired or replaced so that they meet the required standards prior to turnover. Replace guardrails and other safety structures which you have removed to perform your work, coordinate with the Construction Manager. Closely follow safety procedures while structures are removed.
- .2 The Trade Contractor shall provide and maintain proper warnings and detour signs at all pedestrian and vehicular closures, intersections, and along detours, directing traffic around closed portions of roadways. He shall, at his own expense, wherever necessary or required, provide and maintain fences, temporary roadways, temporary cross signs, watchmen, warning lights and take such other precautions as may be necessary to protect life and property, and shall be responsible for all damages occasioned in any way by his act or neglect. All barricades and obstructions shall be illuminated at night, and all lights shall be kept on from one-half hour before sunset, until one-half hour after sunrise.

## ARTICLE 36

### **ORDER OF PRECEDENCE**

- 36.1 In the event of any conflict or discrepancy in the provisions of the contract documents, the documents shall be interpreted on the basis of the following order or priority:
- .1 Agreement between Construction Manager and Trade Contractor
  - .2 Agreement between Owner and Construction Manager
  - .3 Supplement, with later date having greater priority
  - .4 Gilbane Proposal Form
  - .5 General Conditions
  - .6 Specifications
  - .7 Drawings, large scale details and/or schedules
  - .8 Drawings, small scale



# **Project Safety Plan**

for

# **H.C. Wilcox Technical High School Additions & Alterations**

**Date: 26 September 2011**

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## DEFINITIONS

**Contract:** A written agreement between the Owner and Gilbane, between Gilbane and a Subcontractor, between the Owner and Other Contractor(s), or between Other Contractor(s) and its (their) Subcontractor(s).

**Employer:** Any contractor, supplier, or vendor performing work under Contract at the project site.

**Project:** The premises owned by the Owner as described in the contract between the Owner and Gilbane and/or areas and ways contiguous thereto, including any work sites set up by the **Owner** for use by a contractor exclusively for the storage of material or equipment, or for on-site fabrication of materials to be used on the job site, including temporary locations.

**Owner:** An entity that has a contract between themselves and Gilbane or, between themselves and the Contractor.

**Contractor:** Any company performing work under Contract at the project site.

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## PROJECT INTRODUCTION

The project includes the construction of 76,000 square feet of additions of new classroom and support spaces and 99,000 square feet of renovation to the existing building. The addition will be constructed of structural steel framing and concrete decks. The exterior wall construction will consist of brick veneer with both CMU and light gauge metal frame back-up. This is a multi-phased project where the high school will remain operational and occupied by students, faculty and staff throughout construction. All work must be carefully planned, communicated and executed to minimize disruptions and ensure the safety of all building occupants and visitors.

The project is located at: 298 Oregon Road, Meriden, CT 06451

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## ADMINISTRATION

### MANAGEMENT POLICY STATEMENT

The H.C. Wilcox Technical High School Additions and Alterations Safety Plan embodies the policies and procedures for prevention of injury, property damage, fire damage and occupational illness. **No single feature of our work is of greater importance.** It is Gilbane's intention to commit itself each day to maintaining an accident-free workplace. There is never an acceptable reason for compromising safety. This document, the Gilbane contractor selection process, and site field activities are all designed to support and reinforce this goal.

It is a joint State of Connecticut Department of Public Works, City of Meriden, CT and Gilbane Building Company policy to provide a safe place to work at all times and to conduct all operations in a manner as to provide protection for all individuals who might come into contact

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with these operations. The Owner's employees, Gilbane Building Company employees, Contractor and Subcontractor employees, and all others employed on this site, as well as anyone who comes on the site for any reason during construction, are expected to conduct their work in a safe manner and are required to comply with established safety programs. By contract, every Contractor on this site is obligated to perform all work in a safe manner. By contract, every Contractor on this site is obligated to conform to the requirements of the Federal Occupational Safety and Health Act of 1970 (OSHA) and all additions and revisions thereto, as well as other applicable Federal, State and Local requirements and the Project Safety Plan.

**All supervisory employees must accept their responsibility for the prevention of accidents and for conducting all operations under their direction in a safe and efficient manner.** The results of our safety efforts will affect our overall success in constructing the Project. **Our goal is accident-free work** with the traditional defect-free quality. We know this is the most efficient method and that all individuals working on this Project will subscribe to the Project Safety Plan.

With the cooperation, dedication and assistance of everyone, this will be a successful and safe project.

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#### **MANAGEMENT STATEMENT - STATEMENT OF FINAL AUTHORITY**

All persons who come into the work area, for any reason during construction, will be required to comply with the established safety regulations that govern the project.

Contractors are committed by contract to observe and comply with all applicable safety regulations and procedures. Each Contractor will participate in the Project Safety Program, hereafter referred to as the "Program".

If Gilbane finds Contractor areas of work or individuals being, or acting in noncompliance with the Occupational Safety and Health Act of 1970 (OSHA), as amended, or any other applicable regulations, Gilbane shall have the authority to order immediate correction and cessation of the non-compliant occurrence. **Non-compliance with Project Safety Regulations will be grounds for Contractor dismissal and/or employee(s) being forbidden entry onto the project.** All costs of correction shall be borne by the Contractor deemed responsible. **Gilbane's decision of responsibility shall be final.**

Nothing contained herein, however, shall serve to relieve the Contractor of his liabilities and/or obligations under the "Occupational Safety and Health Act of 1970" and all additions and revisions thereto, as well as all other applicable Federal, State and Local requirements.

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### **RESPONSIBILITIES- Construction Manager**

- Audit activities of the Trade Contractor's safety program so that it conforms to the Safety Program.
- Provide weekly, written site inspections of the job site, notify the Trade Contractors of any unsafe practices and conditions for which they are responsible and will counsel them on the appropriate corrective actions when necessary. Site inspections shall be reviewed and discussed with the construction team.
- Provide all new Trade Contractors and their subcontractor's employees with a Gilbane safety orientation before they start working on site. The orientation shall include at least a list of work rules, identification of hazardous areas, and the location of MSDS sheets. This orientation will inform the Trade Contractor's/ subcontractor's employees of hazards specific to the Owner's on site operations. After the orientation is complete, employees shall be required to sign a statement and complete an exam in order to confirm that they received and understood the training.
- Identify the location where MSDS sheets provided from the Trade Contractors/ subcontractors can be found for the project.
- Maintain required records and accident prevention materials at the job site so that an adequate history is maintained for the project.
- Control the entrance and exit of the Trade Contractor's/subcontractor's employees and visitors to and from the job site.
- Review the Trade Contractor's prior injury and illness log before awarding them work on site. Trade Contractor's with poor safety records may be disqualified from being awarded work on this project.
- Review injury and first aid records during the project to identify injury trends to take positive action to reduce or eliminate such injuries from continuing to occur on the project.
- The Construction Manager will examine and familiarize himself/herself with the job site and adjacent areas from the standpoint of access and facilities regarding safety. The job site should be explored with regard to installing and operating the construction plan, and evaluating any difficulties that might be encountered in complete execution of the work safely. Make frequent inspections of the job site so as to initiate corrective measures to eliminate unsafe practices and conditions.
- The Construction Manager shall immediately investigate all accidents or near miss accidents and take corrective actions to help prevent reoccurrence.

### **RESPONSIBILITIES – GILBANE PROJECT MANAGER**

- The Project Manager directs and administers the Safety Program on this Project. All reports, surveys, accident reports and other information relating to safety are to be submitted to the Project Manager.
  - The Project Manager establishes a safety organization to assure the involvement of all personnel in the safety effort and to provide for their participation. The Project Manager appoints the Project Superintendent, as his representative to monitor all safety activities on the site. The Project Manager evaluates individual subcontractor's safety
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performance for compliance with all applicable Federal, State, local, Gilbane's and the Owner's safety requirements.

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### **RESPONSIBILITIES – GILBANE PROJECT SUPERINTENDENT**

Responsible For:

- The active control of the Project Safety Plan.
- Planning and requiring all work to be done in compliance with the Project Safety Plan.
- Weekly inspections relating to safety shall be made and documented.

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### **RESPONSIBILITIES – CONTRACTORS**

- The name of and resume for each Contractor's project-site safety coordinator will be provided to Gilbane for review prior to the Contractor starting work at the project site.
- Contractors with a staff and crew of 20 or more on site shall appoint a full time safety representative. Contractors with a staff and crew on site of less than 20 shall anticipate that the safety aspects of this position will encompass 20 hours or more of the work week and may occasionally require full time attention. For this reason, serious consideration shall be given to the ability of a superintendent or foreman to simultaneously meet the responsibilities of both positions.
- Each safety coordinator will meet the following criteria:
  - A minimum of an OSHA 30-hour construction hazard recognition certification; be certified as a competent person in the type of work being performed; First Aid and CPR certified; experienced in the construction industry in the type of work being performed.
  - Each Safety coordinator has the right and authority to stop any and all hazardous work being performed by their employer whenever imminent danger to life and health exists.
  - Conduct regular and frequent inspections for their Contractors work areas.
  - Take immediate action to eliminate unsafe acts and/or conditions.
  - Ensure that prior to the start of any work activity, every foreman has reviewed each task assignment with every affected employee to assure a comprehensive understanding of the safety requirements and precautions to be taken while performing this work.
  - Ensure that appropriate personal protective equipment is provided and its use enforced.
  - Each safety coordinator shall participate in accident and incident investigation involving their work and employees and those of their subcontractors.
  - Each safety coordinator shall attend safety meetings as scheduled by Gilbane.

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- Contractor shall instruct each employee on project site in the recognition and avoidance of unsafe acts and/or conditions applicable to its work environment to control or eliminate injury or illness.
  - Contractor is responsible for providing and requiring the use of appropriate personal protective equipment in all operations where there is an exposure to hazardous conditions. All records shall be maintained at a location accessible to Gilbane.
  - Contractor is responsible for notifying Gilbane of any hazardous chemicals or substances that are brought or cause to have been brought on project site. Contractor shall provide Gilbane with a copy of Contractor's Hazardous Communication Program, Chemical information list, and Material Safety Data Sheet(s) (MSDS) for the chemical(s) or substance(s) intended for use on the site. Gilbane will provide a centrally located place for this information. Contractor is responsible for maintaining a copy of Contractor's Hazard Communication Program, Chemical Information List, and Material Safety Data Sheet(s) on site for Contractor's own reference and employee training. The proper storage, use and disposal of wastes of any hazardous chemicals or substances are the responsibility of Contractor.
  - Contractor is responsible for conforming to OSHA and NFPA standards of fire protection and prevention practices. Contractor shall also comply with all fire and safety rules and regulations established on the project.
  - If Contractor fails to correct safety violations, Gilbane will issue the Contractor written notification, outlining safety violations. Failure of the contractor to abate may result in the removal of the Contractor from the project site, and Gilbane's approved bidders list, or other appropriate measures.
  - Compliance with Federal, State, Local Laws and regulations is the contractual obligation of Contractors working on this project. Conflicts between current laws or contractual requirements shall be resolved by adhering to the more stringent requirement. Any project site safety regulations, which exceeds the minimum standards established by OSHA, shall be incorporated in Contractor's safety program.
  - The Contractor shall ensure that its supervisors are aware of their responsibilities, which include:
    - Become familiar with the requirements of all accident prevention standards and safety rules pertaining to their job.
    - Be responsible for carrying out the procedures required by the project safety plan.
    - Ensure that each employee under their supervision has received the initial project safety orientation provided by Gilbane.
    - Explain to all employees applicable safe practice rules and regulations under their direct supervision.
    - Supervise the instruction and training of new employees either personally or through delegated experienced persons until the new employee satisfactorily demonstrates their ability to perform the work in a safe and efficient manner.
    - Be responsible for continuous housekeeping in their area and for the use and maintenance of all personal protective devices, equipment, and safeguards.
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- Notify their direct supervisor and/or the contractor's safety representative concerning work areas where they believe protective devices are required.
- NOTE: Such safety devices will include, but not limited to, the following: machine guards, operational shields, exhaust vent hoods and systems, welding shields, approved personal protective equipment, automatic stops and controls, barricades, railings, etc.
- Report to their own direct supervisor all cases of employees who, in their opinion, are not qualified for the work to which they have been assigned or who engages in unsafe practices.
- Attend and participate in all supervisors' safety meetings.
- Conduct or arrange for weekly "toolbox" safety meetings for all employees under their supervision as required. Minutes of Tool Box Talks are to be maintained and a copy of each Talk is to be given to Gilbane before end-of -shift the day given.
- Each Contractor shall complete a Safety Task Assignment Process form each day for all work crews, discuss with each work crew on a daily basis or when non-routine tasks occur and provide a copy to Gilbane at the end of the work day with their daily report.
- Report immediately, all accidents in which personal injury, property damage or a near-hit occurs.
- Should an accident occur involving a Contractor's employee, the Principal/Owner of the Contractor shall attend a "Principals" meeting at the project location to review the incident. Gilbane will conduct this meeting.
- Assist in accident investigation and submit a report promptly on required forms. Lessons learned from such investigations shall be incorporated into all future daily activities and plans of the contractor.
- In the event a contractor utilizes employees whose primary language is not English, the contractor shall provide for appropriate interpretation to assure complete comprehension.
- Periodically analyze work methods in detail for the purpose of job simplification and for the establishment of safe work methods.
- Site safety inspections are to be an ongoing process and documented at least weekly. Contractors should document inspections on the Site Audit Checklist or approved Contractor's form and submit to Gilbane.
- Ensure that all hazards created in an area as a result of work activities are addressed before the crew leaves the area, including breaks or lunch.
- **Contractor Project Supervisors will be required to attend Gilbane's Supervisor Skills Workshop when offered. The training will consist of 2 (two)- 4 (four) hour sessions and be taught by a designated Gilbane employee. This training is in support of Gilbane's goal of creating an Incident and Injury free culture on the jobsite.**



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## RESPONSIBILITIES - EMPLOYEES

- No employee shall be required or knowingly permitted to work in an unsafe environment except for the purpose of making safety corrections and then only after proper precautions have been taken for their protection.
- Each employee is responsible for learning and abiding by those rules and regulations which are applicable to the assigned tasks and for reporting observed or anticipated hazards to their immediate Supervisor. If the hazard is not immediately corrected, the affected employee will report the hazard to Gilbane
- **All employees shall observe the following rules of conduct:**
- **Courtesy:** Employees shall observe standards of behavior and conduct their work in a manner to avoid offending any Owner employees or visitors. **Each individual on this Project must be given the courtesy that would be extended to one's family or best friend.**
- **Personal Protective Equipment:** all persons on the site will wear hard hats, eye protection, gloves and work boots with substantial soles. All other personal protective equipment, including respirators or eye protection, as appropriate to assigned tasks, shall be utilized in the proper manner at all times while there is exposure to the hazards.
- **Clothing:** Clothing suitable for the weather and your work shall be worn. Torn or loose clothing, cuffs or neckwear, which may be a hazard, are not allowed. Shirts must be worn and have short sleeves. Pants must have legs (no shorts allowed). Clothing shall be maintained in a clean, neat and repaired fashion
- **Vehicles:** Employees shall park their vehicles in designated areas. There will be no on-site parking provided for this Project. Operation of vehicles on the project site shall conform to all local traffic laws. The maximum speed limit on the project site is 10 miles per hour.
- **Smoking: Smoking is prohibited on the campus.**
- **Intoxicants:** Consumption of alcoholic beverages or controlled substances is not allowed on the project. All workers who are taking physician-prescribed or over-the-counter medication must be fit for work. **All employees are specifically directed to the "Drug Policy" which is a part of this Project Safety Plan.**
- **Accidents:** All employees must immediately advise their Supervisor of any injury on the project or any non-injury accident, which involves damage to property or equipment.
- **Personal Conduct:** Practical jokes, horseplay, scuffling, wrestling or fighting is prohibited.
- **Good Housekeeping:** Good housekeeping on the project is mandatory and every employee must do their part daily to minimize dust and to clean up their work area to keep the project clean for safety and efficiency. **Controls shall be observed which keep dirt from being tracked into areas outside the workspace.** Clean up methods shall follow prescribed techniques to minimize the distribution of dust into the air.
- **Authorized Access:** Employees shall confine their activities to the areas designated as the work site. **The employee's Supervisor shall obtain permission from the**

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**appropriate Owner representative prior to entry into any areas outside the work site.**

- **Fire Protection:** Employees shall adhere to all fire protection regulations, and shall conduct their work in a manner to preserve the fire safety integrity of the building.
- **Music.** No televisions, radios, CD players or cassette tape players are allowed.

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## GENERAL REQUIREMENTS

### ACCIDENT INVESTIGATION

- For all injuries or near-hits, Gilbane is to be notified immediately. Copies of ALL accident reports must be filed with Gilbane immediately.
- It will be each Contractor's responsibility to complete the First Report of Injury for his employees and to transmit copies of these reports immediately to Gilbane. Any accident or incident resulting in a lost-time injury, fatality, damage to property or equipment exceeding U.S. \$1,000, a serious "near-hit" or the recognition of a potential hazard to health and environment is to be investigated by a committee comprised of the following, as appointed by the Project Manager: the Project Superintendent, the Project Safety Coordinator and Contractors Supervisor or anyone familiar with the practices involved in the incident who can contribute to its analysis and make recommendations for action to prevent a reoccurrence. The investigation shall begin promptly after the incident. Results of the investigation and recommendations for preventive action shall be documented within five (5) workdays of the incident. If the Owner agrees, a brief news release shall be posted, for the information of workers, covering fatalities and serious occurrences. The occurrences are also to be discussed at the regular or special safety meetings. This investigation and report shall be made immediately, but release may await any similar investigation and reports required by governmental regulations. Gilbane shall also review first aid injuries to establish trends and practices that deviate from work standards and shall report and take corrective actions.
- Gilbane shall provide for the Owner, in the Monthly Progress Report, a safety report covering safety activities for the preceding month. The report shall include:
  - The accident experience, recordable, lost time, first-aid and near-hit incidents for the month.
  - The relationship of the accident experience to the number of people employed using a recognized national standard for recordable injuries and lost time injuries.
  - A review and summary of the safety activities, problem areas, and contemplated action, including fire hazards and environmental hazards.

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### ACCIDENT REPORTING PROCEDURES

For all fatalities, cases requiring hospitalization, OSHA Recordable events or possible lost-time injuries, Gilbane is to be notified immediately. Gilbane will immediately notify the Insurance Carrier's Claim Representative of all accidents and will immediately forward Employer's First Report of Injury Forms, General Liability Loss Notice Forms, subsequent inquiries or

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correspondence received relative to the matter, including Court Summons or other legal documents, to the Claim Representative with copies to the Gilbane Corporate Attorney. Copies of ALL accident reports must be filed with the Project Manager immediately.

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## **ACCIDENTS – PRINCIPALS MEETINGS**

### **Recordable Accidents**

If a Contractor has an OSHA Recordable Accident on the Project, the Contractor's Site Management (Project Manager and Superintendent at minimum) shall attend a meeting at the job site to discuss the accident. The meeting will be called and chaired by the Gilbane Project Manager and will be held within 72 hours from the time the accident occurs. Minutes of this meeting will be submitted to the Regional Safety Office within 24 hours of the Meeting.

### **Lost Time Accidents**

If a Contractor has a Lost Time Accident on the Project, the Principal / Owner of that Company shall attend a meeting at the job site to discuss the incident. This meeting will be called and chaired by the Gilbane Project Manager and will be held within 72 hours from the time the accident became Lost Time. Minutes of this meeting will be submitted to the Regional Safety Office within 24 hours of the Meeting. Contractor Principal attendance at principals meetings is mandatory. Failure to attend principals meetings will result in a fine being issued to the trade contractor. See attached fine schedule Appendix A.

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## **CONCRETE (CAST-IN-PLACE)**

All equipment and materials used in concrete construction and masonry work shall meet the applicable requirements as prescribed in ANSI-A10.9-most recent version, "Safety Requirements for Concrete Construction and Masonry Work."

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## **CONFINED SPACE ENTRY**

- Contractor shall develop an entry procedure to be used when Contractor's employees are required to enter confined areas or spaces. Confined Space entry procedures will conform to OSHA 1910.146 and the owner's requirements.
  - A confined space entry permit must be completed and posted at the entrance to the confined area.
  - Documentation of appropriate formal training for all involved in the confined space activity (entrants, attendants, supervisor, rescue personnel) shall be submitted to Gilbane for approval prior to any entry.
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## **CRANE SAFETY AND RIGGING**

Contractors whose activities require the use of cranes shall be responsible for their proper set up and operation and shall advise Gilbane prior to the arrival on-site. The Gilbane Use Permit Form (refer to Regional Safety Manager for a copy), shall be used.

The contractor shall supply Gilbane with documented evidence of their competent person's training, and of their 'qualified persons', as required by 1926.1404, 1926.27, 1926.1428, and where specified in 1926.1400, including the Operators, Riggers, Signal Persons, and 'Assembly/Disassembly Director.

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The Assembly/Disassembly Director shall be responsible to ensure that all provisions of safety as specified in 1926.1404 are met including but not limited to: adequate site and ground bearing conditions, proper blocking and cribbing, knowing load weights and center of gravity, equipment capacity, support of booms and counterweights, rigging of boom and suspension systems, determination of safe wind speeds, etc.

### **Inspection**

Contractors shall provide Gilbane evidence of annual inspection by a third-party inspection agency not under the control or ownership of the crane owner and approved by the Gilbane Regional Safety Manager. All repairs and adjustments noted on the inspection shall be corrected prior to next use. 'Temporary alternative measures' as specified within OSHA regulations will not be accepted.

This applies to power-operated equipment used in construction that can hoist, lower and horizontally move a suspended load, as specified in 1926.1400. Such equipment includes, but is not limited to: articulating cranes (such as knuckle-boom cranes); crawler cranes; floating cranes; cranes on barges; locomotive cranes; mobile cranes (such as wheel-mounted, rough-terrain, all-terrain, commercial truck-mounted, and boom truck cranes); multi-purpose machines when configured to hoist and lower (by means of a winch or hook) and horizontally move a suspended load; industrial cranes (such as carry-deck cranes); dedicated pile drivers; service/mechanic trucks with a hoisting device; a crane on a monorail; tower cranes (such as fixed jib ("hammerhead boom"), luffing boom and self-erecting); pedestal cranes; portal cranes; overhead and gantry cranes; straddle cranes; side-boom tractors; derricks; and variations of such equipment.

**All 'friction-type' cranes and any cranes utilizing a lattice boom must have an independent 3<sup>rd</sup> Party Inspection as referenced above that is performed on the site in the configuration that the crane is intended to be used in. This inspection must be performed immediately before the crane is put into service.**

Inspections shall be performed by a qualified person designated by the contractor in accordance with 1926.1412, 1926.1413 and the manufacturer's recommendation and ANSI B30 Standard for the type of crane being inspected and the most current version. This inspection shall be completed prior to each shift starting work, as well as when equipment is modified, repaired or adjusted, post assembly, monthly, annually and in conditions of severe service.

### **Operation.**

This certification will be for each crane and lifting device and associated rigging equipment brought onto the site. At least every 12 months, or if the crane or its associated rigging has sustained any incident which may have resulted in damage, in cases of severe service, or after if any repair or modification the crane and its associated rigging shall be fully re-inspected by a qualified person in accordance with OSHA regulations, with proof of inspection provided to Gilbane.

No work shall proceed without evidence of a current annual inspection meeting Gilbane requirements. No claims will be accepted for losses sustained by the contractor for delays caused by failure to comply with these requirements. Temporary alternative measures for safety

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devices or operational aids will not be accepted.

**Safety devices**, including but not limited to: crane level indicator, boom and jib stops, foot pedal locks, check valves on hydraulic outrigger and stabilizer jacks, and horns, must be in proper working order before equipment operations can begin- temporary alternative measures are not permitted to be used.

**Operational Aids**, including but not limited to: boom hoist limiting device, boom angle indicator, load radius indicator, luffing jib limiting device, anti two-blocking device, load weighing device (such as a load moment indicator), and outrigger stabilizer position monitor must be in proper working order- temporary alternative measures are not permitted to be used.

### **Special Procedures**

- A lift procedure shall be developed by the Contractor's qualified person, and overseen by the Contractor's qualified and competent Assembly/disassembly director for the following and submitted to Gilbane prior to the lift taking place:
- Critical Lift (defined as when lifting a load where the weights are at or over 75% of the rated capacity of the crane and rigging as determined by the manufacturer);
- Multi-Crane Lift;
- 100 Tons or greater Lift;
- Any application that deviates from the manufacturer's recommendations;
- When special or unique hazards are under or adjacent to the load at any time during the lift;
- When Gilbane determines such a procedure is necessary.
- The Lift Procedure will include a Hazard Analysis developed by the Contractor and submitted to Gilbane along with Pre-Lift meetings, which shall be held at 30 days prior to the lift, the day prior to the lift and immediately prior to the lift with the actual workforce doing the lift. All concerned parties must be present for the meetings with minutes of the meeting recorded by Gilbane.
- The Lift Procedure will include documentation of calculations which incorporates weight deductions of all rigging equipment, a load chart for the crane(s) that will be used, a site plan and layout sheet which will include the path of travel of the load, swing radius protection and any other necessary factors.
- The Gilbane Crane Lift Plan Form, Crane Critical Lift checklist (obtain from Gilbane Regional Safety Manager), or equivalent, shall be used.

### **Record Keeping**

- All records pertaining to crane inspections shall be kept with the crane or in the trade contractor's site field office in accordance with applicable OSHA regulations.
  - If during any safety inspection, the operator or supervisor cannot produce the required
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crane inspection sheets, the crane shall be shut down as soon as possible and shall be inspected.

- Where crane operators are required to be licensed by the State where the project is being built they shall have a current license and provide a copy to Gilbane when requested. Duplicates of Certification records shall be maintained on project site by Contractor and made available to Gilbane upon request. The contractor shall provide evidence of competency of the operator to Gilbane.

### **Rigging**

- Only qualified riggers shall perform rigging operations.
- A Competent Person appointed by the Contractor shall inspect all rigging equipment. Inspection shall be done and documented prior to each shift starting work, monthly and annually in accordance with 1926.1413. If there are any deficiencies in equipment, it shall be removed from service and corrected or replaced per manufacturer's criteria.
- All rigging equipment that is defective or damaged shall be immediately removed for the project site.
- Chain slings are not permitted to be used for any lifting operation unless specifically designed for a unique application.
- Wire rope slings shall bear a legible manufacturers capacity tag.
- Tag lines shall be used on all loads.
- All hooks used for overhead lifting shall be equipped with safety latches or alternate lifting methods such as clamps will be used. Shake-out/sorting hooks may only be used for unloading materials from trucks and will not be used for overhead lifting.

### **Signals**

- The contractor shall appoint a qualified and trained signal person that meets the definition of 1926.1428 c and 1926.1430
- When hand signals are used, only the standard method for signals shall be used (1926.1400 App A.
- Operator and signal person shall meet prior to hoisting lifts to confirm understanding of signals.

### **Operator Qualifications**

4. The crane operator(s) shall be proficient in the operation of the crane(s) and licensed in the State/City where the operation is being performed, or certified by an accredited crane operator testing organization, such as the National Commission for the Certification of Crane Operators (NCCO), or by an audited employer program developed by an accredited crane operator testing organization and audited by a third party qualified auditor.

### **Power line Safety**

2. Crane and rigging operations are not permitted within 10 ft of power lines unless the power lines are de-energized and confirmed by a qualified utility company representative.
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3. Where encroachment is required within 20 ft from power lines in accordance with 1926.1408, Table A
    1. A planning meeting shall be conducted with the assembly/Disassembly director, operator, crew and other workers in the area to review steps to prevent encroachment
    2. Tag lines must be non-conductive
    3. Dedicated spotters shall be used
    4. Proximity alarms or range control warning device shall be used
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### **DEMOBILIZATION**

The Project Superintendent and each contractor shall organize and schedule the orderly removal of their project site offices and trailer facilities, the termination of temporary utility services, the transfer of telephone services to their offices, and the forwarding of mail. The site shall be left in the conditions specified by the contract documents. The Project Superintendent shall inspect the site with the Owner to verify that all permanent security and safety devices are in place and performing their intended function.

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### **DEMOLITION**

#### **Structural Demolition**

- An engineering survey shall be completed before the start of demolition.
  - All structural shoring shall have stamped drawing and calculations by a registered Professional Engineer.
  - Areas being demolished must be secured by means of barricades to prevent unauthorized personnel from entering the area.
  - Subcontractors must submit, prior to the start of construction, a detailed demolition plan to include, means and methods, related drawings, and other relevant safety plans.
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### **DISCIPLINE - ENFORCEMENT**

- All contractors and suppliers shall participate in the project safety plan. Should an Imminent dangerous condition be discovered, all work in the area of danger will be stopped until corrections are effected.
  - Should Gilbane find contractor areas of work or individuals being or acting in non-compliance with OSHA or the Project Safety Plan, Gilbane shall have the authority to order immediate correction of the non-compliant occurrence.
  - All costs of correction shall be borne by the Trade contractor deemed responsible.
  - If more than one contractor is deemed responsible, Gilbane's division of responsibility shall be final.
  - Nothing contained herein, however, shall serve to relieve the contractor of their liabilities
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and/or obligations under OSHA as well as other applicable Federal, State and local requirements as well as the Project Safety Plan.

- Gilbane may withhold payment of any sums due contractors for failure to follow the Project Safety Plan policies and procedures.
- Gilbane will issue a written, 24-hour notice in this regard requiring immediate response by the contractor.
- Repeated violations or lack of cooperation with regard to the Project Safety Plan by employees of a contractor will indicate non-compliance with provisions included in the contract and may be reason for the employee being barred from the project site and/or for termination of the contractor's contract.
- At orientation, new employees are given their first warning: These are the rules; if you fail to follow them you will receive a citation.
- **1st Citation:** Notice is sent to employer. Employee must come in and see Gilbane to review violation so we can be sure the employee knows how serious this citation is and what corrective action must be taken. A fine for the Contractor will be imposed.
- **2nd Citation:** The individual will be removed from the property. A fine on the Contractor will be imposed.
- This constitutes three (3) warnings. At this point, this person will be banned from further access to the site.
- **“Immediate removal from the property” Citations** will result when:
  - Any employee, supervisor or manager exposes themselves or other employees to Imminent loss of life.
  - Any employee, supervisor or manager openly exhibits disregard, defiance or disrespect for the safety plan.
  - Any employee, supervisor or manager knowingly falsifies any investigative document or testimony involved in an investigation.
  - Violent physical encounters (fighting) occur. All individuals involved in the incident are subject to removal.
  - Threats are made against any safety personnel performing their duties.
  - Theft or destruction of property occurs.
  - Any employee, supervisor or manager consumes, possesses, distributes or is under the influence of alcohol/drugs.
  - Other Citations: Violations of safety, traffic, housekeeping or material storage rules

### **Dispute Resolution**

Gilbane whose decision is final and not subject to arbitration shall resolve all disputes involving the Project Safety Plan.

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### **DISCIPLINE – FINES**

Fines (Refer to Appendix A Table of Fines)

- The fines are not to be collected from the individual violator.



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- Gilbane Building Company's Project Manager will collect them from the principal of the respective company at the monthly Safety Meeting. This will be by separate check.
  - These funds will be used to fund a reward/incentive program for those who work and are safe individuals or groups. Any money remaining at the completion of the project will be donated on behalf of all workers and companies employed on the project to a local charity.
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## **SUBSTANCE ABUSE & DRUG TESTING POLICY – TRADE EMPLOYEES**

### **Purpose**

The owner and Gilbane have a commitment to protect people and property and to provide a safe working environment. The purpose of this policy is to establish a drug-free work environment for each worker.

### **Policy**

In accordance with CT Law, all requirements of Chapter 557 Sec. 31-51t through 31-51z will be adhered to when applying and enforcing this Policy.

The owner and Gilbane prohibit the use, possession, distribution, or sale on the project premises, facilities, or work places of any of the following: alcoholic beverages, intoxicants drugs and related drug paraphernalia.

Workers must not report for duty or perform work while under the influence of any drug, alcoholic beverage, or intoxicant. Workers on the project premises will be subject to search as provided herein. Applicants and workers will be required to consent to drug testing as provided herein.

This policy will apply where state law or regulation and/ or collective bargaining agreements allow.

### **Definitions**

When used herein, the following terms will have the meanings given below:

**Company** - Gilbane Building Company.

**Alcohol - Ethyl (Ethanol)**. References to use or possession of alcohol include the use of any beverage, mixture, or preparation containing alcohol.

**Drug** - Any substance (other than alcohol) including prescription drugs which may impair mental or motor function; including, but not limited to, Cocaine, THC (marijuana), Opiates, Amphetamines, Methamphetamines, Phencyclidine, Benzodiazepines, Barbiturates, Tricyclic antidepressants, any psychoactive substance, controlled substance, or designer or simulated drugs. This definition does not apply to prescription drugs, which have been disclosed to the Company and the Controlling Employer by the worker and are approved for use within prescription limits.

**Employee** - Any individual, salaried or hourly, who actually performs work for a Controlling Employer on the project premises.

**Controlling Employer** - Any individual or firm that provides workers to perform work on the project premises and is responsible for their hiring, advancement, payment, discipline, and termination, including the Owner, the Architect, Gilbane, all contractors, all sub-tier contractors, all vendors, all suppliers, all material dealers, any Other Contractors, and any others coming on the project premises.

**Applicant** - Any individual who is referred or makes application for employment on the project

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premises.

**Project Premises** - All parts of any office, work site, or other work location, including parking lots under the control of the owner and/or Gilbane.

**Testing Facilities** - A laboratory where a specimen can be tested for drugs and alcohol within threshold limits according to standards established by the U. S. Department of Transportation and is certified by the U. S. Department of Health and Human Services (HHS) under the National Laboratory Certification Program (NLCP) or in the case of a foreign laboratory is approved for participation by the U.S. department of Transportation with respect to Part 40.

**Contraband** - Considered including but not limited to the following: drugs, alcohol, and drug paraphernalia.

**Drug Paraphernalia** - Any article for the use, storage, or sale of drugs.

**Accident** - Any event resulting in injury to a person or property to which the Company believes a worker contributed as a direct or indirect cause.

**Incident** - Any event, which the Company determines, has all the attributes of an accident, except that no harm was caused to personnel or property.

**Tobacco Products** - Any article containing tobacco, including but not limited to cigars, cigarettes, pipe tobacco, snuff, and chewing tobacco.

**Worker(s)** – Any individual, salaried or hourly, of any employer who will be performing work on the project premises.

**Drug Detection Thresholds will be in accordance with US DOT requirements Table**

All confirmatory drug testing shall be done in NLCP-certified facility

**Prescription Drugs**

Any worker using a prescription drug, which may impair mental or motor function, shall, as soon as possible, notify their employer who is to notify Gilbane and/or the Controlling Employer. For the safety of all workers, the Company may direct the Controlling Employer to not permit the worker on the project premises until released as fit for duty by the prescribing physician. The Company reserves the right to obtain a confirming medical opinion before allowing the worker to return to duty.

**Worker Pre-Assignment Testing (per applicable State laws and PLA's )**

All workers, salaried or hourly, who are hired, transferred or temporarily assigned to the project premises shall be required to consent to drug testing in accordance with applicable State laws prior to assuming project responsibilities Controlling Employers shall certify to Gilbane in writing on company letterhead signed by a Officer of the company that their current workers have passed a drug test *immediately prior* to assignment to working on the project premises

**Post Accident Testing (per applicable State laws and PLA's )**

After an accident or incident, the Company will ask the Controlling Employer to test all those involved.

**Reasonable Suspicion Testing (per applicable State laws and PLA's )**

The Company will also ask the Controlling Employer to test workers when a reasonable suspicion exists that the worker has been using drugs or alcohol. The maximum level of alcohol blood content shall not exceed 0.08 g/100 ml blood or equivalent.

**Discipline and Rehabilitation**

Unless a Project specific Substance Abuse Policy by the Company or Owner is in effect, each Controlling Employer shall certify that they have a Substance Abuse Policy which incorporates

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as a minimum the following requirements:

A) When an applicant submits to pre-assignment testing and passes the required test, s/he will be eligible for further employment consideration.

B) If the applicant fails the required test, s/he may reapply for employment consideration after a period of no less than sixty (60) calendar days have elapsed. The Company may waive this sixty-day waiting period if the applicant completes an acceptable drug/alcohol rehabilitation program and presents acceptable proof of completion of the program to the Company Project management personnel. An applicant who fails the second test will not be considered for employment at the project premises for a period of no less than one year.

C) All workers who refuse to submit to a drug and alcohol test, or who fail to pass a drug and alcohol test will be removed from the project premises by the Controlling Employer and will be referred to their personnel management for disciplinary action.

D) A worker on the project premises, facility, or work place in possession of contraband is subject to disciplinary action, up to and including barring from the site by the Company and immediate termination by the Controlling Employer. Contractors and/or workers who are in possession of contraband are subject to removal and denial of future access to the project premises.

#### **Financial Obligation of the Controlling Employer**

The Controlling Employer will bear the cost of time, transportation, and testing for workers who are being given drug and alcohol tests.

#### **Confidentiality**

The Company will take steps to maintain the confidentiality of information generated by the implementation and enforcement of this policy and these procedures. Disclosure will be made only in appropriate circumstances. The Controlling Employer shall be responsible for maintaining the confidentiality of all information generated by the implementation and enforcement of this policy and these procedures for their own workers. The Company shall have the right to audit compliance with this policy and these procedures by the Controlling Employer, which shall include access to this confidential information.

#### **Training**

Supervisors and management personnel will be trained to recognize appropriate symptoms and to administer the policy in a consistent, confidential, and intelligent manner.

#### **Contractors and Suppliers**

The Company and all Controlling employers will include the provisions of this policy and these procedures, in their contracts with contractors, suppliers, consultants, agents, and others involved in providing goods or services on the project premises, and will require that they do the same with respect to their lower-tier contractors, suppliers, etc.

#### **Posting and Distribution**

Significant sections of this policy and these procedures will be given to each applicant and worker upon request.

A warning notice will be posted in a conspicuous location on the project premises. This Substance Abuse Policy will be included in each pre-bid and pre-construction meeting as well as an integral part of the project Safety plan and contract documents.

The Company may revise and amend this policy and these procedures as required.

#### **Procedures for Examination Post-Accident Screening When Required By Gilbane**

A Controlling contractor supervisor is to accompany injured employee or those employees

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involved in the accident or incident involving a Controlling contractor worker to the clinic or medical facility. Controlling Employers shall certify any worker(s) involved in an accident or incident tested negative for drugs and alcohol prior to allowing them to return to the project premises.

If the injured worker refuses to give a specimen of body fluid, the Controlling contractor supervisor is to notify the Company. The worker is to be advised, again, that the refusal to submit to drug screening is a violation of the Project Safety Plan's drug, alcohol and other prohibited articles safety policy and that refusal will result in removal from the site.

Results of all drug screenings and analyses must remain strictly confidential.

Workers must report all injuries immediately to their supervisor, whether the injury requires medical treatment or first aid only. Late reporting may result in denial of a claim.

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### **ELECTRIC - TEMPORARY**

- All electrical work, installation and wire capacities shall be in accordance with the pertinent provisions of the National Electrical Code (most current version), ANSI and OSHA Standards.
  - All 120 volt, single phase, 15 & 20 amp temporary power circuits (with the exception of temporary lighting) shall have ground fault circuit interrupters installed. In addition all tools, cords and power sets shall have an assured equipment inspection program maintained on quarterly basis.
  - The color codes used for identifying inspected & tested equipment on this project are:

▪ January, February, March	▪ White
▪ April, May, June	▪ Green
▪ July, August, September	▪ Red
▪ October, November, December	▪ Orange
  - (NOTE: The cycle of colors is repeated for the next year)
  - Portable tools will have the appropriate color code affixed to the male (plug) end following inspection. Extension cords will have the appropriate color code affixed to both ends (plug & receptacle). The previous quarter's color code will be removed to avoid confusion.
  - When using permanent power, once established in new construction or in renovation work, Ground Fault Circuit Interrupters must be used in conjunction with the AEGC inspections.
  - All necessary open wiring must be made inaccessible to unauthorized employees or visitors and not be subject to damage. Open wiring is NOT acceptable for temporary lighting circuits. Lighting on barricades, fences, or sidewalk coverings shall be encased in metal raceway. Temporary lighting must have guards to prevent accidental contact with the bulb except where the bulb is deeply recessed in the reflector.
  - Temporary lights shall not be suspended by the cord unless the fixture was specifically designed in that manner. Portable electric lighting used in moist or other hazardous locations such as drums, tanks, vessels, bins, bunkers, etc., shall be operated at a
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maximum of 12 volts (non-explosive).

- All shop lighting and portable task lighting shall have a cover and guard installed when in use or available for use.
- Extension cords used with portable tools must be of a heavy-duty 3-wire type. Flat extension cords are prohibited. Damaged electrical cords shall not be used.
- All extension cords will be suspended seven feet (7') above finish floor or work platform. Extension cords will not be fastened with staples, hung from nails, or suspended by non-insulated wire.
- All non-current carrying parts of electrical equipment must be grounded or have an approved double-insulated setup. Grounded circuits must have enough capability to carry all currents likely to be imposed on it.
- Contractor shall determine before operations start if there is any energized equipment or electrical circuit in the work area, which might have risk to the worker. Equipment and conductors that must be de-energized shall be identified to the Gilbane who will arrange to de-energize the equipment under the Lockout and Tagging procedure/system. Contractor shall use the project Lockout/Tagout procedure and strictly adhere to the use of this requirement. Gilbane will monitor adherence to the procedure on a regular basis.
- All temporary power panels shall have covers installed at all times. All open or exposed breaker spaces shall be adequately covered, and labeled.
- All electrical equipment and wiring in hazardous locations must conform to the National Electrical Code standards. The frames of all cutting, welding (arc, heli-arc, gas-plasma-arc) machines shall be grounded.
- Fish tapes or lines made of metal or any other conductive medium are prohibited. Nonconductive tapes and lines will be used in their place.
- All temporary wiring shall be effectively grounded in accordance with the National Electrical Code (Articles 305 and 310). All wiring used for temporary lighting shall be in accordance with the most recent NEC.
- Defective Electrical Tools and Equipment - All electrical tools and extension cords found to be defective (Examples: missing or broken ground pins, exposed internal conductors) will immediately be rendered in-operative by cutting off the plug end or by immediately removing from the project.
- Electrical tie-ins shall be conducted only on de-energized (locked out and tagged out) systems. If a condition makes this procedure impossible then a pre-task safety meeting with Gilbane is required.
- All such "live work" shall conform to NFPA 70E, most recent edition.

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## **ELEVATED WORK (OTHER THAN FALL PROTECTION)**

### **Ladders**

- Manufactured ladders on the project shall comply with the regulations of ANSI-A14.1-1968 (or most recent version), Safety Code for Portable Wood Ladders or ANSI-A14.2-1972 (or most recent version), as required by OSHA. All ladders shall be used in the
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manner and for the purposes for which they were designed and constructed.

- All manufactured ladders must have a minimum 1A Extra Heavy Duty rating.
- The side rails or extension shall extend 36 inches above the landing. When this is not possible, grab rails shall be installed. All ladders in use shall be tied, blocked, stabilized by a second worker or otherwise secured to prevent accidental displacement.
- When working on/from a ladder at elevations greater than six (6') feet or more above the work surface, all ladders (including stepladders) must be tied, blocked, stabilized by a second worker or otherwise secured against accidental displacement. Where adequate anchorages are available, workers shall tie off using a Personal Fall Arrest System or utilize a different means of gaining access (i.e., scissor lift, scaffold, etc.).
- Portable metal ladders shall not be used.

### **Scaffolding**

- All employees erecting, using and dismantling scaffolds shall be trained in the hazards present and the safe procedures to be followed to eliminate exposure to those hazards and shall be provided with fall protection when 6-feet or more above the next lower level.

### **Concrete and Masonry**

- All equipment and materials used in concrete construction and masonry work shall meet the applicable requirements as prescribed in ANSI-A10.9-1970 (or most recent version) "Safety Requirements for Concrete Construction and Masonry Work."

### **Stairways**

- Upon delivery to the project site all office trailers and material storage trailers shall be provided with stairway access to all doorways and shall have landings with railings which allow for at least 20 inches of clearance in front of any door swing.
- Stairway placement shall follow placement of the upper floor deck, as soon as practical.

### **Stilts**

1. The use of stilts on Gilbane projects in New England is prohibited.

### **Hoists and Elevators**

- Temporary personnel elevators and material hoists shall be constructed, installed and maintained in compliance with the manufacturer's instructions and the provisions of applicable statutes and regulations of governing authorities.
- No elevators or hoists are to be used for the movement of materials and personnel until the devices have been certified and licensed by a third party inspector qualified to approve the equipment.
- No person shall be allowed to ride on a material hoist except for the purposes of inspections and maintenance.

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## **ELEVATED WORK - FALL PROTECTION**

- A Fall Protection Plan must be developed by the contractor for all work with a fall exposure greater than 6-feet with a copy provided to Gilbane prior to start of work.
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- “Controlled Access Zones”, “Safety Monitoring”, and “warning Lines”, in lieu of conventional, i.e. guardrails, fall arrest systems, are not permitted.
  - Personal Fall Arrest systems shall be worn and used by all workers when working six (6') feet or more above the ground/floor or whenever working in a precarious position, unless other adequate fall protection such as guardrails or safety nets are provided.
  - All lanyards are to be as short as possible, but in no event longer than six (6') feet. Shock absorbing lanyards must be used unless a Self-Retracting Lanyard is in use. Wire rope lanyards are prohibited unless approved by Gilbane.
  - Personal Fall Arrest System shall also be worn and attached to the manufacturer’s approved anchorage when working in aerial lifts and to vertical drop lines when working from suspended scaffolding.
  - Only one individual shall use a vertical safety lines at a time.
  - When wire rope is used as a guardrail providing fall protection, please refer to pages 60-61 ‘Perimeter protection’ for design and installation details within this Safety plan.
  - When wire rope is used a horizontal lifeline, it shall be designed by a registered Professional engineer and installed and maintained by a competent person. It shall be designed, installed and maintained to meet, at a minimum, the requirements of OSHA as contained in 29 CFR 1926.502.
  - To eliminate the potential of a fall when working on a flat roof or deck, a warning barrier meeting the following requirements may be used 15 feet from the fall hazard. If a worker is between the warning barrier and the fall hazard, a positive means of fall protection must be used. Warning tape is not allowed as a warning barrier.
  - Warning barriers shall consist of ropes, wires, or chains, and supporting stanchions erected as follows:
    - The rope, wire, or chain shall be flagged at not more than 6-foot (1.8 m) intervals with high-visibility material;
    - The rope, wire, or chain shall be rigged and supported in such a way that its lowest point (including sag) is no less than 34 inches (.9 m) from the walking/working surface and its highest point is no more than 39 inches (1.0 m) from the walking/working surface;
    - After being erected, with the rope, wire, or chain attached, stanchions shall be capable of resisting, without tipping over, a force of at least 16 pounds (71 N) applied horizontally against the stanchion, 30 inches (.8 m) above the walking/working surface, perpendicular to the warning line, and in the direction of the floor, roof, or platform edge;
    - The rope, wire, or chain shall have a minimum tensile strength of 500 pounds (2.22 kN), and after being attached to the stanchions, shall be capable of supporting, without breaking, the loads applied to the stanchions as prescribed in paragraph (f)(2)(iii) of this section; and
    - The line shall be attached at each stanchion in such a way that pulling on one section of the line between stanchions will not result in slack being taken up in adjacent sections before the stanchion tips over.
  - The Roofing Contractor will supply a warning line system around the perimeter of the
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roof. This system shall consist of weighted portable stanchions and a rope with red triangular flagging. Stanchions will be placed no more than 25' apart. This system shall be installed 15' in from the roof edge. (12/04) The roofing contractor shall leave the warning line system in place for the protection of other trades until directed to remove it by Gilbane.

- Contractors are required to develop a detailed fall protection plan for their scopes of work. The plan shall include procedures for rescuing an employee who has fallen and been caught by his/her personal fall arrest system.

**Steel Erection** - Refer to Section entitled "Steel Erection".

**Precast/Prestressed Concrete** - Refer to Section entitled "Precast/Prestressed Concrete."

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### **ELEVATOR SAFETY**

Contractors shall comply with all applicable provisions of OSHA, ANSI, and Gilbane Safety requirements, as well as the National Elevator Industry Inc., Field Employees Safety Handbook.

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### **EMERGENCY PROCEDURES - MEDICAL – BLOOD-BORNE PATHOGENS**

The Occupational Safety and Health Act (OSHA) 1910.1030, requires that each employee exposed to blood and other infectious materials be advised of the potential Blood-borne pathogen hazards and how to guard against those hazards. Each contractor, and each sub-contractor, whose employees are occupationally exposed to blood and other potentially infectious materials (including all body fluids in situations where it is difficult or impossible to differentiate between body fluids, etc.) must develop a list of all such tasks on the project; instruct the employees in the potential risks involved; develop a labeling system for all infectious materials; train all potentially exposed personnel in the hazards and the proper controls for all listed tasks; provide safety materials and equipment; and offer appropriate medical treatment and advice for any exposure. These steps are outlined in detail in the following material. Employee training for this requirement will be documented and acknowledged by signatures following each session using the documentation statement included in this Blood-borne Pathogen Safety Program.

#### **Exposure Control Plan**

- Every contractor will be responsible for development and maintenance of a list of tasks within the project operations, which involve occupational exposure to blood and other infectious materials. Each contractor will be further responsible for training their employees, obtaining medical services for their employees, and maintaining medical records for their employees assigned to all such hazardous tasks. One copy of the list identifying the hazardous tasks and of each employee assigned to perform those tasks will be forwarded to Gilbane.
- Employees will be allowed access to this Blood-borne Pathogen Safety Program and to information regarding those specific tasks in their work areas identified as involving exposure to blood and other infectious materials. All questions relating to the



contractor's program should be directed to the contractor's superintendent or safety officer. All questions relating to the Project Safety Plan are to be directed to Gilbane.

### **Employee Information and Training**

- All new and present employees will be given information regarding the requirements of this Blood-borne Pathogens Safety Program; the hazardous tasks present in their work place; and the potential health risks of these tasks. This requirement must be met through orientation sessions for all employees prior to assignment to the specifically identified hazardous tasks, and through annual refresher courses for all employees currently performing those tasks. The information and training shall include the following elements:
  - The risks and symptoms of exposure to Blood-borne pathogens shall be identified.
  - How to determine the presence of blood or other infectious materials in the work place.
  - Methods to be used to reduce or prevent the exposure to blood and other infectious materials, such as control procedures, work practices, or personal protective equipment.
  - Procedures to follow in the event of an exposure to blood or other infectious materials.
  - Identification of the log maintained in the project office in which is listed all tasks involving occupational exposure to blood and other infectious materials on the site.
  - How to review tasks to minimize the potential hazards of infection.
  - When a task involves the handling of blood and other infectious materials, how those materials are to be contained, labeled and properly disposed.
  - The necessity for proper housekeeping and personal hygiene techniques including hand washing shall be emphasized.
  - Employees must have the opportunity to ask questions and obtain answers from the trainer who must be knowledgeable in the subject matter.

### **Container Labeling and Disposal**

- The Contractor and Gilbane, will verify that all containers used to store or transport blood and other infectious materials generated at the site are clearly labeled with warning labels which include the orange or orange-red biohazard symbol, and indicate the contents, the hazards involved, and the name and address of the project.
  - Red bags or containers may be used instead of labeling, but employees specifically trained in this program shall control the management of these receptacles.
  - The Contractor and Gilbane will ensure that all secondary containers of the blood and other infectious materials have clear warning labels with the same information as the original container.
  - Each contractor's superintendent, or safety representative if one is assigned, shall perform the above responsibilities for all their materials generated.
  - All containers of blood and other infectious materials shall be controlled until delivered to an authorized disposal facility for incineration or decontamination by legally approved means.
  - Arrangements may be made with a local hospital to receive and dispose of limited
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quantities of these regulated wastes in cases of first-aid treatment.

- Each contractor shall be responsible for proper disposal of all regulated wastes generated by their work.

#### **Hazardous Non-Routine Tasks and Nearby Work**

- In the event an employee is assigned to perform a non-routine task, or is assigned to work in an area where a hazardous task non-routine to their work, is being performed, the employee will be given the additional information and training related to the hazards, which may be encountered in the non-routine task.
- This information and training will be provided as described elsewhere in this program by the first-line foreman, contractor safety representative or a trainer who must be knowledgeable in this subject.
- The information will include the specific hazards of the task, the controls and protective measures required, the types of personal protective equipment required, how to use the equipment, the nature of other work being performed in or near the non-routine task, and what emergency procedures are involved with the task.

#### **Universal Precautions**

- To ensure that employees who work on tasks presenting an exposure to blood and other infectious materials are afforded the greatest protection available, the following policy has been established:
  - Prior to starting work on any task involving blood and other infectious materials, all employees will review safety precautions, which should be taken. Universal precautions shall be observed which means treating all blood and other potentially infectious materials as if infectious. Particular attention shall be given to contaminated sharp objects which may penetrate the skin including, but not limited to, needles, broken glass, and exposed ends of wires. Work practices and engineering controls shall be followed diligently including the provision and use of the following:
    - Gloves, latex.
    - Masks and eye protection.
    - Resuscitation bags and mouthpieces.
    - Gowns, aprons or specialized clothing where required by established engineering practices.
    - Hand-washing facilities, and other decontamination where required by established engineering practices.
    - Trained personnel following approved procedures shall conduct decontamination of the above personal protective items.
    - Disposable items shall be discarded into red bags or properly labeled containers and delivered for disposal as required elsewhere in this program.
    - Items, which are reusable and any work areas, which were contaminated by blood and other infectious materials, shall be cleaned and disinfected with a solution containing a strong concentration of chlorine bleach.
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### **Audit and Review**

- It will be the responsibility of Gilbane to review the entire Blood-borne Pathogen Safety Program at least annually, and revise and update the material contained herein to reflect all changes in the management, disposal, storage, and handling of blood and other infectious materials generated at the project site.
- It will be the further responsibility of Gilbane, to periodically audit procedures in use on tasks identified as exposing employees to blood and other infectious materials in order that they meet the requirements as set forth in the OSHA 1910.1030 standards.
- Each contractor's superintendent or safety representative shall perform the above responsibilities for all of their tasks and procedures.

### **Hepatitis B Vaccination**

- Hepatitis B vaccinations shall be made available to all employees who have occupational exposure to blood within ten (10) working days of assignment, at no cost, at a reasonable time and place, under the supervision of a licensed physician or health care professional and according to the latest recommendations of the U.S. Public Health Service (USPHS).
- Prescreening may not be required as a condition of receiving the vaccine. Employees must sign a declination form if they choose not to be vaccinated, but may later opt to receive the vaccine at no cost to the employee. Should booster doses later be recommended by the USPHS, employees must be offered them.

### **Post-Exposure Evaluation and Follow-Up**

- OSHA standard 1910.OSHA standard 1910.1030 specifies detailed procedures to be made available to all employees who have had an exposure incident. An accredited laboratory at no cost to the employee must conduct these procedures and any laboratory tests. Follow-up procedures must include a confidential medical evaluation documenting the circumstances of exposure, identifying and testing the source individual if feasible, testing the exposed employee's blood with the employee's consent, post-exposure prophylaxis, counseling and evaluation of reported illnesses.
- Health care professionals must be provided specific information to facilitate the evaluation and their written opinion on the need for hepatitis B vaccination following the exposure. Information such as the employee's ability to receive the hepatitis B vaccine must be supplied to the employer.
- All diagnoses must remain confidential.

### **Record keeping**

- Medical records shall be maintained on each employee, with occupational exposure to blood and other infectious materials, for the duration of employment plus thirty (30) years. Medical records must be made available to the subject employee, anyone with written consent of the employee, OSHA and NIOSH. Medical records are not available to the employer. Disposal of medical records must be in accord with OSHA's standard covering access to records. These employee medical records must be confidential and must include the following information:
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- Employee's name and social security number.
  - Hepatitis B vaccination status, including dates.
  - Results of any examinations, medical testing and follow-up procedures.
  - Copy of the health care professional's written opinion.
  - Copy of the information provided to the health care professional.
  - Training records shall be maintained for a period of three years and must include the dates, contents of the training program or summary, trainer's name and qualifications, names and job titles of all persons attending the sessions.
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## **EMERGENCY PROCEDURES - MEDICAL SERVICES**

### **Contractor's Responsibilities**

- Prior to commencement of work, provisions must be made for prompt medical attention in case of serious injury. Each contractor shall have a minimum of one First Aid/CPR trained individual on the project and inform Gilbane of their name.
  - Ensure that adequate first aid supplies shall be easily accessible when required.
  - Provide proper equipment for prompt transportation of the injured person to a physician or hospital, or a communication system for contacting necessary ambulance service.
  - Telephone numbers and addresses of the physicians, hospital and ambulance shall be conspicuously posted.
  - Contractor shall complete and provide to Gilbane an "Employer's First Report of Injury" within 24 hours of any/all incidents involving work activities associated with the project. Contractors are advised to maintain their own OSHA 300 Log as an OSHA requirement.
  - Contractor shall ensure that each of its lower-tier contractors meet these medical requirements.
  - If the injured employee is released by the doctor for light or restricted work duty, the Contractor shall make available restricted duty work for the injured employee.
  - Each occupational illness or injury shall be reported immediately by Contractor's employee to Contractor's first aid attendant and Gilbane.
  - Contractor's first aid attendant or other competent person shall treat the injured employee as often as necessary to ensure complete recovery, or until a decision is made to seek medical treatment.
  - Contractor must provide for the prompt transportation of the injured person to a hospital or other emergency facility.
  - A representative of the Contractor shall drive the injured employee to the medical facility and remain at the facility until the employee is ready to return. Contractor's representative shall carry necessary forms; i.e., authorization slips, return to work notices to the medical facility
  - If it is necessary for the Contractor's first aid attendant to accompany the injured employee, provisions must be made by Contractor to have another employee, properly trained and certified in first aid, available to render same during the absence of the
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regular first aid attendant.

- If the employee is able to return to the project site the same day, he/she must return with a statement from the doctor stating same and containing such information as date, employee's name, date of return to regular or restricted duty, date he/she is to return to doctor, diagnosis, signature and address of doctor. If the injured employee is unable to return to the project site the same day, the employee who transported him/her should bring this information back to the project site and report it to Gilbane.
- If it is necessary to call the outside medical facility, this call should be made by Gilbane Project Manager while the injured employee is being transported.
- Medical cases requiring ambulance services would be such cases as severe head injuries, amputations, heart attacks, severe bleeding, stopped breathing, etc. Should ambulance service be necessary, the following procedures should be taken immediately:
- Contact Contractor first aid attendant or nearest employee properly trained and certified in first aid.
- While first aid is being administered, contact Gilbane immediately.

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**EMERGENCY PROCEDURES - ALARMS, FIRE, BOMB, WEATHER, ENVIRONMENTAL, PUBLIC DEMONSTRATION**

- In order that necessary emergency services may be supplied promptly, each contractor and sub-contractor shall post in a conspicuous place a list of emergency telephone numbers along with the type of information to be transmitted for each emergency situation.
- All accidents are to be handled by the ranking person present, with whoever is available to assist. The ranking person shall direct someone to notify first-aid personnel, and to call for emergency services as necessary. The Project Superintendent is to be notified as soon as this can be done without delaying assistance to the injured. He will then take appropriate action.
- In accidents resulting in injury to personnel, individuals qualified to administer first-aid will assist the injured, will stabilize their condition, and will arrange for transportation to a hospital if further treatment is required.
- Except when necessary to avoid further injury, or to prevent additional damage to the work, equipment will not be moved, or the position of items, parts, pieces, controls, etc. will not be changed until photographs have been made and notes taken by the Project Superintendent or the person designated to make the investigation and report. As soon as the Project Superintendent can release the area from this constraint, contractors concerned will clean up and make repairs to return to a normal situation.
- Where a specific procedure has not been established, reasonable judgment should be used in determining what course to follow.

**Alarms**

- Gilbane shall be notified of all emergencies and notify the appropriate emergency service of the incident and initiate appropriate action.
  - Fire alarms within the area of new construction will consist of three short blasts on an air
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horn or other suitable alarm located at the means of egress, stairway, ladder, or building entry. Telephone notification of the fire department will be initiated immediately after sounding the air horn alarm. Telephones are available in the project site office. Radio contact with the project site office and Gilbane shall be used to inform all concerned regarding the fire.

- A continuous long blast on the air horn may be used to summon first aid assistance in the event of an accident.

### **Fire**

The following procedures are established in the event of a fire. "RACE"

- R** Rescue... anyone in immediate danger.
- A** Alarm... activate pull station; go to phone and dial 911.
- C** Contain... close doors and windows, isolate the fire.
- E** Extinguish... use correct extinguisher.

### **Accident Involving Serious Injury or Death**

- The following procedures are established in the event of an accident involving serious injury or death to employees or members of the general public.
  - Individuals qualified to administer first-aid will assist the injured, will stabilize their condition, and will arrange for transportation to the hospital emergency room if further treatment is required.
  - Gilbane is to be notified immediately. Immediate notification (within 8 hours) of the local OSHA office is required in the event of a fatality or serious injuries, which may lead to a fatality.
  - All non-essential personnel shall be removed and/or kept back from the area.
  - Rescue personnel shall be provided assistance as requested.
  - No comments shall be made. All inquiries shall be referred to the Project Manager.
  - No on-site photographs are to be taken without the specific approval of the Project Manager and the Project Superintendent.
  - Gilbane shall make a full investigation and file an Accident/Injury Report within twenty-four (24) hours of the occurrence.
  - Within the immediate area of the accident scene, nothing is to be disturbed nor removed after proper evacuation of the injured personnel. Except when necessary to avoid further injury, equipment will not be moved, or the position of items, parts, pieces, controls, etc. will not be changed until photographs have been made and notes taken by the Project Superintendent or other person designated to make the investigation and report.
  - As soon as Gilbane can release the area from the above constraint, contractors concerned will clean up and make repairs to return to a normal situation.
  - **Property Damage Accidents**
  - The following procedures are established in the event of accident involving property damage.
  - Gilbane is to be notified as soon as this can be done without delaying efforts to prevent
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further damage. He will then take appropriate action and direct other personnel to assist as necessary.

- Efforts shall be taken to protect against further damage where possible.
- All non-essential personnel shall be removed and/or kept back from the area.
- No comments shall be made. All inquiries shall be referred Gilbane.
- No on-site photographs are to be taken without the specific approval of Gilbane
- Gilbane shall make a full investigation and file an Accident/Injury Report within twenty-four (24) hours of the occurrence.
- Within the immediate area of the accident scene, nothing is to be disturbed nor removed after proper evacuation of the injured personnel. Except when necessary to avoid further injury, equipment will not be moved, or the position of items, parts, pieces, controls, etc. will not be changed until photographs have been made and notes taken by Gilbane.
- As soon as Gilbane can release the area from the above constraint, contractors concerned will clean up and make repairs to return to a normal situation.

#### **Severe Weather**

- The following procedures are intended to prepare the project site in the event of severe weather conditions. Since severe weather may be reasonably anticipated to occur during the duration of the project, yet without significant advance warning, all work activities and project site conditions must be planned with a concern for emergency preparations.
- Each contractor, at the time of mobilization, shall deliver to Gilbane a complete list of the contractor's supervisors with the complete after hours telephone numbers. The list shall be kept current and shall be updated accordingly.
- Each contractor shall insure that his field trailers and his sub-tier contractors' field trailers are anchored in at least three locations.
- Upon notification of a Severe Weather Watch by the U. S. Weather Bureau, the following actions are to be initiated.
- Each contractor having on-site generators which are fuel-powered are requested to notify Gilbane of the numbers and wattage. Generators may be needed to provide temporary power for rescue or clean-up activities.
- All materials shall be secured to prevent them from becoming air borne during high winds. Particular attention needs to be given to picking up scrap materials and hauling or covering trash containers.
- Crawler and mobile cranes shall have booms lowered at the end of the shift. Cranes not capable of lowering booms shall be permitted to weathervane or free swing. Check to assure that swinging booms will not contact other objects such as power lines, structures, etc.
- Sufficient flashlights, batteries, and bulbs shall be provided to assigned emergency response personnel. A supply of fresh batteries shall be maintained at the project for use in an emergency response.

#### **Other Major Catastrophe**

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Examples of other major catastrophes include:

- Major fire.
- Collapse of large portions of structures or large sections of scaffolds.
- Heavy damage by wind or floods.
- The owner's security or local authorities will be provided with an emergency call list to summon Gilbane's and the contractor's personnel to the site in the event of a major catastrophe outside working hours, on Saturdays or Sundays, etc. The Gilbane Project Superintendent or his best-qualified alternate will cooperate fully with the directives of the hospital staff or local emergency authorities in the event of a major catastrophe. He will take any or all of the following actions as appropriate.
- Initiate fire fighting, tie down building, etc.
- Call for assistance from outside: fire trucks, ambulances, electricians, life flight helicopters, Civil Defense Support, police.
- Stop work.
- Call for site evacuation, to clear site access roads.
- Issue instructions to supervisors and to others as necessary.
- Set up security control at the disaster area.
- Set up communications center in site trailers: radio/telephone.
- Call in operators for heavy equipment such as front loaders, cranes, etc.
- Other actions considered necessary in the particular situation.

#### **Bomb Threat**

- When a bomb threat is received or if a suspicious article is found, Gilbane will take the following actions.
  - Work shall be stopped immediately and the project and office shall be evacuated of all personnel. A count will be made to assure that all are present.
  - Local police, fire or bomb disposal authorities shall be notified. A search of the premises will be made as directed by appropriate authorities.
  - If a suspicious article is found, DO NOT TOUCH IT, notify the appropriate authorities.
  - Do not allow anyone except authorized personnel to re-enter the area.
  - If necessary to stop or detour traffic away from the affected area, local police or flagmen shall be utilized.
  - No comments shall be made. All inquiries shall be referred to Gilbane.
  - No on-site photographs are to be taken without the specific approval of Gilbane
  - Gilbane shall make a full investigation and file a report within twenty-four (24) hours of the occurrence.
  - If repeated threats occur within a short period of time, Gilbane, will evaluate the situation and take appropriate action. This action may include shutting down the project site for that day.
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### **Environmental Spill**

- In the event of a spill of environmentally damaging materials, immediate response is required to prevent or minimize the impact this event will have upon the environment and the public welfare. All personnel shall continue to observe standard precautions for handling the materials as detailed in the manufacturer's product Material Safety Data Sheet (MSDS), including the use of personal protective equipment. Where conditions warrant, the contractor shall have emergency spill containment supplies available for immediate use. The following general procedures apply to the immediate response which must be initiated:
- Immediately, all personnel in the immediate area of the release shall be alerted to the hazardous material and the nature of the immediate danger to themselves and the environment. As soon as possible, Gilbane shall be notified and requested to initiate emergency containment and clean up procedures.
- The Local Fire Department shall be notified to mobilize their hazardous materials response units and shall be given the necessary information regarding the materials, which were released.
- If safe to do so, every effort shall be made to contain the materials within berms, by absorbent materials, or through other appropriate means, until proper handling and disposal personnel may be mobilized at the site. Particular attention needs to be taken to avoid contamination of surface water, storm sewers, sanitary sewers, ground, plants and animals.
- All non-essential personnel shall be removed and kept back from the area.
- No comments shall be made. All inquiries shall be referred to the Project Manager.
- No on-site photographs are to be taken without the specific approval of the Project Manager and the Project Superintendent.
- Gilbane shall make a full investigation and file an Accident/Injury Report within twenty-four (24) hours of the occurrence.
- Within the immediate area of the accident scene, nothing is to be disturbed nor removed after proper evacuation of the injured personnel. Except when necessary to avoid further injury, equipment will not be moved, or the position of items, parts, pieces, controls, etc. will not be changed until photographs have been made and notes taken by the Project Superintendent or other person designated to make the investigation and report.
- Purchasing shall be notified to initiate the response of available environmental remediation contractors who are under standby contract.
- As soon as the environmental remediation contractor has cleared the site, the Project Superintendent will release the area for contractors concerned to clean up and make necessary repairs to return to a normal situation.

### **Public Demonstrations**

- When a public demonstration is expected or occurs, Gilbane will take the following actions.
  - Work on the project site shall continue where not encumbered by the public
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demonstration; however work in the immediate area shall be stopped and all project employees shall be evacuated. A count will be made to assure that all are present.

- Local police shall be notified, and all employees shall cooperate fully with the law enforcement authorities.
- Do not allow anyone except authorized personnel to enter the project site. All visitor passes are revoked and all visitors shall be escorted from the project site.
- If necessary to stop or detour traffic away from the affected area, local police or flagmen shall be utilized.
- No comments shall be made. All inquiries shall be referred to the Project Manager.
- No on-site photographs are to be taken without the specific approval of Gilbane.
- Gilbane shall make a full investigation and file a report within twenty-four (24) hours of the occurrence.
- If repeated public demonstrations occur within a short period of time, Gilbane will evaluate the situation and take appropriate action. This action may include shutting down the project site for that day or obtaining a judicial restraining order.

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## **ENVIRONMENTAL - ASBESTOS**

Occupational Safety and Health Administration (OSHA) regulations have been promulgated to protect workers from exposure to airborne asbestos fibers. Under the Asbestos Control and Licensing Act, a contractor must be licensed by the Department of Labor and the State in which the work is being performed in order to remove asbestos.

**Notification** - Before starting asbestos removal work, the United States Environmental Protection Agency (USEPA) and the Local Department of Environmental Management must be notified in writing by the contractor and appropriate permits must be on file. Gilbane and/or its agent will verify this information by way of contract requirements.

**Training** - Employees of the contractor must be appropriately trained and licensed prior to the removal of any asbestos contaminated material. Any contractor's employees who may be exposed to Asbestos must be trained in the recognition of hazards and appropriate controls.

**Posting** - The asbestos material removal area shall be cordoned-off to discourage entry. Appropriately worded caution signs must be posted at all approaches to the area at such interval to allow individuals to take any necessary protective steps before entering the removal area.

**Asbestos Handling** - The encapsulation, removal and/or disposal of ACM shall be performed by a Contractor licensed to do such work in which the work is being performed and in accordance with all applicable Federal, State and Local Regulations per approved abatement plans.

**Work Practices** - Asbestos containing materials shall be worked in a wet state sufficient to prevent the emission of airborne fibers in excess of the permissible exposure limits. Work areas are to be adequately protected, through appropriate type enclosures, so as to ensure that no asbestos contaminated material will be permitted to leave the controlled area.

**Personal Protective Equipment** - In instances where re-usable clothing is used, the following

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precautions must be followed:

Contaminated clothes must be appropriately bagged and labeled. Notification and transportation to authorized laundries and haulers.

All employees working in asbestos removal areas shall wear appropriate personal protective equipment.

**Cleanup** - There shall be no dry sweeping of asbestos material. Use floor coverings to prevent debris from falling to lower floors and to speed up house-keeping.

Labeling and Waste Disposal - Appropriately worded labels must be affixed to all materials, waste, debris, etc., containing asbestos friable materials. Asbestos waste and/or asbestos contaminated material must be collected and discarded in sealed, labeled, impervious containers by contractor.

The following label content is acceptable to both the EPA and OSHA:

**CAUTION**

**CONTAINS ASBESTOS FIBERS**

**AVOID CREATING DUST**

**BREATHING ASBESTOS DUST MAY**

**CAUSE SERIOUS BODILY HARM**

Gilbane shall be provided with copies of all air monitoring reports and certified disposal receipts prior to final payment.

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**ENVIRONMENTAL – LEAD**

**Lead Painted Components**

- Lead based paint can possibly be identified on numerous surfaces throughout this facility. In keeping with the requirements of the Occupational Safety & Health Administration's (OSHA's) Lead Exposure in the Construction Industry Standard (29 CFR 1926.62), every painted surface shall be considered a potential lead hazard.
  - A potential source of lead emission is the disturbing of painted surfaces of structures and components within these facilities. Typical activities that would significantly disturb a painted surface include the following:
    - Removal of all or part of the paint by hand or power tools
    - Removal of all or part of the paint by blast cleaning
    - Removal of all or part of the paint by other means such as the use of chemical strippers or a heat gun
    - Structural work to the surface such as welding, burning, cutting, or drilling
    - Manual demolition of buildings, portions of buildings, or the building components.
  - The primary consideration when specifying work methods shall be the requirement to protect workers from exposure to lead above the Permissible Exposure Limit (PEL). Further considerations when specifying work methods shall be the effort to reduce the release of lead into the air, water and soil, and to reduce to a minimum the generation of debris.
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- At all times when activities which disturb paint are in process, the Site competent person for lead shall have unrestricted access to the work area for inspection, and shall have the authority to stop work when the control measures being utilized are not as specified in this section or the OSHA Standard, if the control measures are not adequately controlling exposures or if other hazards are identified which require work to be stopped.
- All air monitoring conducted by the Site competent person for lead or other qualified representative shall be performed in accordance with the OSHA Standard.
- Detailed and accurate records of all monitoring and other relevant data used in conducting employee exposure assessments shall be kept and maintained in accordance with the OSHA Standard.
- Signs shall be posted in each work area where work on painted surfaces disturbs the paint in such a way so as to expose personnel to lead contaminated dust, debris, or lead fumes. At minimum they shall read:

**WARNING**

**LEAD WORK AREA**

**POISON**

**NO SMOKING OR EATING**

- All worker protection requirements will, at minimum, meet the current OSHA Standard. These requirements include but are not limited to:
  - Signage, Barriers & Access
  - Exposure Monitoring
  - Respiratory Protection
  - Medical Surveillance & Records
  - Education & Training
  - Decontamination & Clearance
- All work involving lead removal or re-coating shall be conducted in a manner that minimizes the release of lead and lead containing materials into the air, water, and soil.
- All lead containing hazardous wastes that are generated shall be contained, collected, segregated, labeled and held at a location
- Designated or approved by the Owner or Gilbane Building Co. pending the appropriate disposition.
- Contractor shall provide for proper disposal of waste, including EPA identification number, notification, certification, manifest, etc.
- All waste containers must be leak proof and capable of being securely covered.
- All waste containers shall be clearly labeled with weather resistant labels using indelible ink to identify the type of waste they contain.

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**ENVIRONMENTAL - ON-SITE HAZARDS**

Material that is designated as a hazardous substance requires special attention by the Contractor and workers to minimize the exposure. A plan addressing the proper handling,

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storage and disposal of hazardous material must be developed. Gilbane and the Owner, must be immediately notified of any hazardous material leak or spill. Any Contractor-caused oil spills must be reported immediately to Gilbane.

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### **ENVIRONMENTAL - SILICA**

- Contractors shall submit their silica protection program for review by Gilbane prior to the pre-construction conference. As a minimum the contractor's silica protection program shall comply with OSHA regulations and shall address the following items:
- Statement of the contractor's commitment to prevent silicosis and to comply with OSHA's standards.
- Description of air monitoring to determine the silica levels generated by tasks to provide a basis for:
  - Selecting engineering controls,
  - Selecting respiratory protection,
  - Selecting work practices to reduce dust, and
  - Determining if a medical surveillance program is necessary.
- Description of engineering controls which are proposed for the project to eliminate or reduce the amount of silica in the air and the build-up of dust on equipment and surfaces.
- Description of less hazardous materials than crystalline silica which are proposed for abrasive blasting and automatic blast cleaning machines or tools to be utilized.
- Description of high-efficiency particulate air filter vacuums to be used by employees and work practices to vacuum, hose down, or wet clean work areas and equipment.
- Description of warning signs and other barriers proposed to identify work areas where respirable silica may be present and to limit access to only authorized employees.
- Description of personal protective equipment and clothing to be provided to employees and changing facilities if necessitated by the level of silica dust exposure.
- Certification of training provided to employees about health effects of silica exposure, engineering controls and work practices that reduce dust, the importance of maintenance and good housekeeping, as well as the proper type and fitting of respirators; and include a statement that the employee is or is not enrolled in a medical surveillance program.

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### **ENVIRONMENTAL - POWERED EQUIPMENT INSIDE ENCLOSED STRUCTURES**

If internal combustion engines are used on powered equipment in enclosed areas, the contractor is responsible for monitoring the quality of breathing air for harmful contaminants and adequate oxygen and is responsible for providing adequate ventilation.

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### **EXCAVATION**

- The contractor must designate a competent person trained in soil classification and the recognition of trenching and excavation hazards. This person must be on-site when excavating or trenching is being done.
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- Appropriate documentation to meet the OSHA trenching and excavation standards is to be maintained on site.
  - Where protective systems as defined in 29 CFR 1926.650-652 are designed by a licensed Professional Engineer, who is not a regular Gilbane employee, the resulting design documents must be reviewed by Gilbane prior to the commencement of the work to assure that the documents set forth the accurate and complete assumptions (as set forth in the current, applicable contract specifications) upon which the design is based.
  - Prior to opening any excavation or trench an excavation permit from Gilbane is required. Contractor shall notify necessary personnel to determine whether under-ground installations; i.e. sewer, telephone, fuel, electric lines, etc., may be encountered and where they are located. Excavation permits shall be required on a daily basis while the excavation is open.
  - Trenches 4 feet and over in depth or presenting a hazard to the worker shall be shored or walls cut back to protect employees from cave-in.
  - All trenches and excavations shall be properly barricaded to prevent persons from walking into them.
  - When an excavation will remain open longer than one work shift, a barrier sufficient to protect people from falling into the excavation or erected at a minimum of 6-feet from the excavation in order to warn of the fall hazard must be erected and maintained for the time duration that the excavation remains open.
  - Excavation contractors will provide a spill kit for use on site in the event of a hazardous material spill.
  - Drilled caissons will have fall protection provided both during and upon completion of the drilling by use of personal fall protection, guardrails or use of casing extending a minimum of 42 inches above the ground.

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### **EYE AND FACE PROTECTION**

- Appropriate eye protection meeting the requirements of ANSI Z87 (most recent version) with side shields are required to be worn in a manner to protect the eyes while in construction areas at all times.
- In addition, approved eye and face protection is required as follows:
- Goggles, welding hoods and shields, or face shields will be required to be properly worn at all times when in the area of operations, such as when welding, burning, grinding, chipping, chemical handling, corrosive liquids or molten materials, drilling, sawing, driving nails, power actuated tools, concrete pouring, tampers and gasoline fueled hand operated equipment (i.e. chain saws). This section will also apply to those employees of Contractors who are assisting any worker as an apprentice or helper.
- Prescription glasses must meet the requirements of ANSI Z87 (most recent version), or be covered with over-the-glass safety glasses or face shield.

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### **FIRE PROTECTION**

- Contractor shall be responsible for fire protection in its work and operational areas,
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including offices, tool rooms, and storage areas twenty four (24) hours per day, seven days per week through the duration of this Contract.

- The contractor, as required by OSHA and the local fire protection code, must provide appropriate fire suppression equipment.
- The contractor for all Hot Work Operations will provide a fire watch and at least one fire extinguisher of appropriate size & type.
- A minimum 20 pound multi-purpose ABC extinguishers are allowed on the project as 'general use' fire extinguishers.
- Only safety containers approved by UL and the local Fire Marshall, and properly labeled as to their contents, are to be used for handling and/or storage of flammable liquids in quantities more than one gallon.
- All tarpaulins and plastic used for temporary covers shall be of fire resistant manufacture.

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## **HAND PROTECTION**

**General requirements.** Employers shall select and require employees to use appropriate hand protection when employees' hands are exposed to hazards such as those from skin absorption of harmful substances; severe cuts or lacerations; severe abrasions; punctures; chemical burns; thermal burns; and harmful temperature extremes.

**Selection.** Employers shall base the selection of the appropriate hand protection on an evaluation of the performance characteristics of the hand protection relative to the task(s) to be performed, conditions present, duration of use, and the hazards and potential hazards identified.

**Refer to Appendix B Hand Protection Reference for additional information**

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## **HAZARD COMMUNICATION PROGRAM**

- The Occupational Safety and Health Act (OSHA) requires that each employee potentially exposed to hazardous chemicals be advised of the potential hazards and how to guard against those hazards. Each contractor whose employees are potentially exposed to hazardous chemicals must develop a list of all such chemicals used on the project; gather material safety data sheets (MSDSs) for those materials; develop a labeling system for all materials; and train all potentially exposed personnel in the hazards and their controls for all listed compounds.
- These steps are outlined in detail in the following material.
- Employee training for this requirement will be documented and acknowledged by signatures following each session.

### **Material Safety Data Sheets (MSDSs)**

- Every contractor will be responsible for development and maintenance of a list of hazardous chemicals utilized within the project operations and will be further responsible for obtaining and maintaining MSDSs for all such hazardous chemicals.
- Employees will be allowed access to this information and the specific MSDSs for chemicals utilized in their work areas.
- All questions relating to the program should be directed to the contractor's

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superintendent or safety representative.

- A copy of each MSDS will be delivered to Gilbane prior to work starting involving that substance.

### **Employee Information and Training**

- All new and present employees will be given information regarding the requirements of the Chemical Hazard Communication Program; the hazardous chemicals present in their work place; and the physical and health risks of these chemicals. This requirement may be met through orientation sessions for new employees, and refreshers for all during toolbox talks. The information and training will also include the following elements:
  - The symptoms of overexposure to the chemicals.
  - How to determine the hazardous presence or release of a chemical in the work place.
  - Methods to reduce or prevent the exposure to hazardous chemicals, such as control procedures, work practices, or personal protective equipment.
  - Procedures to follow in the event of an exposure to hazardous chemicals. The location of the log containing the MSDSs, which apply to their work place and the location of the written Chemical Hazard Communication Program.
  - How to review MSDSs to obtain the hazard information for the chemical, and how to read the labels, which are required on the chemical containers. When a new hazardous chemical is obtained for use, each employee who could be exposed will be given the information and training as described above, and a copy of the MSDSs for the chemical will be obtained and distributed to those who actually use the chemical in the work place. The MSDSs will be available to all employees during each work shift.
  - Proper disposal procedures of waste materials shall be enforced. Labeling of waste containers and disposal of all hazardous materials by a licensed disposal facility is required.

### **Container Labeling**

- All chemical containers at the site must be clearly labeled as to the contents, the hazards involved, and the name and address of the manufacturer.
- All secondary containers of hazardous chemicals are to be clearly labeled with the same information as the original container.
- Each contractor's superintendent or safety representative shall perform the above responsibilities for all their materials.

### **Hazardous Non-Routine Tasks and Nearby Work**

- In the event an employee is assigned to perform, or is assigned to work in an area where a hazardous task, non-routine to their work, the employee will be given the additional information and training related to the hazardous chemicals which may be encountered in the non-routine task.
  - The first-line foreman, contractor superintendent, or contractor safety representative will provide this information and training. The information will include the specific chemical hazards of the task, the controls and protective measures required, the types of personal protective equipment required, how to use the equipment, the nature of other work being
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performed in or near the non-routine task, and what emergency procedures are involved with the task.

### **Chemicals in Unlabeled Pipes, Vessels and Containers**

- To ensure that employees who work on unlabeled pipes, vessels or containers have been informed as to the hazardous materials contained within, the following policy has been established: Prior to starting work on unlabeled pipes, vessels or containers, employees are to contact their foreman for the following information:
- Type of chemical in the pipe, vessel or container.
- Potential hazards.
- Safety precautions which should be taken.

### **Audit and Review**

- It will be the responsibility of each contractor's superintendent and safety representative to review the entire Hazard Communication Program, and to revise and update the material contained herein to reflect all changes in the purchase, use, storage, and handling of hazardous chemicals at the project site.
  - It will be the further responsibility of the superintendent and safety representative to periodically audit that procedures in the use of the hazardous chemicals meet the requirements as set forth in the MSDS's.
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### **HAZARD ANALYSIS**

- Prior to beginning work, each contractor shall prepare a hazard analysis that defines the activities to be performed and identifies the sequence of the work, the specific hazards, and the methods to be used to eliminate or minimize each hazard. The hazard analysis shall be submitted prior to, and will be reviewed during the pre-construction meeting by Gilbane, and the contractor's supervisors and safety representative. The hazard analysis shall be written in a form acceptable to Gilbane.
  - Hazard Analysis shall be done when the scope of the work or conditions change.
  - Each Contractor Foreman will inform their work crew of the Hazard Analysis for their work activity each day prior to start of work or when conditions change.
  - Each contractor shall submit for review by Gilbane a site specific safety program which addresses all the elements of this safety plan as they will be implemented by the contractor, its contractors, vendors and suppliers. The hazard analysis will be included as an appendix to the contractor's site-specific safety program.
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### **HOUSEKEEPING**

- On a daily basis, all debris and scrap material shall be removed from the work area.
  - Debris and other loose materials shall not be allowed to accumulate in stairwells.
  - Containers shall be provided for the collection and separation of waste, trash, oily and used rags and other refuse. Metal (dumpster type) containers must be used and emptied promptly.
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- Garbage and other waste shall be disposed of at frequent or more regular intervals in a manner approved by Gilbane.
  - Contractor shall notify Gilbane of any hazardous waste it will generate during performance of the Work. Contractor has the direct responsibility of maintaining proper storage of these wastes while on site and will verify to Gilbane in writing that the wastes have been disposed of in a legal manner. A copy of the haulers manifest must be provided to Gilbane.
  - Contractor shall not pour, bury, burn, nor in any way dispose of a chemical on the work project site.
  - Contractor shall clear all combustible debris to a solid waste disposal project site properly licensed under the laws of the State having jurisdiction. **NO OPEN BURNING OF DEBRIS, OR RUBBISH WILL BE PERMITTED ANYWHERE ON THE PROJECT SITE.**
  - Materials and supplies shall be stored in locations, which will not block access-ways, and arranged to permit easy cleaning of the area. In areas where equipment might drip oil or cause other damage to the floor surface, a protective cover of heavy gauge, flame resistant, oil proof sheeting shall be provided between the equipment and the floor surface sheeting so that no oil or grease contacts the concrete. This requirement is applicable to both finished and unfinished floors.
  - All hoses, cables, extension cords, and similar materials shall be located, arranged and grouped so that they will not block any access-way and will permit easy cleaning and maintenance.
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### **INCENTIVES AND AWARDS**

Safety awareness and recognition campaigns during construction will include the posting of banners, posters and signs emphasizing safety awareness, the proper use of safety equipment and safe work practices.

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### **INSPECTION AND AUDITING**

#### **Purpose and Scope**

To establish a basic inspection/audit program for the elimination of unsafe practices by employees and to establish a hazard free work environment for all employees on the project.

#### **Objectives**

To reaffirm the Trade Contractor's basic responsibility for the actions of the employees as originally assigned under the General Provision of the Occupational Safety and Health Act of 1970 (revised). The exercise of these responsibilities by all project trade contractors will be the effective deterrent to accidents arising from unsafe practices and physical conditions, that will materially enhance the construction efficiency of this project.

#### **Procedures**

Control will be achieved only when each trade contractor fulfills their contractual and statutory responsibilities and applies all practical steps to maintain safe and healthful work practices and conditions.

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### **Project Controls**

Continued monitoring/audit of the performance of the Contractor and their supervision under this section will be made by Gilbane. Contractors will be notified of any unsafe practices observed. The Contractor's safety supervisor, the Project Safety representative and the Construction Manager's field staff shall utilize the "Construction Safety Survey".

### **Supervisory Control**

#### **Contractor**

Each Contractor will be responsible for conducting continuous daily surveys of their operations to insure they are aware of the probable sources of potential injury or loss due to unsafe acts of procedures.

#### **Planning**

Contractors must extensively plan the procedures to be followed for each operation using Hazard Analysis procedures and submit such plans to Gilbane.

Personnel chosen to perform any such planned operation shall be thoroughly briefed in all aspects of the procedure, including emergency actions to be taken in the event of a mishap.

#### **Inspections**

In addition to inspections conducted by Gilbane, Insurance Representatives, and each Contractor, construction activities are subject to periodic inspection by OSHA Compliance Officers.

**Each Contractor is required to notify Gilbane in writing prior to starting work if they, by their Company policy, will require a warrant for OSHA to inspect their work. Gilbane does not require a warrant.**

Contractors shall forward copies of any and all inspection reports and/or citations received by the Contractor from OSHA to Gilbane. All information will remain confidential.

In the event a OSHA Compliance Officer visits the site, he/she will be directed to the Gilbane office. The appropriate Contractors will then be notified so that an Opening Conference may be conducted. Gilbane will organize an inspection party, consisting of both employer and employee representatives.

#### **Notification of Hazards**

Each Contractor shall notify Gilbane verbally or in writing of the existence of any hazardous conditions, property, or equipment at the work site, which are not under the Contractor's control. However, it is the Contractor's responsibility to take all necessary precautions against injury until corrected by the responsible party.

#### **Equipment and Facilities**

All Contractors operating equipment and facilities used shall be, inspected, and maintained as directed by this manual; as dictated by the applicable Federal and State safety and health regulations. In the event of conflict, the more stringent requirement will take precedence.

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## **INTERIM LIFE SAFETY MATTERS FOR OCCUPIED FACILITIES**

### **Specific Measures**

- Whenever construction affects the facility's ability to accommodate occupants (either
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because of disruption of services, interruption of normal operations, or when hazards are present), it will become necessary to implement interim life safety measures, as follows:

- Ensure that all exits are clear. This includes areas directly affected as well as all other exits.
- Ensure that there is free access to emergency services, that vehicles, material, etc. are not blocking the access route.
- Disabling of fire protection systems. A small disaster could escalate if the fire protection system is not functional. Care should be given to provide an alternate system while the primary system is off-line. This includes scheduled maintenance, upgrade, repairs, or adding of coverage resulting in disabling system, and disabling system to allow maintenance or repairs to be completed on other systems (e.g. hot work).
- Fire alarm, detection, and suppression systems must not be impaired. A temporary (but equivalent) system shall be used if the system is impaired. These temporary systems must be tested monthly.
- Temporary construction partitions shall be smoke tight and noncombustible. Adequate signage shall discourage casual observers from opening or entering the partitions.
- Additional (double) fire-fighting equipment must be provided, as well as personnel trained in its use.
- Smoking is prohibited on campus, in and adjacent to all construction areas. Strict enforcement must occur.
- Construction site shall be kept clean and orderly. This includes material piles, debris, platforms, and break areas.
- Hazard surveillance of sites shall be increased and documented. Attention is to be given to evacuation routes, construction areas, storage, office/lunch areas, and fuel storage.
- Whenever the safeties of adjacent areas are compromised because of construction, staff shall be informed. Alternate exit routes shall be identified.
- Facility-wide education programs are conducted explaining interim life safety matters and current life safety deficiencies.
- The construction site must be restricted from all but authorized staff. Adequate signage shall be provided.
- Alternate access must be provided for public and emergency traffic whenever disruption occurs.
- Policy and procedures must ensure that roads and pathways are clear of mud, debris, materials, etc.
- Proper notification must be made to local authorities (fire, police, other) whenever life safety is diminished.
- Governing body shall be kept apprised of status of life safety during project.
- Construction workers must be made aware of egress routes.
- Construction workers' egress routes must be inspected daily to ensure no obstacles.
- Effective storage, housekeeping, and debris-removal policies and procedures must be in

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place to reduce collection of combustibles in construction areas.

- Whenever fire zones are altered, the owner's staff will be informed in regard to new or different life safety measures regarding their changed compartmentation and fire safety.
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### **LINE BREAK**

- Policy - Any entry into an operating Process System under installation, testing, or operating conditions is subject to the procedures for "line breaking".
  - All employees are to be informed of the inherent dangers of working on operating process systems.
  - Entries can be made only with approval of the Owner and Gilbane.
  - Added hazard potential exists when cooling occurs, vacuums, which may be holding liquids in pockets often break without warning and liquid is released to run to the lowest point. Plugs (particularly solidified process materials) can move and release materials after the first connection has been broken.
  - The Owner and Gilbane must agree on the location of first breaks
  - All systems must be considered as having the potential to discharge contained energy/material from open ends of lines or broken flanges at any time even after the line has been drained and vented.
  - Cautions
  - No Contractor may enter an operating piping system or equipment until the requirements of this procedure are met. Systems activated for testing purposes fall under this procedure.
  - Under no circumstances will any line/system be violated other than via the lock and tag procedure.
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### **LOCKOUT/TAGOUT PROCEDURES**

- The contractor must adhere and strictly follow either the Project Lockout and Tagout requirements, the owner's requirements or the contractors own requirements, whichever is the most stringent.
- No employee is permitted to work on any energized circuit. All circuit disconnects must be locked in the open position or otherwise appropriately identified with affixed tags stating "DANGER - DO NOT ENERGIZE" or other equivalent wording prior to working on the system or equipment.

#### **Lockout Devices**

- Only individually keyed padlocks shall be used. Padlocks are to be painted per the craft color code for easier detection and craft identification.
  - A lockout device of the standard scissor type that will allow the placing of more than one padlock is required, when more than one individual is working on a circuit or mechanical process.
  - A piece of chain or cable may be necessary to complete a lockout on some valves or controls and shall be used wherever needed.
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### **Danger Tags**

'Danger Tags' are not 'Danger Signs', and shall not be used where a sign is needed.

Two standardized Danger Tags shall be used on this project. They are described as follows:

"DANGER - DO NOT USE": This tag must be attached to each padlock on a lockout.

"UNSAFE - DO NOT USE": This tag does not require an attachment to a padlock, but may be used if needed. This tag shall be used to identify tools, equipment, vehicles, etc.

### **Procedure**

If device, valve, switch, or piece of equipment is locked out, a "Danger Tag" shall be attached.

**No device, valve, switch or piece of equipment shall be operated with a "Danger Tag" and/or lockout attached regardless of circumstances! ! !**

- Systems consisting of electrical components will be checked, locked and tagged first by electrical craft employee working on the circuit. The electrical craft will be the first lock on, and the last lock off.
  - Where placing of lock is not feasible, the circuit conductor will be disconnected from the breaker and tagged out.
  - The panel cover must be of the type that will cover all breakers when closed and must be equipped with a hasp in order to secure a lock to prevent the panel door from being opened.
  - If panel cover is of a type that cannot be locked closed, a cover must be secured over the panel cover and be locked closed and tagged while any work is being performed on any of those circuits.
  - If the above cannot be accomplished, each circuit will be tagged out as prescribed and an electrician will stand by the panel board to prevent breakers from being tampered with. This physical presence will continue daily until the work is complete.
  - All "Danger Tags" must be dated and signed. Also on tag, must be the intended work and equipment for which tag has been placed.
  - If employees of more than one craft or crew are to work on a system, circuit, machinery, or component, the supervisor from that craft shall place his individual lock and tag; and verify that the system, circuit, machinery or component being tagged, is indeed the system that is to be worked on.
  - Only the person that placed the lock and tag shall remove it without special authorization from the Project Manager, Construction Manager or Craft Superintendent.
  - Padlocks, Lockout Devices and "Danger Tags" shall be made available as specified above.
  - Padlocks shall be color coded for craft identification and shall only be used by that craft for lockout purposes, i.e. valves, switches, electrical components, etc.
  - Padlocks shall be issued from the contractor responsible where a sign in/out log will be maintained. Locks and tags shall be issued to the foremen or supervisor responsible for the craft performing the work. The contractor of each craft discipline will be responsible for assuring all padlocks are personally identified, that will be used for lock and tag
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purposes. The Contractor Superintendent(s) will be responsible for ordering their own craft's padlock. A master key will also be provided.

- Any employee(s) or person(s) found to have removed another's lock and/or tag will be subject to disciplinary action up to and including dismissal from the project.

### **Special Situations**

- When due to the nature of work, a supervisor who has employees assigned to work on systems that are between construction and client turnover that is to be locked and tagged out in order to perform work, the below shall be applied:
- Prior to the electrical foreman de-energizing the system, the foreman will ascertain whether system or device has been turned over and accepted by the client; If system is signed off, the client shall assume responsibility for de-energizing system and becoming the tagging authority.
- Contractor Electrical foreman/craft journeyman places lock and tag and tries to engage the equipment.
- The electrical journeyman or lead man will meter the tagged equipment to verify that it is de-energized.

### **Operating Facilities and Equipment**

All systems covered under this section whether electrical, mechanical or others are considered those systems where no future construction activity is warranted.

#### **Electrically Operated Systems**

- Client representative or designee de-energizes system demonstrating accuracy to construction electrical supervisor, then locks and tags.
- Construction electrical foreman/journeyman ascertains that fuses, breakers or throws have been removed, when applicable; tags, locks and tries system.
- Electrical foreman/journeyman, meters the side of the system to be worked on to verify it is de-energized and safe.
- Upon completion of work, the journeyman removes their lock/tag and advises the construction electrical supervisor.
- Client representative or designee clears system, removes lock and tag and re-energizes if necessary.

#### **Other Systems**

- Plant engineer or designee de-energizes system and makes system safe.
  - Client mechanics or designee(s) makes first break in flanges, places blanks, blinds or valves, and demonstrates that the system is empty and decontaminated.
  - Construction (Client) Coordinator or designee verifies that the system is de-energized and tagged.
  - Construction Craft supervisor locks, tags and tries system, surrenders the key to the journeyman who will then perform the assigned task.
  - Upon completion of work, the journeyman will return the key to the assigned supervisor and tag and lock are removed.
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- Construction (Client) Coordinator or designee assures that system is clear, and then removes lock and tag.
  - Client mechanics or designee(s) re-energize system.
  - **Construction**
  - All systems under this section whether electrical, mechanical or others, are considered those systems that are still in the construction phase.
  - Equipment or circuits that are de-energized shall be maintained inoperative at their main power source and shall have locks and tags attached to prevent accidental turn on.
  - A staff member shall be designated from the electrical department (Superintendent or General Foreman), to assume the responsibility, for the removal of locks and tags, and activation of power from the main switchgear through end line component.
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### **MEETING - PRE-CONSTRUCTION**

- The Contractor, before starting work at the project site, shall attend a pre-construction “award” meeting with Gilbane to understand the project conditions and safety requirements.
  - A project site tour shall be made to confirm the Contractor's awareness of potential safety hazards.
  - The contractor to assure a safe work place shall provide appropriate methods, equipment, devices and material.
  - The Contractor shall provide or develop his own project specific safety program and submit it to Gilbane for review prior to starting work at the project site.
  - Such review shall not relieve the Contractor of responsibility for safety, nor shall such reviews be construed as limiting in any manner.
  - It is the Contractor's obligation to undertake any action, which may be required to establish and maintain safe working conditions at the project site.
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### **MEETINGS**

- A project start safety conference will be held with the superintendent(s), safety coordinator and Foremen of each new Contractor prior to coming on the site.
  - Gilbane will issue the project start package information and he will issue special instructions to the Contractors in support of the Project Safety Plan when needed.
  - Gilbane will conduct regularly scheduled meetings with the Supervisors of new Contractors coming on the site and explain safety goals, contents of this manual and otherwise provide site orientation, safety activities and information. All Supervisors will be required to attend this orientation after coming on the site.
  - Contractor meetings will be held as necessary and as directed by Gilbane. All Contractors actually working on the Project will have a representative at the safety meeting to maintain all safety requirements for their trade.
  - Gilbane will conduct safety Meetings on a regularly scheduled basis. Minutes of the meeting will be a topic of all scheduling and progress meetings.
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- All Contractors are required to hold weekly 10-15 minutes "**Tool Box**" **safety meetings** for all employees. Topics related to work assigned, and current safety problems will be discussed. Monthly meetings for supervisory and clerical employees will be held. Gilbane will monitor these "Tool Box" meetings through personal attendance or by reviewing a copy of the meeting report.
  - Prior to starting any major operation, which would involve locking/tagging procedures, a meeting must be set up involving Gilbane, and every Contractor Superintendent and every Contractor Safety representative affected by the work.
  - Specific procedures must be adopted and reviewed by all concerned with the operation prior to commencement of the work.
  - In an effort to create an incident and injury free culture on the project. Gilbane may hold periodic Principals Meetings to discuss project safety with contractor principals. Project walkthroughs and worker feedback interviews will be part of these meetings. Contractor principal / owner attendance at these meetings is mandatory.
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## **MASONRY**

In addition to the requirements contained in OSHA 29 CFR 1926. 706, the following is required:

- A person, appointed by the Masonry Contractor, who meets the OSHA definition of Qualified Person, will prepare a Hazard Analysis. The Hazard analysis will be reviewed with the Gilbane Project Safety Manager and Gilbane Project Superintendent prior to start of work.
- The Mason's qualified person shall approve all changes in the Hazard Analysis.
- A copy of the Hazard Analysis shall be maintained at the project site showing all approved changes with a copy provided to Gilbane.
- The implementation of the Hazard Analysis shall be by a person appointed by the Masonry contractor who meets the OSHA definition of Competent.
- The Hazard Analysis shall be reviewed with each person working on the masonry wall each day prior to starting work.
- A safe means of access to the level being worked shall be maintained.
- There shall be protection provided to prevent tools and material from striking any person below the work/storage level.
- A tag line shall be used to control all loads.
- When loads are being hoisted, all personnel are to be prevented from walking under the load.
- No one shall be permitted to ride a load under any circumstances.
- A measuring device to accurately determine wind speed shall be provided by the masonry contractor with observations made available to Gilbane upon request.

## **Masonry Wall Bracing**

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- The masonry contractor shall provide to Gilbane a design, prepared by a Professional Engineer, meeting the requirements of OSHA 29 CFR 1926.706 (b) and the Standard Practice for Bracing Masonry Walls under Construction as developed by the Council for Masonry Wall Bracing.
- No one shall be permitted within the limited access zone of an unbraced or braced wall subjected to winds of more than 35 mph (20 mph if during the initial period of construction).
- A DANGER sign shall be placed on every unsupported masonry wall that is more than 6 feet in height, braced or unbraced, and 50 feet or less in length. The sign shall be placed at each end of the wall and at intervals of not more than 100 feet along each side of the wall. The sign shall contain the words *DANGER* and *THIS UNSUPPORTED WALL IS UNSTABLE IN WINDY CONDITIONS*.

#### **Fall Protection (See Elevated Work - Fall Protection)**

- All employees engaged in masonry work, including overhand laying or any other activity that exposes them to a fall of 6 feet or greater shall be provided with and use fall protection. This protection shall be either a personal fall arrest system consisting of a full-body harness, double, shock-absorbing lanyard, and anchorage or a safety net or a guardrail. "Controlled Access Zones" are not permitted.
- Fall protection requirements shall be rigorously enforced with any observed violation cause for removal from the project.
- Body belts are not permitted as part of a fall restraint system. Only full body harnesses will be used as part of a personal fall arrest system.

#### **Perimeter Protection**

A guardrail system will be constructed in accordance with OSHA 29 CFR 1926.500. Or alternative fall protection consisting of safety nets or personal fall arrest equipment provided.

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#### **MOTOR VEHICLES AND EQUIPMENT**

- All equipment must be inspected daily before use by Contractor's operator. Contractor must also make documented and complete inspections at 30-day intervals with proper documentation maintained at the project site by Contractor and copies shall be made available to Gilbane upon request.
  - Defective equipment shall be repaired or removed from service immediately.
  - All Contractors' operators of construction equipment should be properly licensed and certified by a competent person. Copies of the certifications shall be maintained on project site by Contractor and made available to Gilbane upon request.
  - Vehicles used to transport employees shall have seats firmly secured and adequate for the number of employees to be carried and all passengers shall be properly seated with
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seat belt used. Standing/kneeling on the back of moving vehicles is prohibited.

- Locations for storage of all fuels, lubricants, starting fluids, etc., shall be reviewed by Gilbane prior to use by Contractor for storage and shall conform to the requirements of the NFPA as well as the local Fire Marshal.
- Where required, contractors shall provide equipment diapers to protect from environmental spills.
- Drivers of motor vehicles shall have a valid state drivers license (CDL when applicable) and be instructed to exercise judgment as well as observe posted speed limits.
- All contractors' means of ingress and egress shall be adequately marked and kept clear of stored material, debris and equipment.
- Pedestrians always have right-of-way over motorized traffic.
- Horns shall be sounded at blind corners, when passing, and/or for warning.
- Established hand signals or turn signals are to be used.
- Reckless driving or other non-observance of these instructions will be cause for withdrawal of driving privileges on the project.
- Any ATV's used on the project shall be "four"- wheeled, not three-wheeled.
- All vehicles permitted access to the site must display an appropriate vehicle identification badge from the rear view mirror or other conspicuous location at all times while on the project.
- Seat belts shall be worn by all employees operating motor vehicles and any equipment with rollover protection structures during performance of work.
- Properly trained and equipped flag persons shall be used whenever construction traffic accesses or exits from public highways as well as when construction traffic and deliveries interfere with the planned flow of traffic on public highways.

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### **OSHA REQUIRED TRAINING**

- Instruction and training of employees is a requirement of OSHA and will be enforced on this project.
- Training of contractor personnel is the responsibility of the contractor.
- All contractor personnel must attend the Gilbane New Employee Orientation prior to their starting work on their first day on the project.

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### **OSHA - INSPECTION**

- It is Gilbane policy to allow OSHA to conduct an inspection of the project (subject to review by Gilbane Corporate Legal if necessary). If a contractor wishes to assert their rights under the U.S. Constitution regarding inspection by OSHA, then the contractor must so notify OSHA prior to the start of an inspection.
  - Gilbane will accompany the OSHA inspection party at all times and will make arrangements for the necessary meetings between OSHA, contractors and organized labor representatives (if any). Gilbane does not assume liability or responsibility for the presence of any alleged hazards or their correction.
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- Contractors will inform Gilbane of the issuance of any OSHA citations and provide a copy when requested.
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### **PRECAST/PRESTRESSED CONCRETE**

Fall Protection for all employees engaged in work with a fall exposure of 6 feet or greater above a lower level shall be either a guardrail system, a safety net system or personal fall arrest system. The use of "Safety Monitoring" and "Warning Line System" and "Controlled Access Zones" are not permitted. Refer to the Section "Elevated Work Fall Protection" for additional requirements.

A pre-construction meeting between Gilbane, the Fabricator and the Erector must be held to discuss the following topics:

- ◆ Sequence of erection;
- ◆ Schedule of delivery by load list;
- ◆ Crane capacities;
- ◆ Crane lift plan with calculations based on load and crane location;
- ◆ Anchor bolt certification;
- ◆ Review of the structural plans and details;
- ◆ Stabilization plans for the structure during all phases of erection;
- ◆ Temporary bracing and guying procedures and equipment for deck members, columns and wall panels.

The Erector is to provide Gilbane the following:

- ◆ Written erection plan prepared by a Company Officer or Professional Engineer indicating complete details of all phases of erection that shall include at least the following:
  - ◆ Crane lift plans with load calculation based on the cranes to be used and various setup locations,
  - ◆ Written stabilization plans for all phases including the use of temporary guying and bracing for columns and wall panels,
  - ◆ Written documentation of temporary connection details for use until permanent connections are completed including capabilities of workers doing the installation, types of welds or adequacy of bolted connections.
  - ◆ Listing of competent persons for fall protection, crane operation and erection along with phone numbers for emergency contact.
  - ◆ Fall protection plan in accordance with Gilbane Safety Plan including Leading Edge protection both during installation and after. Sequencing breaks and end of workday protective measures will also be detailed. Interior floor hole protection must be provided per OSHA Subpart M greater than 2 inches in the least dimension.
  - ◆ Custody of Guardrail cables following completion of precast erection. Erector to present a plan detailing how the cables will be safely removed utilizing Personal Fall Arrest Systems;
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or safety nets.

- ◆ Silica protection of workers during cutting of concrete.
- ◆ Hazard Analysis of all operations, presented to all workers prior to each shift on hazards specific to the day's operation.
- ◆ Proof of training for all erection crewmembers.
- ◆ Delivery locations for trailers including adequate ground preparation and plan for unloading.
- ◆ Wind loading considerations including when operations will be suspended due to high winds.
- ◆ Any proposed field modifications to the approved Erection Plan shall be approved by a Company Officer or the Professional Engineer of Record, added to the plan, which shall be available at the jobsite. A copy must be submitted to Gilbane prior to any change.
- ◆ Lifting inserts, which are embedded or otherwise attached to precast concrete members, shall be capable of supporting at least four times the maximum intended load applied or transmitted to them, and shall be used in accordance with the manufacturer's recommendations.
- ◆ Lifting hardware shall be capable of supporting at least five times the maximum intended load applied or transmitted to the lifting hardware.
- ◆ Adjustment of precast members, after initial placement, which requires the lifting of the members in any manner, shall not be made unless wire rope safety tiebacks are used or the members are attached to the crane load line.
- ◆ Chains are not permitted to be used as slings. Chain "come-along" are permitted with proof of required inspections and certification.

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### **PROJECT - CODE OF SAFE PRACTICES**

Each individual working on this project will be required to attend a safety orientation meeting at the start of their assignment. At the conclusion of the meeting, each will be required to sign a Code of Safe Practices as follows, indicating their agreement to follow that Code while on the Project. This does not relieve the trade contractor of any responsibility to properly orient and train their employees for the specifics of their work.

**Project Name: H.C. Wilcox Technical High School Additions & Alterations**

**Employee Name:** \_\_\_\_\_

**Company:** \_\_\_\_\_

I agree to abide by the following Code of Safe Practices while on this project:

- To assist the project in being incident and injury free, I have granted permission to the Construction Manager to discuss all aspects of working safely with me. Likewise, I have the right to discuss safety issues with the Construction Manager, other trades (regardless of trade jurisdiction or craft) and to stop work at any time I feel there is an unsafe condition to myself or to others.
  - I understand there are Above OSHA Requirements in the Project Safety Plan, and I will
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abide by those requirements.

- I will work in a safe manner, protecting others, and myself and will report observed hazards to my supervisor. If not addressed, I will further report these hazards to the Construction Manager Superintendent.
- I will dress appropriately for the project, wearing a long or short-sleeved shirt, long pants, and work boots with ankle protection, and substantial soles.
- I will use personal protective equipment as required by my trade, and will wear my hard hat and safety glasses at all times.
- I will abide by the six-foot fall protection rules, including the use of a harness where required.
- I will park only in designated areas & observe a ten mile per hour speed limit on site.
- I will only smoke or use tobacco products in designated areas.
- I will eat only in designated areas and dispose of trash in proper containers.
- I will not use any intoxicants or other controlled substances on the project.
- I will report all injuries and accidents involving persons or property.
- I will not bring any weapons, including knives with blades over 4 inches, onto the site.
- I will conduct myself in a professional manner and not engage in any violence, horseplay, practical jokes, or other behavior obnoxious to the general public. I will not harass anyone else on site or any member of the public, sexually or otherwise. I will not bring, write or draw any sexually explicit materials on site.
- I will not use headset-type radios, music players, personal televisions, or other personal entertainment devices on site.
- I will not use my cell phone in work areas, around heavy equipment, or while engaged in work activities. If I must use a cell phone, I will do so in safe areas, and only to conduct jobsite business, or for a personal emergency.
- I will comply with the security procedures established throughout the project, for entrance to the site.

Signed \_\_\_\_\_

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### **PROJECT - SAFETY RULES**

- All personnel on this project, including the employees of Contractor, will be required to comply with these rules. Contractor shall ensure and indicate that all its employees have read these rules and understood its contents. The employee must sign a declaration, which shall then be retained by Contractor with the employee's personnel file. In addition, Contractor shall comply with the following:
  - Long or short sleeve shirts shall be worn at all times. All shirts shall be tucked in trousers

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at all times. All shirts shall be hemmed at neck, sleeve and tail. "Muscle Shirts" are prohibited.

- Long pants are required. "Shorts" are prohibited.
- A well-constructed boot/shoe that provides ankle protection with a substantial, flexible sole shall be worn. Exposure to hazard dictates whether or not a protective toe guard will be required. Sandals, tennis shoes, or any other street type shoes (even if equipped with ANSI toe protection), will not be permitted.
- Loose fitting clothes or dangling jewelry shall not be worn around moving machinery, grinding operations, welding, or other hazardous operations.
- Hair, which could come in contact with, or be caught in machinery, shall be protected by a hardhat or hair net, as appropriate.
- Approved hard hats meeting specifications contained in the most current addition of the American National Standards Institute (ANSI), Z89.1 and/or Z89.2 are required. "Cowboy-type" hard hats are not allowed. Baseball caps and other soft headwear is not allowed under the Hard Hat suspension.
- All contractors' means of ingress and egress shall be adequately marked and kept clear of stored material, debris and equipment.
- No firearms are allowed on the project site.
- Practical jokes, horseplay, scuffling, wrestling and/or fighting are prohibited and may be grounds for immediate dismissal.
- Reflective vests or clothing shall be worn by all personnel exposed to equipment during the site work and excavation phases of the project or when deemed necessary by Gilbane.
- Stilts are prohibited on Gilbane projects in New England.
- Drinking and/or possession of intoxicants on The Owner's property are forbidden. The use of narcotics, unless authorized by a physician, and the Project Manager/Superintendent notified, is forbidden. Violation(s) of the above will result in immediate dismissal.

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## **PROTECTION OF THE PUBLIC**

### **Access to the Site**

- No work shall be performed in any area occupied by the public unless specifically reviewed and permitted by Gilbane. In that the project interfaces with the public, precautions to be taken include, but are not limited to:
  - Each Contractor shall take such necessary action as is needed to protect and maintain public use of sidewalks, entrances to buildings, lobbies, corridors, aisles, doors, exits and vehicular roadways. The Contractor shall protect the public with appropriate sidewalk sheds, canopies, catch platforms, fences, guardrails, barricades, shields, and adequate visibility as required by laws and regulations of governing authorities. Such protection shall guard against flying materials, falling or moving materials and equipment, hot or poisonous materials, flammable or toxic liquids and gases, open flames, energized electric circuits or other harmful exposures. Guardrails shall be made
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of rigid materials complying with the requirements for standard guardrails as defined by OSHA and the Project Safety Plan. Temporary sidewalks, ramps or stairs shall be provided with guardrails on both sides whenever permanent sidewalks, ramps or stairs are obstructed by the work. Gilbane may authorize barricades, secured against accidental displacement, meeting the requirements of local authorities, where fences, sheds, walkways and/or guardrails are impractical. During the period when any barricade, fence, shed, walkway, or guardrail is removed for the purpose of work, a watchman shall be placed at all openings.

- Appropriate warnings, signs and instructional safety signs shall be conspicuously posted where necessary. In addition, a signalman shall control the moving of motorized equipment in areas where the public might be endangered. Warning lights, including lantern, torches, flares and electric lights, meeting the requirements of governing authorities shall be provided and maintained from dusk to sunrise along guardrails, barricades, temporary sidewalks and at every obstruction to the public. These warning signs and lights shall be placed at both ends of such protection or obstruction and not over 20 feet apart alongside of such protection or obstructions.
- With respect to operations being performed on public roadways, all DOT and/or municipality requirements towards public safety will be strictly observed.
- Access to the site is limited to the entrance designated for construction traffic as indicated on the site plans issued with the construction documents. At no time is Contractor personnel or vehicles to obstruct traffic on public streets or Owner entry driveways. All material deliveries shall be scheduled in advance with the Project Superintendent and shall be completed within the time segment allocated for the specific delivery.
- A temporary six-foot high fence, in compliance with laws and regulations of governing authorities, shall be provided and maintained around the perimeter of operations on the project site to control access to the work by employees, to protect the public, and to restrict access by unauthorized individuals.
- The above shall be implemented only where allowed by the governing authority. Where the owner of the property specifically prohibits such protective devices, rules and regulations of the governing authority shall apply.

#### **Authorized Visitors**

All visitors to the site are required to register with Gilbane upon arrival. Each Contractor will be expected to regulate their visitors accordingly. All visitor passes expire upon departure from the site and are to be surrendered to the gate security guard.

#### **Parking**

Parking shall be in designated areas only. All vehicles delivering materials to the Project shall be authorized to do so by Gilbane. Unauthorized vehicles may be removed at the direction of Gilbane and all towing charges will be the responsibility of the vehicle Owner.

**Fire hydrants and all designated fire lanes shall remain clear at all times for the use of emergency vehicles.**

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### **Employee Identification**

All project site employees will be issued an identification badge and hardhat sticker upon completion of their initial safety orientation. All persons without a hardhat identification sticker shall report to Gilbane's office for verification of employment status, attendance at an orientation session, or issuance of a single day visitor pass. This identification badge will remain the property of Gilbane and the Owner. The identification badge shall be maintained in good condition and on the person to whom it is issued. The identification badge shall be returned to Gilbane or the Owner when employment on the Project is terminated or when requested by Gilbane, or other authorized and designated person. All lost or stolen identification cards shall be immediately reported to Gilbane or the Owner.

### **Tours**

It is of the utmost importance that a high degree of protection be afforded all persons touring the project site.

The following guidelines shall be complied with by personnel who are responsible for the organization, direction and safe conduct of the tours:

All group tours will be cleared through the Owner's representative and Gilbane, allowing for maximum notice.

All tours will be coordinated by Gilbane to accommodate the Project schedule, to make necessary preparations, and to assure safety precautions are observed.

Gilbane will review the following items with the person requesting the tour:

#### **Number of visitors.**

Individual tour groups in non-hazardous areas should be limited to no more than 10 persons per tour guide (i.e. a tour group of 20 will require at least two tour guides).

#### **Clothing**

Tour groups will be required to wear appropriate clothing (i.e. slack and low-heeled shoes).

#### **Children**

Children under the age of 12 will not be permitted to accompany tours. An adult must accompany each child age 12 to 15. Only those 18 years of age and older are permitted to work on the project.

#### **Protective equipment**

Hard hats, boots, raincoats, eye protection, etc., will be supplied as required.

#### **Release and Hold Harmless Agreement**

Each visitor will be required to sign this form prior to the start of the tour. In the case of children, an adult must sign for them, preferably a parent.

Immediately prior to entering the project site, all visitors shall be briefed about the need for careful and orderly conduct, including mention of any special hazards, which may be encountered.

Technical and official visitor tours will be conducted in accordance with the above safety precautions. Since technical tours are often conducted through areas of more hazardous work, it is recommended that the number of people on such tours be proportionate to the degree of

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hazard involved.

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### **Pressure Testing Safety Requirements**

Pressure testing involves hazards, such as the release of hazardous energy, being struck by loose fittings or burst pipe. In addition, if an inert gas, such as nitrogen is used, it can displace oxygen and can create an oxygen-deficient atmosphere, which can be harmful or fatal. If flammable gas is used, it can cause an explosion if there is an ignition source.

The following procedure shall set forth the minimum requirements to ensure that pressure testing is performed safely. Contractors shall also develop a site/task specific Job hazard Analysis (JHA), as well as their own procedures for safely pressure testing pipe, and review with Gilbane prior to starting this activity.

- Contractor performing pressure testing shall barricade area off and place signage restricting access to only authorized personnel.
- Authorized personnel shall wear appropriate PPE consistent with the contractors JHA. (examples should include: hard hat, safety glasses, face shield, gloves, etc in accordance with the MSDS for testing medium).
- All mechanical devices, such as valves and blinds used to isolate the system shall have a lock and tag affixed by the contractor to prevent accident pressure release.
- Contractor and authorized personnel shall walk down the system and check the integrity of all connections, caps, seals and fittings within the system to be tested to ensure they are secure.
- Contractor shall install additional supports on piping necessary for increased pressure or weight of testing medium.
- Test equipment and gauges shall be inspected by the contractor and confirmed to be in proper working order before testing is begun.
- Maximum test pressure and duration of the test shall be communicated to the contractor's authorized testing personnel and Gilbane.
- Contractor to develop a Venting procedure for dissipating inert gas safely.
- Contractor shall develop a Drain procedure to drain water or other fluids safely, without polluting drains or creating slippery conditions.
- Contractor shall review the JHA with all authorized personnel prior to the test.
- Testing shall be performed under the supervision of the contractor supervisor.
- Testing shall be conducted in accordance with pipe and testing equipment manufacturers precautions and specifications.
- Test pressure shall not exceed the maximum allowable test pressure for any vessel, pumps, valves, or other components in the system.
- All repairs or adjustments to the system being tested shall be done only after the system pressure is safely and completely relieved and the test gauges indicate 0 psig pressure.
- Only mechanical devices, such as gate or ball valves shall be used for incremental release of flow in depressurizing systems. The opening or 'breaking' of flanges shall never be used as a means of depressurizing a tested system.
- Upon acceptance of the pressure test, pressure in the system shall be completely relieved so that the test gauges indicate 0 psig, and verified by contractors supervisor.

- Contractor shall conduct all testing in accordance with applicable laws, codes, and ASME B31, B16 and related standards.

## **SANITATION**

### **Housekeeping**

- The site, work areas, and all premises occupied by Gilbane and contractor's personnel will be maintained in a clean, healthy and sanitary condition.
- Work areas, passageways and stairs, in and around buildings and structures, shall be kept clear of debris. Construction materials shall be stored in an orderly manner. Storage areas and walkways on the site shall be maintained free of dangerous depressions, obstructions, and debris. Construction equipment shall be stored or placed in an orderly manner.
- Good housekeeping on the project is mandatory and every employee must do his part daily to minimize dust and to clean up his work area to keep the project clean for safety and efficiency. Controls shall be observed which keep dirt from being tracked into areas outside the workspace. Immediate cleanup is required when dust, dirt or debris may affect the owner's operations.
- Eating within the construction project shall be confined to areas designated by Gilbane for such purposes. Employees shall properly dispose of all lunch refuse and drink containers in trash receptacles
- Failure to maintain adequate housekeeping and to perform daily clean-up will result in the following actions:
  - Written Notice: Upon receipt, the contractor shall take immediate action to perform housekeeping and clean up.
  - If having been given sufficient notice, the contractor fails to clean up; the work will be performed by others, and the errant contractor backcharged for all related costs.
  - Daily and final clean up must be performed in accordance with contract documents.

### **Facilities**

The locations of lunch areas and employee toilet facilities will be designated by Gilbane and approved by the Owner.

### **Refuse and Garbage**

Each contractor will provide an adequate number of covered garbage containers. The site will be cleaned and garbage and refuse will be collected at least daily and removed from the building.

### **Potable Water**

Each contractor shall provide potable water at the work site and test it at least weekly if delivery is from other than municipal supplies.

Sanitary facilities shall be provided for personal hygiene.

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## **SIGNS, SIGNALS, BARRICADES AND LIGHTS (MOTOR VEHICLE EXPOSURE)**

Signs, signals and barricades shall be visible at all times where a hazard exists and will be in compliance with ANSI D6.1 (most recent version), Uniform Manual of Traffic Control or regulations promulgated by the local authority.

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## **SCAFFOLD**

- The Contractor's designated Competent Person shall inspect all scaffolds prior to each work shift with written documentation provided to Gilbane on a daily basis. All scaffolds shall bear a tag, signed and dated by the contractor's competent person, denoting that the scaffold has been inspected and is safe to use prior to any employee utilizing that scaffold that day.
- Any contractor using scaffolding shall provide to Gilbane the name of their Competent Person along with the content of the Competent Person's training program and proof of Scaffold User Training for all employees who may work on scaffolding.
- Access onto scaffold platforms greater than 20' maximum in height shall be by use of a scaffold stair platform.
- Scaffold or work platform erectors shall have, and use, fall protection during the erection and dismantling of scaffolding or work platforms that are more than six feet.
- Ladder Jack scaffold are not permitted on Gilbane projects.
- Scaffolds with a width less than 60 inches must have guardrails (top, mid and toe) installed when the work platform is in excess of 48 inches above the floor or lower work area.
- Scaffold cross bracing is not permitted to be used as a substitute for guardrails. Swing gates will be provided at all ladder or stair access points. Where material is being landed on a scaffold, the outrigger extension will not be used to support the material unless it is deemed adequate by the manufacturer and a factor of safety of 4 is provided.
- All non-mobile scaffold frames shall have base plates installed.
- All mobile scaffolds will have wheels locked when in use and stationary.
- Nominal grade lumber is not allowed as scaffold planking.
- All individuals who are in scissor lifts shall wear a full body harness and be tied off by a lanyard to a manufacturer's approved anchorage point within the scissor lift. Standing on guardrails is not allowed. Only approved anchorages shall be used for fall arrest anchorage points.
- A mast climbing elevating work platform that may be adjustable by manual or powered means must meet the requirements of ANSI Standard ANSI/SIA A92.9-1993, American National Standard for Mast- Climbing Work Platforms.

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## **STAIR SCAFFOLDS**

- 'System' scaffold stairs shall be erected as early as possible during the building construction to facilitate safe access to all working levels, once the steel erector has

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released the floor/level to Gilbane. Scaffold stairs shall remain in place until the permanent stairs are constructed and made available for use by Gilbane.

- Stair scaffolds shall be constructed in accordance with manufacturer's instructions by trained and qualified workers under the direction of a competent person.
  - Stair scaffolds shall be inspected daily by a competent person, authorized by Gilbane, at the beginning of each shift. The competent person shall date and initial a Scaffold tag, and place the tag at the entrance to the stair scaffold.
  - Stairs used during winter months shall be enclosed to prevent ice and snow from creating slippery conditions. Temporary lighting in accordance with OSHA requirements shall be installed on all enclosed stair scaffolds.
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## **STEEL ERECTION**

### **Erection Plan**

- An erection plan will be prepared by the Steel Erector's Qualified Person and reviewed with the Gilbane Project Safety Manager and/or Gilbane Project Superintendent prior to start of work. Refer to OSHA 1926, Subpart R, Appendix A.
  - The erection contractor's qualified person shall approve all changes in the safety erection plan.
  - A copy of the erection plan shall be maintained at the project site showing all approved changes with a copy provided to Gilbane.
  - The implementation of the erection plan shall be under the supervision of a competent person.
  - A safe means of access to the level being worked shall be maintained. Climbing and sliding on columns or diagonals, is not allowed.
  - Containers, such as buckets or bags, shall be provided for storing or carrying bolts or rivets. When bolts, driftpins, or rivet heads are being removed, a means shall be provided to prevent accidental displacement. Tools shall be secured in such a manner to prevent their falling.
  - Fall protection provisions, such as lifeline attachments, dynamic fall restraints and other such devices shall be considered during shop drawing preparation, shall be incorporated in fabricated pieces, and shall have safety lines or devices attached prior to erection wherever possible.
  - A tag line shall be used to control all loads.
  - For the protection of other crafts on the project, signs shall be posted in the erection area by the erection contractor reading, "*Danger Men Working Overhead*" and only ironworkers allowed in this area. This will include shakeout areas, erection areas and the load travel path from the storage area to the erection area.
  - When loads are being hoisted, all personnel are to be prevented from walking under the load.
  - No one shall be permitted to ride a load under any circumstances.
-

- Crane personnel platforms will not be used for any purpose without the written approval of Gilbane.
- Material shall not be hoisted to a structure unless it is ready to be put into place and secured.
- Bundles of metal decking or small material shall be so secured as to prevent their falling out from the rigging.
- Christmas treeing (multiple lifts) is not allowed unless exception approved by Gilbane Regional Safety Manager.

### **Fall Protection (See Elevated Work - Fall Protection)**

1. All workers engaged in steel erection activities including connecting, bolting-up, decking, welding or any other activity that exposes them to a fall of 6 feet or greater shall be provided with and use fall protection. This fall protection shall be either a personal fall arrest system consisting of a full-body harness, double, shock-absorbing lanyard, and anchorage or a safety net or a guardrail. Nether "Controlled Decking Zones" nor "Safety-monitor systems" are permitted. Metal deck is not considered a form of fall protection.
2. Fall protection requirements shall be rigorously enforced during steel erection with any observed violation cause for removal from the project.
3. Body belts are not permitted as part of a fall restraint system. Only full body harnesses will be used as part of a personal fall protection system.

### **Perimeter Protection**

1. A guardrail system of a minimum of two (2) 3/8-inch diameter 7 x 19 galvanized new aircraft cable. Top rail of the wire rope cables shall be erected at 43 ½ inches from the finished floor and the midrail of the wire rope cable shall be installed approximately halfway between the finished floor and the top guardrail- approx. 22 inches.
  - ~~2.~~ Wire rope guardrails shall be tensioned to 2,400 pounds of force, initially, and maintained to comply with OSHA fall protection requirements. Wire rope guardrails shall be installed immediately following the erection of beams and columns. The length of cable shall not exceed 120 feet without being terminated. Cables shall be terminated at all 90 degree turns and shall be 'looped' connections with 3 wire rope clips used at all connections (line splicing is not permitted). All sequence breaks will require a two (2)-cable assembly.
  3. Steel angle stanchions shall be installed and spacing on perimeter bays shall be as follows:
  4. In bays with column spacing greater than 30 feet, at least two intermediate stanchions
  5. In bays with column spacing less than 30 feet, at least one intermediate stanchion.
  6. Steel stanchions used at corners shall have diagonal supports installed to at least 80% of the height of the stanchion.
  7. Turnbuckles shall be installed on top and midrail wire rope cables at each perimeter side, and at intervals not to exceed 120 feet, or as directed by Gilbane. Loading bays shall have separate guardrail and turnbuckle assemblies installed.
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### **Interior Protection**

- Installation of guardrails at interior floor openings, i.e. stair or mechanical shafts, shall conform to one, or a combination of the following:
  - Option 1
    - Install 3/8" galvanized air craft cable through stanchions at 43 ½ inches above finished floor. Terminate cables at 90 degree turns.
  - Option 2
    - Bolt 2 ½" x 2 ½" x ¼" steel angles onto stanchions. A mid-stanchion / post is required for spans greater than 8 feet.
  - Option 3
    - Secure 2"x 4" construction grade lumber to steel stanchions. A mid-stanchion / post is required every 8'
- Guardrails shall not be used as a horizontal lifeline as part of a personal fall arrest system unless designed by a Registered Professional Engineer and installed under the supervision of the steel erector's competent person.
- Top and Midrail cables, as outlined above, shall also be used at all sequence breaks.

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### **Stretch and Flex Program**

#### **Purpose**

Soft tissue injuries are a major source of disabling injuries to our workforce, and result in significant costs and lost productivity to our industry. Warm up stretches before work begins can reduce the incidence and severity of soft tissue injuries. Therefore, all contractors of every tier shall ensure that all employees participate in stretching exercises at the beginning of each workday.

#### **Program Requirements**

All contractors and tradesmen are required to design and implement a Stretch and Flex Program for their employees. The purpose of the program is to gently condition the muscles and tendons of the workers before they engage in their duties in order to avoid injury.

A Stretch and Flex Program shall be developed by each Contractor and submitted to Gilbane prior to commencing activities on site.

Stretch and Flex activities shall be performed every day work activities are scheduled and they shall be performed before the work activities begin. Everyone is required to participate.

#### **Recommendations**

Consult with a licensed Physician/Physical Trainer/Stretching Instructor/Yoga Instructor for the most suitable stretches for your work crew.

Incorporate incentives for active participants.

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See Appendix E for an example of a Stretch and Flex Program.

Check with your Company's insurance carrier. They may provide services, suggestions and guidance for your company's program.

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### **THIRD PARTY INSPECTIONS**

In addition to visits and safety inspections by its own corporate or insurance representatives, Contractor is advised that authorized third parties may inspect the Project from time to time. Among others so authorized are representatives of the Owner and/or its agent, insurance companies and OSHA. Upon their proper identification and clearance through security, they are entitled to access and courteous consideration. Gilbane must be made aware of their presence upon arrival, and in any case as soon as possible, of the purpose and results of such visits which relate to safety.

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### **TEMPORARY HEAT**

No open flame heaters are allowed.

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### **TOOL BOX TRAINING**

1. Instruction and training of employees is an OSHA requirement and, as such, will be required on this project. Examples of such required training to be provided by Contractor are:
2. Newly employed, promoted and/or transferred personnel shall be verbally instructed in the safety practices required by their work assignments.
3. All work assignments must include specific attention to safety. "Follow-up" monitoring is required in order to prevent accidents.
4. OSHA requires that employees performing specific non-routine tasks or operating specific equipment be trained in its usage.
5. Training of contractor personnel is the responsibility of the contractor.
6. Conduct Tool Box safety meetings for all employees at least once a week.
7. Maintain an attendance record by having employees sign the reverse side of the Toolbox Safety Meeting Report, or equivalent form.
8. Complete the Report and submit it to the Gilbane Office within 24 hours after each meeting.
9. File all toolbox meeting reports and summaries so that they are available for review at any time during project operations or for a period of five years following termination of the project.
10. It is the responsibility of Trade Contractor supervision to explain the hazards involved in an assignment to all employees, either individually or in a group before they actually begin an assigned task.
11. This task may only require a few words, but in many cases it will require the actual demonstration of how the project can be done safely and the pointing out of the hazards that may be or will be encountered in any task.



## **WELDING, CUTTING AND BURNING – HOT-WORK**

### **Electric Arc Welding**

1. A suitable, approved fire extinguisher shall be ready for instant use in any location where welding is done. Screens, shields, or other safeguards should be provided for the protection of men or materials, below or otherwise exposed to sparks, slab, falling objects, or the direct rays of the arc.
2. A dedicated fire watch shall be present at all welding operations and remain for at least 1 hour after the hot work has halted.
3. The welder shall wear approved eye and head protection. Men assisting the welder shall also wear protective glasses, head protection and protective clothing. Adequate exhaust ventilation shall be maintained at all welding and cutting work areas.
4. Electric welding equipment, including cables, shall meet the requirements of the National Electric Code.
5. All arc welding and cutting cables shall be of the completely insulated flexible type capable of handling the maximum current requirements of the work.
6. Cables in need of repair shall not be used.
7. The frames of all arc welding and cutting machines shall be grounded either through a third wire in the cable connecting the circuit connector or through a separate wire which is grounded at the source of the current.
8. All ground connections shall be inspected to insure that they are mechanically strong and electrically adequate for the required current.
9. Welding practices shall comply with all applicable regulations.

### **Gas Welding or Cutting**

1. When gas cylinders are stored, moved, or transported, the valve protection cap shall be in place.
2. When cylinders are hoisted, they shall be secured in an approved cage or basket. The valve cap shall never be used for hoisting.
3. All cylinders shall be stored, transported, and used in an upright position. If the cylinder is not equipped with a valve wheel, a key shall be kept on the valve stem while in use.
4. At the end of each work day or if work is suspended for a substantial period of time, compressed gas cylinder valves must be closed, regulators removed and properly stored.
5. Cylinders containing oxygen or acetylene or other fuel gas shall not be taken into confined spaces.
6. Cylinders containing oxygen or acetylene or other fuel gas shall be stored in designated areas outside the structure as approved by Gilbane.
7. No one shall use a cylinder's contents for purposes other than those intended by the supplier.
8. All hose used for carrying acetylene, oxygen or other fuel gas shall be inspected at the

- beginning of each working shift. Defective hose shall be removed from service.
9. Oxygen cylinders and fittings shall be kept away from oil and grease. Oxygen shall not be directed at oily surfaces, greasy clothes or hands.
  10. Regulators, gauges, backflow check valves, and torches shall be kept in proper working order.
  11. An approved fire extinguisher shall be readily available.
  12. Flash arrestors are required on the oxygen and acetylene hoses, at the regulators.
  13. Appropriate personal protective equipment, such as burning glasses, shields, and/or gloves shall be used. Adequate exhaust ventilation shall be maintained at all welding and cutting work areas.
  14. Work permits shall be obtained daily, prior to any burning or cutting operations on the site.

## **WORK PERMIT PROCEDURES**

### **General Procedures**

1. A copy of this section of the Project Safety Plan will be issued to all Contractors, and will serve as notice by Gilbane that a work permit as specified by Gilbane is necessary before starting any hazardous work activity.
2. The work permit shall be obtained from Gilbane before starting each day's work. The procedures for initiating a hazardous work permit are listed on the permit application appropriate to the type of work.
3. Hazardous work Permits include, but are not limited to the following activities: Hot Work, Confined space entry, Guardrail removal, Line Breaks, after Hours work, Trenching and excavation, Crane use and Barricade installation.
4. Additional job-specific hazardous work permits may be required, due to special project conditions, to be incorporated into the project safety plan. These will also be considered as a contract commitment.

### **Hot Work**

1. Hot work is defined as a process or procedure, which could result in a fire if not properly controlled. Common types of hot work are welding, burning, cutting, brazing, soldering.
2. Hot work will usually be permitted only during normal working hours. Permits will be issued the day before work is to be accomplished, and the work area will be inspected to verify that adequate control has been established.
3. A copy of the permit will be available at the point of work. An adequate number of fire extinguishers will be available within 50-feet of the point of work for which a permit is issued.
4. The Contractor will take the necessary precautions when welding or burning above walls to assure that protection is maintained on both sides of the wall and that areas below are protected on multilevel buildings.

### **Confined Space**

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- When work in confined spaces is scheduled, such as a caisson, boiler, deep excavations, etc., consideration must be given to two major known and recognized hazards:
- The possibility of fire or explosion, flammable gases, fumes, vehicle fumes, vapors, or dusts.
- The possibility of injury to the worker (or loss of consciousness) as a result of inhalation or absorption through the skin of toxic materials or from oxygen deficiency.
- For work in a confined space, the responsibility for recognition and advance notification is the Contractor's. The Project Superintendent and the Project Safety Coordinator will be notified and will evaluate the situation, issuing a work permit in those cases for which he considers it necessary. The Contractor will be responsible for providing equipment and special instructions for the worker, such as ventilating units, respirators, safety belts and life lines, etc., and for conformance to all applicable OSHA standards.
- It is required that the "buddy system be used and that an observer will tend all workers in a confined space. Rescue procedures should be agreed upon beforehand.

#### **Guard Rail Opening**

The Project Superintendent and the Regional Safety Manager may approve work, which requires the opening of guardrails or the removal of holes covers to be performed, in advance. Particular attention shall be given to the alternate means of fall protection, which will be required to safely perform the work and protect other workers in the vicinity of the fall exposure. Specific plans for providing alternate fall protection shall be described in the request for the work permit.

#### **Off-Hours Work**

The Project Superintendent and the Project Safety Coordinator shall approve work, which is required to be performed outside normal working hours established at the site, in advance. Any work occurring within the existing Owner facility shall be at the convenience of the Owner, and shall comply with all conditions imposed by the contract specifications and the work permit issued by the Project Safety Coordinator or other persons identified by the Owner.

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## **OWNER REQUIREMENTS**

Refer to the attached Owner Requirements for additional provisions, which must be followed.

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## APPENDIX A TABLE OF FINES

Violation	First Offense	Second Offense
Assured Grounding Program violation	\$200	\$400
Clothing not adequate	\$50	\$100
Confined Space violation	\$1000/ Removal	N/A
Electrical Cord defective	\$250	\$500
Electrical cords not protected on floor or not raised	\$250	\$500
Equipment violation	\$250	\$500
Eye Protection Missing	\$250	\$500
Failure to protect public	\$1000	\$2000
Failure to attend Principals Meeting	\$1000	\$1000
Fall Protection not present	\$1000/ Removal	N/A
Fire Extinguisher missing	\$500	\$1000
Fire Watch missing	\$500	\$1000
Food Consumption	\$100	\$200
Footwear not adequate	\$100	\$200
Gas Cylinders stored incorrectly/not identified	\$200	\$400
General Duty Violation	\$500	\$1000
Guard Rail removal	\$1000/ Removal	N/A
Hard Hat Missing	\$250	\$500
Hearing Protection missing	\$250	\$500
Hot Work Permit missing	\$500	\$1000
Housekeeping poor	\$500	\$1000

Ladder defective	\$250	\$500
Ladder not secured	\$500	\$1000
Lockout violation	\$1000	\$2000
Material storage improper	\$500	\$1000
MSDS missing	\$100	\$200
Open Hole	\$1000/ Removal	N/A
Orientation not attended	\$200	\$400
Power Tool defective	\$500	\$1000
Scaffold Violation	\$500	\$1000
Smoking in non-designated area	\$500	\$1000
Standing on top of Ladder	\$500	\$1000
Tool Box Meeting not held	\$100	\$200
Traffic citation	\$50	\$100
Trench/Excavation Permit missing	\$200	\$400
Trenching violations	\$2000/ Removal	N/A
Uncertified Lifting Device	\$500	\$1000
Urinating/Defecating in building	\$1000/ Removal	N/A
Written Haz Com Program missing	\$100	\$200
Hand protection violation	\$250	\$500
Radio and headsets	\$250	\$500
Infection Control violation	\$1000	\$2000

## APPENDIX B HAND PROTECTION REFERENCE

### PURPOSE

To aid in the prevention of hand and finger injuries when performing construction operations.

## **OBJECTIVE**

- ◆ To ensure hand protection is used in situations where there are known hazards present.
  - ❖ Identify specific areas which historically have caused injuries.
  - ❖ Establish mandatory guidelines for the use of hand protection.

## **SCOPE**

This procedure identifies specific situations which require the use of hand protection, but is not meant to be all inclusive. Other situations not identified in this document should be identified/reviewed during pre-task planning. Gloves should be worn for hand protection in any situation where exposure to hazards exist.

## **Procedure**

### ❖ **Mandatory Hand Protection While Working**

#### - **When metal materials with sharp edges are being handled such as:**

- ❖ Handling or working around sheet metal siding, roofing, etc.
- ❖ Metal unistrut materials and all thread rods
- ❖ Handling or working around tie-wire
- ❖ Handling metal floor grating
- ❖ Handling wire rope during rigging operations
- ❖ Handling or working around metal studs
- ❖ Handling of metal duct work

#### - **Cutting operations involving hand-held, non power-operated cutters:**

- ❖ Using hand-held tubing cutters for cutting metal and hard plastic-type piping
- ❖ Using hack saws for cutting metal
- ❖ Using cross-cut saws for wood cutting

#### - **Handling of wood materials:**

- ❖ Placing plywood sheeting on floors, scaffolds, etc.
- ❖ Unloading and loading wood of any type
- ❖ Moving and transfer of wood

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- **Concrete operations where hands are exposed:**

- ❖ Power and hand troweling operations
- ❖ During the cleaning of chutes used for delivery of concrete
- ❖ During concrete removal operations

- **During the use of utility knives or exacto knives:**

- ❖ Cutting sheet rock
- ❖ Trimming wire sheathing or other stripping operations
- ❖ Cutting insulation
- ❖ Trimming temporary plastic walls
- ❖ Cutting/scoring paper, vinyl tiles, etc.

- **Sharpening knives, saws and blades**

- **While pulling wire in or around electrical panels**

- **While performing Energized Electrical Work (EEW) operations**

- **During use of impact-type tools:**

- Using impact hammers to chip concrete
- Using jackhammers on concrete and similar operations
- Using fence post drivers for driving posts and/or stakes
- Using power-actuated power tools

- **During welding operations**

- **While operating a grinder:**

- ✓ The grinding helper shall also utilize gloves to prevent impalement by flying debris

- **Working on or near materials affected by extreme temperatures:**

- ✓ Mechanics working on or around hot parts
- ✓ Workers performing operations around refrigerant or argon lines

- **Handling hazardous materials which require the use of hand protection to avoid skin contact, as indicated on the material Safety Data Sheet (MSDS) for the material, to include but not limited to:**

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- Paints, solvents, adhesives, caustics or corrosives
  - Petroleum products such as gasoline, diesel, hydraulic fluids and used motor oil
- Working with glass materials where the edges are exposed and present a hazard
  - Personnel involved in the removal and handling of trash
  - Protective gloves may be worn for hand protection in the Clean Rooms when hands are exposed to hazards described by this procedure. Clean Room Protocol should be contacted to review glove selection for work performed within the Clean Room

Different exposures require the use of different types of gloves. Evaluate each situation to ensure which is the appropriate type of hand protection. (See chart below)

<b>OPERATION</b>	<b>GLOVE TYPE</b>
Energized Electrical Work (EEW)	Electrically insulated-rated rubber gloves with leather protectors
Welding operations	Gauntlet-type leather welding gloves
Grinding Operations	Tight-fitting leather gloves
Exposure to sharp edges & metal burrs (handling ductwork, metal studs)	Cut-resistant gloves (Kevlar® or tight-fitting leather)
Utility knives, hacksaws, & cross-cut saws	Cut-resistant gloves (Kevlar®)
Concrete work	Rubber or leather gloves
Exposure to petroleum products	Chemical-resistant gloves per the MSDS requirements & manufacturers requirements (Neoprene, PVC, Nitrile or Rubber) *
Exposure to hazardous materials such as solvents,	Chemical-resistant gloves per the MSDS requirements & manufacturers requirements (Neoprene, PVC, Nitrile or Rubber) *



paints, adhesives, etc.	
Working around machinery	Tight-fitting leather gloves should be utilized when hand protection is necessary around rotating equipment to prevent entanglement of gloves/hands in machinery  Kevlar® heat resistant gloves and sleeves.  Tight-fitting leather gloves.
Proximity & exposure to excessive heat, or hot piping and equipment.	Tight-fitting leather gloves.
Using saws – portaband, and reciprocating.	Cut-resistant gloves - Kevlar®
Handling wire rope/rigging.	Tight-fitting leather gloves
Handling glass	
Handling wood	

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## APPENDIX C – SAMPLE STRETCH & FLEX PROGRAM

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## STRETCH AND FLEX PROGRAM

### PRE-WORK WARM-UP STRETCHING PROGRAM



#### SHOULDER SHRUG WITH HIGH REACH (Target: Biceps, Lats, Forearms)

Shrug shoulders while raising arms overhead, above shoulders  
Extend your body upwards on your toes  
Extend and spread fingers  
Hold for 20 seconds



#### LATERAL STRETCH (Target: Lats, Obliques)

Place right hand on hip  
Extend bent left arm overhead  
Bend upper body and head to the right  
Hold for 20 seconds  
Repeat on the opposite side



#### UPPER TRUNK STRETCH (Target: lower back, abdominals)

Stand with your feet about 12 inches apart  
Support the small of your back with your hands  
Pull in your stomach and take deep breath  
Arch back slowly, and exhale  
Bend your head and neck as you go



#### FOREARM & FINGER STRETCH (Target: wrist, fingers, forearms)

Stretch arms forward and point fingers up  
Grasp fingers with opposite hand and pull back slightly for 15 seconds  
Then point fingers down  
Grasp fingers with opposite hand and pull back slightly for 15 seconds  
Switch to other hand



#### CHEST STRETCH (Target: chest, shoulders)

Put shoulders back  
Grasp hands behind your back  
Raise hands slightly while bending forward slightly  
Hold for 20 seconds



#### ROTATOR CUFF STRETCH (Target: shoulders, rotator cuff)

Place shoulders back  
Raise arm and place hand behind back  
Reach as if you were scratching your upper back  
Hold for 20 seconds  
Repeat with other arm



#### CALF STRETCH (Target: calves)

With feet shoulder width apart, place left leg forward  
Keep right leg straight and feet flat on the floor, bend left knee and place both hands on it  
Move hips forward, hold for 20 seconds  
Switch legs and repeat



#### HAMSTRING STRETCH (Target: hamstrings)

Place feet apart beyond shoulder width  
Bend forward, keeping back straight  
Try to touch the floor with both hands  
Hold for 20 seconds



#### QUAD STRETCH (Target: quadriceps)

Brace yourself on a stationary object  
Grasp right ankle behind hips with right hand  
Hold for 20 seconds then repeat with left ankle

*Be relaxed • Breathe normally • Do not over stretch to point of pain • Do not bounce - move slowly • Stop if you feel pain or dizziness.*



## APPENDIX D- COMPETENT PERSON SIGN-OFF

**Definition**

A Competent Person is a person who is capable of identifying existing and predictable hazards in the surroundings or working conditions which are unsanitary, hazardous, or dangerous to employees, and who has the authorization to take prompt corrective measures to eliminate them.

**Responsibility**

The designated subcontractor competent person is responsible for recognizing and correcting safety risks / hazards. This person has the authority to stop work in the event of any potential safety concern on the job site.

**The subcontractor's manager must complete this form and the subcontractors designated competent person(s). Where a subcontractor is responsible for multiple crafts, it may be necessary to maintain additional designated competent persons and forms. Each subcontractor on a construction site must submit this completed form prior to beginning work on the project and updated any time there is a change in designated representatives.**

**Acknowledgement**

I, \_\_\_\_\_ representing, \_\_\_\_\_  
Subcontractor Manager Subcontractor Company Name  
have assigned \_\_\_\_\_ to be the competent person in the  
Subcontractor Competent Person

areas indicated and I acknowledge that this individual has been thoroughly trained and is experienced in hazard recognition and has the authority to stop work and correct hazards in the event of a potential hazardous or imminent danger situation.

\_\_\_\_\_  
Subcontractor Manager (Signature) Date

I, \_\_\_\_\_ acknowledge that I have been thoroughly trained  
Competent Person (Signature)  
and have the experience to perform the duties as the \_\_\_\_\_  
Subcontractor Company Name

Competent Person for areas marked below and I understand that I have the responsibility and authority to correct hazards and to stop work in the event of a potential hazardous or imminent danger situation.

- |                              |                           |                               |
|------------------------------|---------------------------|-------------------------------|
| ___ Asbestos                 | ___ Excavation / Trenches | ___ Material/Personnel Hoists |
| ___ Concrete Forms / Shoring | ___ Fall Protection       | ___ Respiratory Protection    |
| ___ Confined Space Entry     | ___ Forklifts / Lulls     | ___ Scaffolding               |
| ___ Cranes / Derricks        | ___ Hearing Protection    | ___ Slings / Rigging          |

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<input type="checkbox"/> Demolition	<input type="checkbox"/> Ladders	<input type="checkbox"/> Underground Construction
<input type="checkbox"/> Electrical	<input type="checkbox"/> Lead	<input type="checkbox"/> Welding / Cutting

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## APPENDIX E- CODE OF SAFE WORK PRACTICES

### Sample Page: Code of Safe Practices

Project Name: H.C. Wilcox Technical High School Additions and Alterations

Employee Name \_\_\_\_\_

I agree to abide by the following Code of Safe Practices while on this project.

- I will work in a safe manner, protecting others, and myself and will report observed hazards to my supervisor. If not addressed, I will further report these hazards to the Gilbane Superintendent.
- I will dress appropriately for the project, wearing a long or short-sleeved shirt, long pants, and work boots with ankle protection, reinforced toes, and substantial soles.
- I will use personal protective equipment as required by my trade, and will wear hard hat and safety glasses at all times.
- I will abide by the six-foot fall protection rules, including use of harnesses where required.
- I will park only in designated areas and observe a ten-mile per hour speed limit on site.
- I will not smoke or use tobacco products of any type on site, except in designated areas.
- I will eat only in designated areas and dispose of trash in proper containers.
- I will not use any intoxicants or other controlled substances on the project.
- I will report all injuries and accidents involving persons or property.
- I will not bring any weapons, including knives with blades over 4 inches, onto the site.
- I will conduct myself in a professional manner and not engage in any violence, horseplay, practical jokes, or other behavior obnoxious to the general public. I will not harass anyone else on site or any member of the public, sexually or otherwise. I will not bring onsite or write or draw any sexually explicit materials.
- I will not use any headset-type radios or other music players or personal televisions on site.
- I will comply with the security procedures established throughout the project, for entrance to the site.

Signed \_\_\_\_\_

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## APPENDIX F- OSHA 10-HOUR AWARENESS TRAINING AFFIDAVIT

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Prevailing wages will be requested and published in accordance with the requirements set forth in Connecticut General Statutes §31-53, §31-53a, and Public Act 05-50.

Annual Adjustments of Wage Rates will be as required per Section 31-55a C.G.S.

See Gilbane Project Manual Section 00 21 13 General Instructions To Bidders, subsection 21 Payrolls for additional information.



# **Additions and Alterations H.C. Wilcox Technical HS**

## **Project Quality Plan**

**Gilbane Project No. 11.5311.000**

**September 26, 2011**

### **Project Quality Plan**

This project will utilize a Quality Management Process to ensure the highest level of performance throughout the project. This Quality Management Process requires a concerted effort and commitment by the Owner, the Construction Manager, the Design Team, and all of the Contractors. The goal is for the entire team to produce a superior facility that is delivered on time and in accordance with the contract documents. Effective control of the design and construction processes and operations will: deliver a project that meets or exceeds the Project Requirements; develop long term relationships; allow all team members to benefit from the efficiencies of a Quality Process.

To be an effective Quality Management Program, the team must have:

1. A Quality in Construction Process that:
  - A. Is initiated, managed, and documented by the Construction Manager.
  - B. Whose goal is the prevention of errors.
  - C. This process establishes that the work is in conformance with the project requirements.
  - D. Provides an inspection team consisting of the Construction Manager, Owner, and Architect/Engineer as required.
  
2. Contractor Participation that:
  - A. Names an on-site staff member who is responsible for the Contractor's Quality Process.
  - B. Gives a minimum 48-hour advance notice of anticipated arrival time of first deliveries to allow for timely QIC inspections and of completed work activities.
  - C. Participates in inspections to provide immediate response and assure full understanding of the construction/ approvals.
  
3. Requirements
  - A. The requirements are stated in the Contractor/ Construction Manager contract, design drawings, specifications, project procedures, approved submittals, approved shop drawings, approved changes, written directives from the Construction Manager, applicable codes, and referenced industry standards.

#### **Quality in Construction**

- Have a plan
- Know what is to be constructed
- Have the right resources available to meet the requirements
- Do it right the first time, or
- Do not start an activity until you can do it right



### Quality Process

1. Contractor Pre-construction Meetings
  - A. Construction Manager schedules meeting with the Contractors, with Owner and Architect/Engineer participation as necessary, immediately following contract award.
  - B. The design intent will be reviewed and any questions raised by the Contractor will be discussed.
  - C. The Request for Information (RFI) process will be reviewed and will be used to document design questions.
  - D. The submittal process will be reviewed.
  - E. The Quality in Construction plan for the project will be reviewed.
  - F. Prior to the on-site mobilization, the Construction Manager will host a meeting with the Contractor's on-site personnel, major sub-Contractors and Owner.
  - G. The Quality in Construction plan will be reviewed in detail to assure that the Contractor personnel have a complete understanding of the requirements.
  - H. Review of the general project issues such as security, access, safety, site utilization and administrative procedures.
  
2. First Delivery of Material/Equipment Inspections
  - A. The Contractor will notify the Construction Manager of the first delivery of each type of material or equipment.
  - B. The Construction Manager will inspect and document the first delivery to the site for conformance or deficiencies. The first delivery will be verified against the requirements of the design documents and the approved shop drawings.
  - C. Non-conforming materials and/or equipment will not be allowed to be set into place and will be removed from the site.
  - D. Remedial measures will only be considered if they are in the best interest of the project and approved by the Project Team.
  - E. This inspection establishes the basis for judging all future deliveries of like materials/equipment.
  
3. First Equipment in Place Inspection
  - A. The Contractor will notify the Construction Manager in advance of when the first of each type of equipment will be put in place in the facility.
  - B. The Construction Manager will inspect and document the first setting as in conformance or note the deficiencies. The installation and assembly will be verified against the requirements of the design documents and the approved shop drawings.
  - C. Non-conforming conditions and/or equipment assembly will not be allowed in subsequent pieces of equipment.
  - D. Removal of equipment may be required. Remedial measures will only be considered if they are in the best interests of the project and approved by the Project Team.
  - E. This inspection establishes the basis for judging all future setting of like equipment.

4. Bench Marks

- A. Before the start of construction for each type of work, the Contractor will review the contract documents, submittals, shop drawings, codes and referenced standards to verify the requirements.
- B. The Construction Manager and Contractor will establish the extent of the first work of a specific type to be constructed, in the normal progress of the work, for use as a benchmark.
- C. When the Contractor notifies the Construction Manager that the first work is complete, the Construction Manager will arrange for a benchmark review.
- D. The Inspection Team will review, comment on and/or approve the work as being in conformance with the requirements. Comments are documented and distributed by the Construction Manager.
- E. This inspection establishes the basis for judging all future work of a like type.
- F. A Benchmark for a typical lab, and typical classroom will be required. The Benchmark rooms will be chosen the Construction Manager.

5. Mock-Ups

- A. The Contractor will note all mock-ups required in the requirements and include the activity in their schedule.
- B. Before start of mock-up construction, the Contractor will review the contract documents, submittals, shop drawings, codes and referenced standards to verify the requirements.
- C. The Construction Manager will bench mark each work type within the mock-up for conformance with the requirements.
- D. The Inspection Team will review, comment on and/or approve the mock-up as being in conformance with the requirements. Comments will be documented and distributed by the Construction Manager.

6. In Wall and Above Ceiling Acceptance

- A. Contractors will be required to sign-off to indicate that all of their work in a wall or ceiling is complete prior to the Construction Manager requesting inspection by the Authority.
- B. The Construction Manager will take photographs of permanently concealed spaces where documentation for future reference is required.
- C. No closure will proceed until all requirements have been met and approval given by the Inspection Team and the Authority.

7. Activation Inspection

- A. The Contractor will give the Construction Manager a minimum of 48-hour notice prior to the scheduled time for placing equipment into dynamic operation.

- B. Activation inspection is required when the Contractor has completed the static installation of equipment and is ready to place it into dynamic operation for the Contractor's use.
  - C. The Construction Manager will verify that the work meets the requirements and will establish a review by the Inspection Team.
  - D. The Inspection Team will inspect the work, the environment, and concur that the installation is safe and in conformance with the requirements for operation.
8. Start Up Inspection
- A. The Contractor will notify the Construction Manager when the installation and debugging of equipment/system is complete and ready for demonstration that it functions as required.
  - B. The Construction Manager will verify that the work is in conformance with the requirements of the design documents and approved shop drawings.
  - C. The Inspection Team will inspect the work and the environment and concur that the installation operates as required.
  - D. If required for use during construction or for Owner occupancy, the Construction Manager/Owner will accept systems. **The warranty provisions of the contract will start at Substantial Completion of the entire project.**
9. Owner System Acceptance
- A. No earlier than the approved schedule acceptance date and not until the following conditions are met:
    - 1. All physical work installed, inspected and accepted by the Agency having jurisdiction.
    - 2. All Rolling Completion List and/or Punch List items are completed.
    - 3. Training of Owner personnel is completed.
    - 4. The system has been demonstrated to the Owner.
    - 5. Operation and Maintenance Manuals have been approved and turned over to the Owner.
10. Interim Inspection and Owner Acceptance
- A. The Construction Manager will determine that an area is complete and will inspect the area for deficiencies.
  - B. The Construction Manager hosts an Interim Inspection of an area by the Inspection Team. Deficiencies will be recorded in the Rolling Completion List and published to the Contractors for correction.
  - C. The various Contractors remedy all noted deficiencies.
  - D. The area will then be secured with access only by specific authorization from the Construction Manager.

11. Final Inspection and Acceptance

- A. Upon TOTAL completion of the work, corrections, documentation and Owner training, the Final Inspection and Acceptance Team (FIAT) will review all aspects of the work and will accept the work.
- B. Without FIAT approval, a Trade Contract cannot be closed.

12. Rolling Completion List (RCL)

- A. A Rolling Completion List is a list of incomplete, missing or otherwise deficient items of work, maintained by the Construction Manager.
- B. The RCL will be distributed at Contractor Coordination meetings to keep the Contractors informed of currently observed items that require corrective action.

13. Maintaining a Safe Jobsite

- A. A line item will be in the Contractor's requisition for safety.
- B. At the Contractor's Kick-Off meeting the Project Safety requirements will be reviewed.
- C. All Trades personnel will be required to attend Safety Orientation.
- D. All Trades personnel will be required to wear an identification sticker on their hard hat.
- E. Keep paths of egress clear of all construction materials and perform a cleanup walkdown at end of each day.
- F. These projects take place in an occupied school. It will be important to separate student activities from construction activities to keep students safe. Erect temporary partitions at the start of construction and maintain separation as work progresses.
- G. All Trades must review Asbestos reports prior to performing any work in the existing buildings for utility tie-ins. No work to be performed until the absence of asbestos containing material can be confirmed

14. Expedite Job Closeout

- A. The Construction Manager requires preliminary O & M manuals with the equipment submittals and the final O & M manuals with the delivery of the equipment.
- B. Operation and Maintenance manuals, As-Built drawings, and close out forms will be line items on the Contractor's requisition.
- C. The Construction Manager will establish the requirements for contract close out in the billing instructions.
- D. The Construction Manager will transfer any open RCL items to the Final Punch List.

Index of Forms

1. First Delivery of Material Inspection
2. Equipment/Systems Inspection and Start-Up
3. Benchmark Inspection
4. Rolling Completion List - Input Form
5. In-Wall and Above Ceiling Inspection



**First Delivery of Material Inspection**

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Project: \_\_\_\_\_ Job No: \_\_\_\_\_

Material/Equipment Description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Bid Package: \_\_\_\_\_ Contractor: \_\_\_\_\_

Specification Section: \_\_\_\_\_ Drawing No: \_\_\_\_\_

**Inspection Team**

Gilbane:	_____	Arch/Engineer:	_____
	_____		_____
	_____		_____
Owner:	_____	Contractor:	_____
	_____		_____
	_____		_____

Does the material conform to the Contract Documents? Yes\_\_\_ No \_\_\_ Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Material Acceptance: \_\_\_\_\_  
\_\_\_\_\_



**Equipment/Systems Inspection and Startup**

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Project: \_\_\_\_\_ Job No: \_\_\_\_\_

System Name and Number: \_\_\_\_\_ Location: \_\_\_\_\_

Area Served: \_\_\_\_\_

<b>System Readiness</b>	<b>S.C. Signature</b>	<b>Date</b>	<b>Check if N/A</b>
Power Requirements Complete: _____	_____	_____	_____
Controls Complete: _____	_____	_____	_____
Balancing Complete: _____	_____	_____	_____
Manufacturer Inspection: _____	_____	_____	_____

**System Acceptance:**

Gilbane:	_____	Arch/Engineer:	_____
	_____		_____
	_____		_____
Owner:	_____	Municipal Auth.:	_____
	_____		_____
	_____		_____

Comments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**Benchmark Inspection**

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Project: \_\_\_\_\_ Job No: \_\_\_\_\_

Benchmark Description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Bid Packages: \_\_\_\_\_ Contractors: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Inspection Team**

Gilbane: \_\_\_\_\_ Arch/Engineer: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Owner: \_\_\_\_\_ Contractor: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Does the benchmark conform to the Contract Documents? Yes \_\_\_\_\_ No\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Acceptance: \_\_\_\_\_  
\_\_\_\_\_







**In-Wall and Above Ceiling Inspection**

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Project: \_\_\_\_\_ Job No: \_\_\_\_\_

Inspection Description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Bid Packages: \_\_\_\_\_ Contractors: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Inspection Team**

Gilbane: \_\_\_\_\_ Arch/Engineer: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Owner: \_\_\_\_\_ Contractor: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Does inspected work conform to the Contract Documents? Yes \_\_\_\_\_ No \_\_\_\_\_  
Is re-inspection required? Yes \_\_\_\_\_ No \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Acceptance: \_\_\_\_\_  
\_\_\_\_\_



THIS CHECKSHEET IS NOT INTENDED TO BE ALL INCLUSIVE  
BUT TO BE A GUIDE TO CRITICAL ISSUES  
AND CAUSE QUESTIONS TO BE ASKED.

**STATUS CODES:**

A - ACCEPTABLE	R - REJECTED
D - DAMAGED	M - MISSING
I - INCOMPLETE	C - CLEAN

**ANY NOT "ACCEPTABLE (A)" WORK MUST BE ADDED TO THE RCL.**

**STRUCTURE:**

PRIME PAINT TOUCH-UP	_____	WELDS PAINTED	_____
BOLTS TIGHT	_____	BOLT / WELD INSPECTION	_____
OPENING STEEL IN PLACE	_____	ROOF DRAINS SUPPORTED	_____

**FIREPROOFING:**

GAPS PATCHED	_____	OVERSPRAY REMOVED	_____
--------------	-------	-------------------	-------

**DECK BOTTOM:**

CLEAN	_____	HANGERS ATTACHED CORRECTLY	_____
ELECTRIC CELLS ID	_____	COMMUNICATIONS / DATA CELLS ID	_____

**FIRE STOPPING:**

TOP OF WALLS	_____	PIPE PENETRATIONS	_____
SHEET DECKING FLUTES FILLED IN	_____		
CONDUIT PENETRATIONS	_____	DUCT PENETRATIONS	_____
WALL & FLOOR EXPANSION/CONTROL JOINTS	_____		
EXTERIOR PERIMETER OF FACILITY	_____		

**PIPING:**

---

SPRINKLER	_____	SPRINKLER HEADS	_____
DOMESTIC WATER	_____	HOT WATER	_____

**PIPING: - continued**

CHILLED WATER	_____	CONDENSATE	_____
STEAM	_____	VALVE TAGS	_____
IDENTIFICATION / FLOW DIRECTION LABELS	_____		
INSULATION	_____	INSULATION TERMINATIONS	_____
VALVE ACCES	_____	VALVE CHAIN OPERATORS	
HANGERS	_____	VIBRATION ISOLATION	_____
HANGER SADDLES & NUTS	_____	ROOF DRAINS & SUPPORTS	_____
CLEAN	_____		

**WALLS:**

FINISH	_____	ANCHORS	_____
SUPPORTS / BRACING	_____	SEALS	_____
EXPANSION / CONTROL JOINTS	_____	FIRE STOPS	_____

**DUCT WORK:**

SUPPORTS HANGERS	_____	INSULATION (PINNED/GLUED)	_____
ISOLATION AT UNITS	_____	DAMPERS, OPERATORS	_____
ACCESS PANELS	_____	CLEAN (INTERIOR/EXTERIOR)	_____
TEMP. WORK REMOVED	_____	CLEAN	_____

**CEILINGS:**

GRID SUPPORTS/HANGERS	_____	GRID CONFIGURATION	_____
GRID COLOR	_____	HARD CEILING SUPPORTS	_____
LIGHT FIXTURE SUPPORTS	_____	GRID CLEAN	_____
TOP OF TILE CLEAN	_____	SEISMIC SUPPORTS	_____

**ELECTRICAL:**

CONDUIT SUPPORTS	_____	JUNCTION BOX COVERS	_____
IDENTIFICATION	_____	DROPS FOR LIGHT FIXTURES	_____

EXIT SIGNS \_\_\_\_\_

NO SUPPORT FROM GRID \_\_\_\_\_

**SECURITY:**

CONDUIT \_\_\_\_\_

DEVICES \_\_\_\_\_

POWER DROPS \_\_\_\_\_

JUNCTION BOX COVERS \_\_\_\_\_

ALARMS \_\_\_\_\_

**COMMUNICATIONS / DATA:**

CONDUIT \_\_\_\_\_

CABLE SUPPORT \_\_\_\_\_

DEVICES \_\_\_\_\_

JUNCTION BOX COVERS \_\_\_\_\_

POWER DROPS \_\_\_\_\_

**FIRE ALARM:**

CONDUIT SUPPORTS \_\_\_\_\_

IDENTIFICATION \_\_\_\_\_

ALARM INDICATORS \_\_\_\_\_

ALARM BOXES \_\_\_\_\_

JUNCTION BOX COVERS \_\_\_\_\_

NO SUPPORT FROM GRID \_\_\_\_\_

**CLEANLINESS:**

SPACE CLEANED BEFORE CLOSURE \_\_\_\_\_

# **Construction Waste Management Plan (CWMP)**



**Additions and Alterations to  
H.C. Wilcox Technical High School  
Meriden, CT  
Gilbane Project No. 11.5311.000  
September 2011**

**ISSUE DATE: October 2011**

## **SECTION 1**

### **Waste Management Goals**

This Construction Waste Management Plan is to be followed by all contractors and job site personnel during the construction of the H.C. Wilcox Technical High School project. The contents of this Plan as well as all waste handling/recycling requirements will be discussed at each safety orientation and will be made part of the Trade Contractors Weekly Tool Box Talk. In addition, each Trade Contractor shall sign a notification form confirming that they will adhere to the requirements of this Plan; failure to comply with the contents of this Plan as well as with the overall management process of all waste generated on this site will result in a \$750 fine per applicable Trade Contractor.

By effectively managing this Construction Waste Management Plan, we intend to recycle or salvage for reuse 50% by weight of the waste generated on site.

The plan outlines the expected wastes to be confronted on site, means of disposal and handling methods.

Gilbane will monitor, implement and document this plan throughout the construction of this project. Monitoring of on-site compliance with this plan will be performed by the Gilbane General Superintendent (or his designee) on a daily basis. Gilbane, unless otherwise stated in the individual Trade Contractor contract documents, will utilize a mixed waste construction and demolition facility to assist the project with meeting the recycling goal. This essentially means that a majority of the construction and demolition waste can be placed within a single thirty (30) cubic yard waste container.

In addition, Gilbane will provide labeled containers for all non-construction and demolition waste streams (e.g. food scraps, cups, bottles, cans). These containers will be placed within all designated break and lunch room areas. Also these materials must not be placed within any waste containers designated to contain construction and demolition waste.

In the event that the mixed waste construction and demolition waste recycling center is not able to meet the projects established goals, Gilbane will make arrangements with another vendor and will require certain construction waste streams to be segregated before leaving the site. If this occurs, Gilbane will provide further instruction to all trades regarding the need to separate out specific waste streams.

Documentation of the plan will consist of the following:

- Photographs of on-site activities taken on a monthly basis by Gilbane
- Waste recycling and/or disposal receipts
- Trade Contractor and Vendor Waste Management Plans

Gilbane will make site inspections on a monthly basis to review overall compliance with the plan; prepare a monthly spreadsheet depicting the waste recycling process.

## **SECTION 2** **Expected Wastes, Disposal & Handling**

The following table lists expected wastes on this project, their disposal method and handling procedures.

<b>Source</b>	<b>Disposal Method</b>	<b>Handling Procedure</b>
<b>DEMOLITION &amp; SITE PREP</b>		
Topsoil	Stock pile on-site for reuse on this project.	Stock-pile in accordance with the SWPPP
Other Soils	Stock pile on site for reuse on this project.	Stock-pile in accordance with SWPPP
Site clearing waste (e.g. trees, branches bushes, etc.)	Recycle/process and divert from landfill	All brush, branches and trees will be chipped and removed from the site for use as an organic mulch
Fill, Boulders	Recycle/ process and divert from landfill	Re-process and re-use on site within areas requiring applicable fill material only dispose of excess material.
<b>COSNTRUCTION ACTIVITIES</b>		
Concrete, Masonry and Grout, including concrete wash-out debris	Recycle	Break-Up and put in concrete dumpster.
Metals	Recycle	Place unusable metal in the mixed waste recycling dumpster.
Wood, including crates and pallets if not able to be taken back by the applicable trade contractor	Recycle	Neatly stack reusable pieces in scrap area for reuse by any who need it. Place unusable wood in the mixed waste recycling dumpster.
Clean Sawdust	Recycle/process and divert from landfill	Clean saw dust will be collected and utilized as organic mulch
Cardboard	Recycle	Place unusable cardboard in the mixed waste recycling dumpster.
Carpet	Recycle	Protect from weather and set aside for vendor reclamation.
Office & News Paper	Recycle	Separate and deposit in bin to be stored adjacent to Gilbane's construction office.
Bottles & Cans	Recycle	Separate and deposit in bin adjacent Gilbane's construction office.
Drywall	Recycle	Presently all drywall will be placed within the mixed waste



		recycling container. However, if a local drywall facility begins operation; efforts will be made to segregate and recycle this waste stream
All other wastes	Landfill	Deposit in rubbish dumpsters

**SECTION 3**

**Trade Contractor Waste Management Plans**

Gilbane has endeavored to identify as many practical means of recycling on site wastes to divert 50% of the projected wastes on this project from Landfills and shall arrange for the provision of either mixed waste dumpsters or, where applicable, segregated waste dumpsters for rubbish, scrap metal, wood, concrete & brick and cardboard through an independent hauler. However, Gilbane will not be able to document all waste on the project without the help of each and every Trade Contractor.

Therefore, where required within the individual Trade Contractors bid package, each successful Trade Contractor will be required to develop a Waste Management Plan specific to their scope of work. This Waste Management Plan shall include:

1. Waste Types
2. Methods of Disposal (denote “by Gilbane” if intent is to use one of the segregated dumpsters).
3. Handling & Transportation Procedures (including documentation) for all waste not deposited into the dumpsters provided through Gilbane.

**SECTION 4**

**Waste Management Progress Report (attached)**

A copy of the master Waste Management Progress Report has been attached. The copy attached has estimated quantities that will be updated using actual quantities (once established). The actual quantities in the Master Report will be updated by Gilbane based on information provided by the following sources:

- Independent waste hauler and mixed waste recycling center
- Independent waste hauler sending separated waste directly to a recycling center
- Each Trade Contractor providing their own waste dumpster
- Each Trade Contractor process and reusing identified waste streams on the site

When applicable, each Trade Contractor shall be responsible for providing the following documentation for any waste generated on site that is not deposited in the dumpsters provided by Gilbane.

1. A record of the type and quantity, by weight of each material salvaged, reused, recycled or disposed in a manner other than that provided by Gilbane through their independent hauler.
2. Disposal Receipts. Provide copies of all receipts issued by a disposal facility for non-recyclable waste that is disposed in a landfill.
3. Recycling Receipts. Provide copies of all receipts issued by an approved recycling facility.
  - a. For co-mingled materials, include weight tickets from the recycling hauler or material recovery facility and verification of the recycling rate for co-mingled loads at the facility.
4. Salvaged Materials Documentation: Types and quantities, by weight, for materials salvaged for reuse on site, sold or donated to a third party.

This documentation will then be compiled by Gilbane in the Master Waste Management Progress Report.

## **SECTION 5**

### **Anticipated Waste Vendors**

Hauler

Facility

TBD by Purchasing

To Be Determined; based upon waste stream to be segregated

# Indoor Air Quality Management Plan

## **Additions and Alterations to H.C. Wilcox Technical High School**

**Meriden, CT**



**Gilbane Project No. 11.5311.000**

**September 26, 2011**

## Executive Summary

### INDOOR AIR QUALITY MANAGEMENT PLAN DURING CONSTRUCTION PHASE

#### Introduction:

The project includes the construction of 76,000 square feet of additions of new classroom and support spaces and 99,000 square feet of renovation to the existing building creating new classrooms, a new media center, shop spaces, administration and accessibility improvements. Work will also include new mechanical systems, the addition of fire protection throughout the facility and electrical upgrades; as well as site improvements, structural and code related upgrades. The addition will be constructed of structural steel framing and concrete decks. The exterior wall construction will consist of brick veneer with both CMU and light gauge metal frame back-up. This is a multi-phased project where the high school will remain operational and occupied by students, faculty and staff throughout construction. All work must be carefully planned, communicated and executed to minimize disruptions and ensure the safety of all building occupants and visitors.

The purpose of this Indoor Air Quality Plan is to obtain acceptable Indoor Air Quality (IAQ) for the completed project. In order to achieve this we MUST begin during the construction phase of the project.

#### Procedure:

Gilbane has developed the following construction procedures to ensure that acceptable indoor air quality will be maintained for the future occupants of the building. This air quality is not only important for health reasons, but unacceptable air quality could potentially impact the use of this building as an office space.

#### General Statement

The Project Team will address the following issues during the construction of this project in order to eliminate contaminants: housekeeping, moisture control of materials, material selection, material installation sequencing, protection of materials and equipment at delivery and HVAC equipment and ducting. Primarily the Gilbane General Superintendent (or his designee) will be responsible to enforce the elements of this plan. The Gilbane Project Manager and Gilbane IAQ Coordinator will provide oversight as well.

#### A. Housekeeping – (Dirt, Dust & Cleaning)

1. **Excavation** – During Construction some building perimeter excavation may be required. In order to control dust migration, if the material being excavated is dry, moisture will be added. Excavated material being trucked will require covering of the material prior to transporting to minimize airborne dust.
2. **Cleaning** - Surfaces within the building will be clean by sweeping or vacuuming on a regular basis in order to minimize the accumulation of dust; dust shall be suppressed with wetting agents or sweeping compounds, clean-up of dust shall be conducted using a wet rag, damp mop or HEPA filtered vacuum cleaners. The frequency of cleaning will be

- increased if dust build-up is noted. All inspections will be noted within the Gilbane Superintendent's daily log.
3. **Sanding, grinding, or other similar processes** that cause dust will be reviewed prior to starting and may require wetting down and/or the use of HEPA vacuum attachments or enclosures with negative air ventilation to the outside of the building in order to minimize dust within the building.
  4. **Duct protection** – See HVAC Equipment and Ducting section below.
  5. **Standing Water** – In order to keep the work areas as dry as possible and to prevent the growth of microbial contamination all standing water will be removed in an expedited manner.
  6. **Spills** - As soon as possible all spills or excess applications of solvent-containing products shall be addressed
  7. **Pathway Interruption** - Pollutant sources shall be kept away from critical air flow pathways, such as air intakes. Construction products and waste materials shall not be stored in mechanical rooms. Consult the Gilbane General Superintendent prior to any placement of pollutant sources (i.e. operating equipment, vehicle, mixing equipment, etc.).

Where construction emissions are occurring on the roof of the building, contaminants may be drawn into the building through the outside air intakes. In some cases, it may be necessary to seal the intake dampers to prevent IAQ problems within the building or adjacent buildings.

During construction, it may be necessary to isolate areas of work to prevent contamination of clean or occupied spaces. When possible, barriers shall be erected to prevent unwanted airflow from dirty to clean areas. This includes the use of dust curtains or polyethylene sheets between work areas. In addition, due to the anticipated phased completion of construction, certain areas of the building will need to be isolated and will be addressed on a case-by-case basis.

Dust and odor production materials will be kept away from air intakes. Construction products and waste materials shall not be stored in the mechanical rooms.

Walk-off mats will be placed at all entrances to the building when the project is closed-in. These mats will be used to limit the amount of foreign debris that enters the building. Walk-off mats are to be cleaned on a weekly basis by Laborers, or more frequently as required by project conditions.

Locations of pollutant sources that may be required are to be positioned throughout the project so as to have the minimum effect on the building and its occupants. Consult with the Gilbane General Superintendent prior to any placement of pollutant sources (i.e., operating equipment, vehicle, mixing equipment, etc.)

To minimize dust for occupancy, all spaces shall be cleaned including concealed/enclosed spaces during construction. Dust and dirt shall be removed prior to enclosing concealed spaces, including wall cavities and HVAC ducts.

8. **NO smoking or eating** is allowed in or immediately around the building at any time during construction. Signs will be posted at entrances. Any person violating this requirement will be removed from the project.

#### **B. Moisture Control of Materials**

1. Minimize the **accumulation of moisture** within the building envelope by eliminating water leakage, water ponding and utilizing moisture barriers or screens until walls and roof are completed.
2. Materials shall be **stored** off the floor to maintain air circulation and prevent impact from moisture. Keep materials in the original packaging and on pallets until ready for installation. Water shall not be used around stored materials, but if required materials will be protected with a waterproof covering.
3. Control **moisture** in HVAC ducting by keeping ends covered until installation and drying with air prior to operating system.
4. Adequate **ventilation** of packaged dry products prior to installation shall be provided. Sufficient ventilation, air circulation and air changes shall be used to dissipate excess humidity when present.

#### **C. Material Log Book – Low Volatile Organic Compound materials**

As required by the project specification and whenever possible use products with low levels of volatile organic compounds (VOC's), including low emitting caulks, paints, adhesives, sealants, and cleaning products.

1. A Materials Log shall be maintained in order to ensure all materials being utilized within the building meet the VOC requirements listed in "Appendix A."

#### **D. Scheduling**

1. Special construction scheduling will be necessary to ensure the dissipation of emissions from finishes that emit significant quantities of harmful materials during curing. Certain materials will act as sinks, storing and subsequently releasing these unwanted substances into the building spaces and mechanical systems after occupancy. Whenever possible, application of wet and odor-emitting materials (i.e. paints, sealants, and coatings) shall be completed prior to installing materials that act as sinks (i.e. ceiling tiles, carpets, insulation, gypsum products, and fabric-covered furnishings). Consult the Gilbane General Superintendent for further direction. Where off-gassing odors are a major

- concern, Gilbane will make every effort to coordinate these activities prior to a weekend or at the end of the work day. This will allow new products time to sufficiently air out.
2. **Type 1 Materials and Finishes:** Certain materials and finishes specified on this project can be classified as Type 1. These materials have a potential for short term levels of off-gassing from chemicals inherent in their manufacturing process. Some of the Type 1 materials specified for this project include, but are not limited to the following:
    - a. Composite wood products, including particleboard and plywood from which millwork, wood paneling, doors, or furniture.
    - b. Adhesives, sealants, and glazing compounds.
    - c. Wood preservatives, wood finishes, primers and paints, and paint-like finishes.
    - d. Control joint fillers, fire stopping materials, and caulking.
    - e. Hard Finishes that require the use of adhesives during the installation process including but not limited to plastic laminate, linoleum, and rubber tile.
    - f. Gypsum wall board and associated finish processes and products.
  3. **Type 2 Materials and Finishes:** Certain materials and finishes specified on this project can be classified as Type 2. These materials are classified as soft materials and finishes which are porous in nature and may adsorb chemicals off-gassed by Type 1 Materials. Type 2 materials may collect chemicals off-gassing from Type 1 materials or could collect contaminants that may encourage bacterial growth. Type 2 Materials and Finishes include, but are not limited to the following:
    - a. Carpet and padding, and other woven or fibrous floor finishes.
    - b. Fabric wall covering.
    - c. Exposed insulation materials
    - d. Acoustic ceiling materials.
    - e. Gypsum wall board
  4. Upon completion of the installation of Type 1 materials within a particular location, the area will be flushed with 100% outside air for at least 48 hours; longer if required per the product data.
  5. Volatile liquids, including fuels and solvents, will be stored in closed containers outside of the building when not in use. If these containers are brought into the building, all covers/lids must be closed when the container is not in use.
  6. Use of gasoline powered equipment within the building is not permitted. Use of propane or electric equipment is required.
  7. The application of interior finishes shall be scheduled to ensure the product properly achieves the applicable cure time as required by the manufacturer.
  8. All wet applied interior finish materials are to be properly and fully cured before installing other finish materials over them.

9. Type 2 materials shall not be stored in areas where installation or curing of Type 1 Materials is in progress.
10. Type 2 materials will be protected prior to and after installation as required to prevent absorption of moisture and the accumulation of dust and dirt.
11. Protection of materials and equipment at delivery will be addressed.
  - a. Unloading and transporting of materials and equipment shall be in accordance with vendor instructions.
  - b. All uninstalled material and equipment shall be protected from dust and moisture until installed.

#### **E. HVAC Equipment and Ducting**

During construction all applicable Trade Contractors shall meet or exceed the minimum requirements of the Sheet Metal and Air Conditioning National Design/Builders Association (SMACNA), IAQ Guidelines for Unoccupied Buildings Under Construction, 1995, Chapter 3.

1. Protection
  - a. The open ends of all ducts shall be sealed with temporary covers (e.g. polyethylene sheeting or sheet meal) prior to arrival on site. If the duct work cannot be shipped to the site with sealed openings, it shall be immediately cleaned and sealed. These covers shall remain in place throughout construction and will only be removed at the end of construction related activities. This step will ensure protection from dust and dirt infiltration during construction; particularly for dust generating activities such as gypsum wallboard finishing and sanding.
  - b. Previously installed duct will be checked to ensure it is dry prior to installing additional sections.
  - c. Protect open end of risers to prevent debris from entering from above. Apply protection immediately after installation of equipment and ducting.
  - d. Ducting runs that require more than a single day to install shall be protected at the end of each day's Work.
  - e. Reference SMACNA "Duct Cleanliness for New Construction Guidelines".
2. Temporary Filters
  - a. Temporary ventilation will be used to flush the building during the construction period and will help to reduce off gas absorption. As such, temporary construction filters shall be utilized to protect all permanently installed duct work. Filters with a minimum MERV rating of 8 must be utilized at each return air grill, as determined by ASHRAE 52.2-1999. These filters will be monitored and replaced as necessary to maintain filtration of 50% efficiency.
  - b. At the time of commissioning, the filters will be changed prior to occupancy.



3. Air Exchange

- a. During construction when off-gas or VOC materials are being installed or placed, adequate ventilation will be provided to minimize absorption and ventilated to outside the building.
- b. To further prevent dust and debris from entering the ductwork, temporary ventilation will be used after hours when no active construction is being done. In addition, the building will remain open when fans are run to maximize the amount of outside air that is circulated.

Throughout the construction process, the Gilbane General Superintendents will ensure compliance with the IAQ plan by randomly checking ductwork and associated equipment on a regular basis. First delivery inspections will be done to verify the suitability of all materials prior to installation

**Conclusion:**

**Required Submittals**

- Provide a copy of the Construction IAQ Management Plan that includes highlighting the five SMACNA IAQ requirements for Unoccupied Buildings Under Construction, 1995, Chapter 3.
- Provide photographs of construction IAQ management measures such as protection of ducts and on-site stored or installed absorptive materials.
- Provide cut sheets of filtration media used during construction and installed prior to occupancy with MERV values highlighted.

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**Appendix A**  
**SOUTH COAST AIR QUALITY MANAGEMENT DISTRICT**  
**RULE 1168 - ADHESIVE AND SEALANT APPLICATIONS**

**VOC Limit\*, Less Water and Less Exempt Compounds in Grams per Liter**

<b><u>Architectural Applications</u></b>	<b><u>Current VOC Limit</u></b>
Indoor Carpet Adhesives	50
Carpet Pad Adhesives	50
Outdoor Carpet Adhesives	150
Wood Flooring Adhesive	100
Rubber Floor Adhesives	60
Sub-floor Adhesives	50
Ceramic Tile Adhesives	65
VCT and Asphalt Tile Adhesives	50
Dry Wall and Panel Adhesives	0
Cove Base Adhesives	50
Multipurpose Construction Adhesives	70
Structural Glazing Adhesives	100
Single Ply Roof Membrane Adhesives	250

<b><u>Specialty Applications</u></b>	<b><u>Current VOC Limit</u></b>
PVC Welding	285
CPVC Welding	270
ABS Welding	400
Plastic Cement Welding	250
Adhesive Primer for Plastic	250
Contact Adhesive	80
Special Purpose Contact Adhesive	250
Adhesive Primer for Traffic Marking Tape	150
Structural Wood Member Adhesive	140
Top and Trim Adhesive	250

<b><u>Substrate Specific Applications</u></b>	<b><u>Current VOC Limit</u></b>
Metal to Metal	30
Plastic Foams	50
Porous Material (except wood)	50
Wood	30
Fiberglass	80

<b><u>Sealants</u></b>	<b><u>Current VOC Limit</u></b>
Architectural	250
Marine Deck	760
Non-membrane Roof	300
Roadway	250
Single-Ply Roof Membrane	450
Other	420

<b><u>Sealant Primers</u></b>	<b><u>Current VOC Limit</u></b>
Architectural Non-Porous	250
Architectural Porous	775
Modified Bituminous	500
Marine Deck	760
Other	750

**Architectural Paints, Coatings and Primers applied to interior walls and ceiling must meet the requirements of the Green Seal Standard GS-11, First Edition, May 20, 1993**

- Flats: 50g/L
- Non-flats: 150 g/L

**Anti-corrosive and anti-rust paints applied to interior ferrous metal substrates shall meet the Green Seal Standard GC-03, Anti-Corrosive Paints, Second Edition, January 7, 1007**

- Anti-corrosive and anti-rust paints: 250 g/L

**Clear wood finishes, floor coatings, stains, sealers, and shellacs applied to interior elements must not exceed the South Coast Air Quality Management District (SCAQMD) Rule 1113, Architectural Coatings, January 1, 2004**

- Clear wood finishes: varnish – 350 g/L; lacquer -555 g/L
- Floor coatings: 100 g/L
- Sealers: waterproofing sealers – 250 g/L; sanding sealers – 275 g/L; all other sealers – 200 g/L
- Stains: 250 g/L






























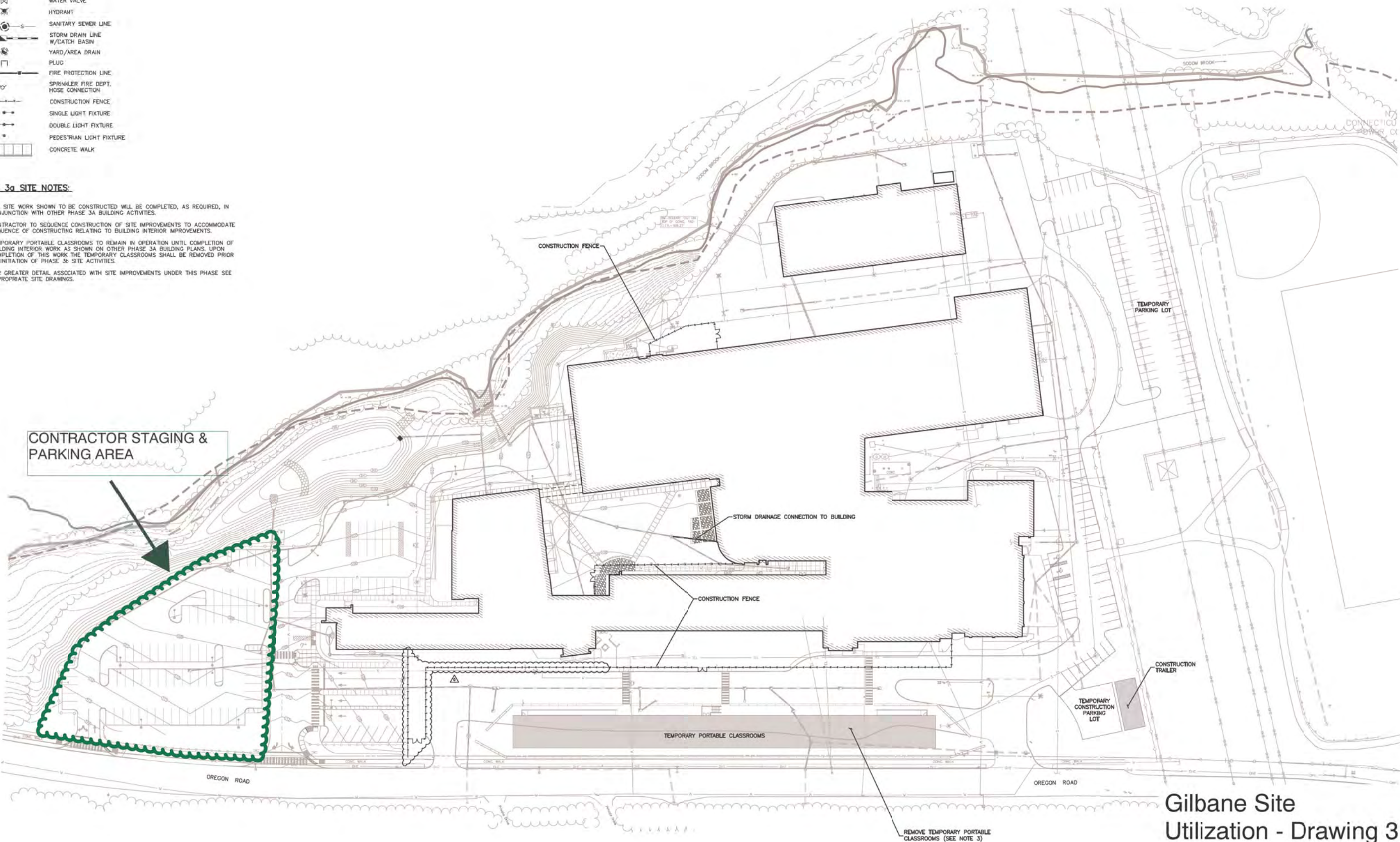


**SITE PHASING LEGEND**

-  EXISTING BUILDING
-  TEMPORARY PORTABLE CLASSROOMS/  
CONSTRUCTION TRAILER
-  TEMPORARY PROCESSED AGGREGATE  
PARKING LOT
-  DRAINAGE MANHOLE
-  SANITARY MANHOLE
-  CATCH BASIN
-  WATER VALVE
-  HYDRANT
-  SANITARY SEWER LINE
-  STORM DRAIN LINE  
W/CATCH BASIN
-  YARD/AREA DRAIN
-  PLUG
-  FIRE PROTECTION LINE
-  SPRINKLER FIRE DEPT.  
HOSE CONNECTION
-  CONSTRUCTION FENCE
-  SINGLE LIGHT FIXTURE
-  DOUBLE LIGHT FIXTURE
-  PEDESTRIAN LIGHT FIXTURE
-  CONCRETE WALK

**PHASE 3a SITE NOTES:**

1. ALL SITE WORK SHOWN TO BE CONSTRUCTED WILL BE COMPLETED, AS REQUIRED, IN CONJUNCTION WITH OTHER PHASE 3A BUILDING ACTIVITIES.
2. CONTRACTOR TO SEQUENCE CONSTRUCTION OF SITE IMPROVEMENTS TO ACCOMMODATE SEQUENCE OF CONSTRUCTING RELATING TO BUILDING INTERIOR IMPROVEMENTS.
3. TEMPORARY PORTABLE CLASSROOMS TO REMAIN IN OPERATION UNTIL COMPLETION OF BUILDING INTERIOR WORK AS SHOWN ON OTHER PHASE 3A BUILDING PLANS. UPON COMPLETION OF THIS WORK THE TEMPORARY CLASSROOMS SHALL BE REMOVED PRIOR TO INITIATION OF PHASE 3c SITE ACTIVITIES.
4. FOR GREATER DETAIL ASSOCIATED WITH SITE IMPROVEMENTS UNDER THIS PHASE SEE APPROPRIATE SITE DRAWINGS.























**Gilbane Site  
Utilization - Drawing 3  
September 26, 2011**

REMOVE TEMPORARY PORTABLE CLASSROOMS (SEE NOTE 3)



**SITE PHASING LEGEND**

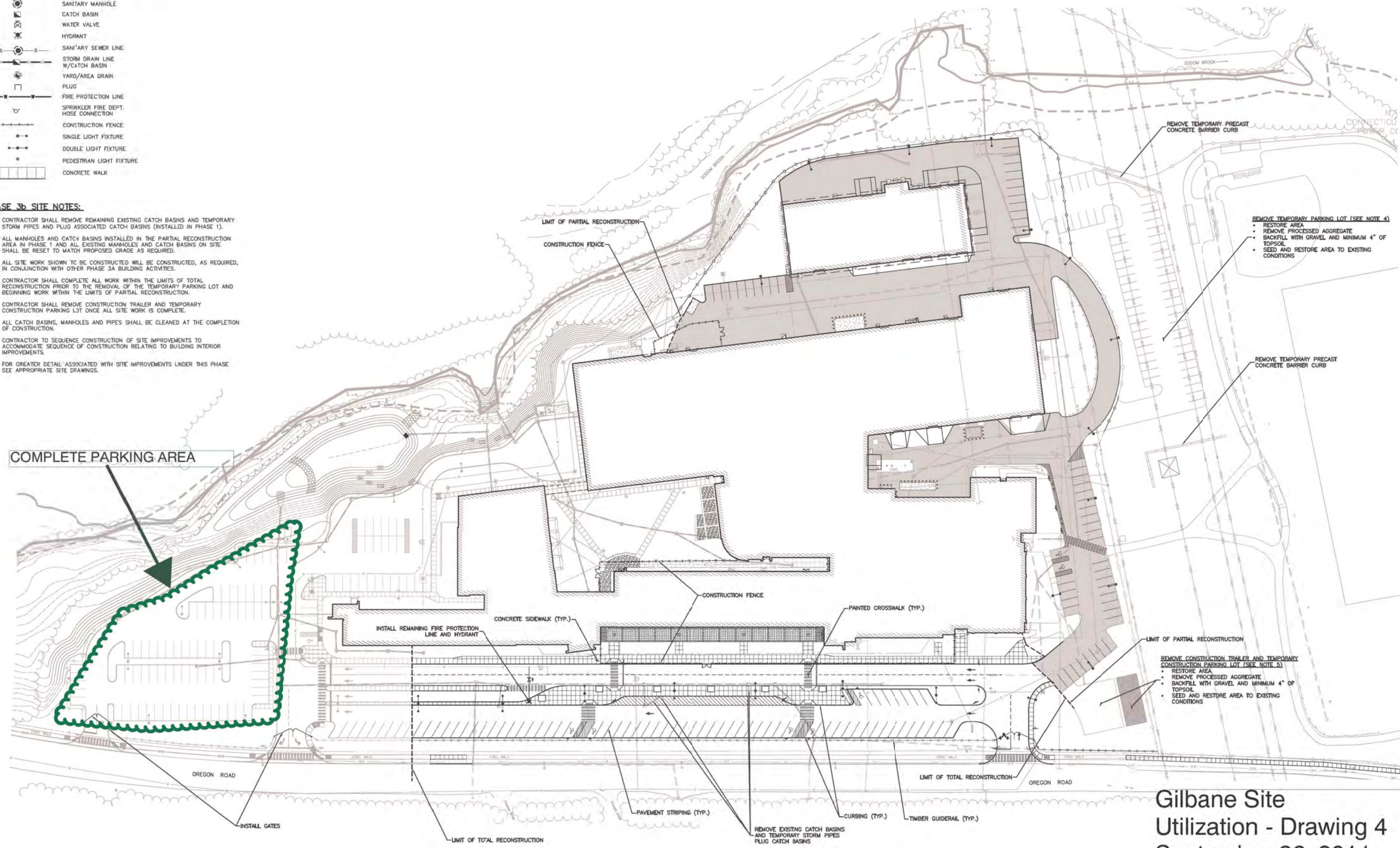
-  EXISTING BUILDING
-  CONSTRUCTION TRAILER
-  PAVEMENT REPLACEMENT
-  TEMPORARY PROCESSED AGGREGATE PARKING LOT
-  DRAINAGE MANHOLE
-  SANITARY MANHOLE
-  CATCH BASIN
-  WATER VALVE
-  HYDRANT
-  SANITARY SEWER LINE
-  STORM DRAIN LINE W/CATCH BASIN
-  YARD/AREA DRAIN
-  PLUG
-  FIRE PROTECTION LINE
-  SPRINKLER FIRE DEPT. HOSE CONNECTION
-  CONSTRUCTION FENCE
-  SINGLE LIGHT FIXTURE
-  DOUBLE LIGHT FIXTURE
-  PEDESTRIAN LIGHT FIXTURE
-  CONCRETE WALK



**PHASE 3b SITE NOTES:**

1. CONTRACTOR SHALL REMOVE REMAINING EXISTING CATCH BASINS AND TEMPORARY STORM PIPES AND PLUG ASSOCIATED CATCH BASINS (INSTALLED IN PHASE 1).
2. ALL MANHOLES AND CATCH BASINS INSTALLED IN THE PARTIAL RECONSTRUCTION AREA IN PHASE 1 AND ALL EXISTING MANHOLES AND CATCH BASINS ON SITE SHALL BE RESET TO MATCH PROPOSED GRADE AS REQUIRED.
3. ALL SITE WORK SHOWN TO BE CONSTRUCTED WILL BE CONSTRUCTED, AS REQUIRED, IN CONJUNCTION WITH OTHER PHASE 3A BUILDING ACTIVITIES.
4. CONTRACTOR SHALL COMPLETE ALL WORK WITHIN THE LIMITS OF TOTAL RECONSTRUCTION PRIOR TO THE REMOVAL OF THE TEMPORARY PARKING LOT AND BEGINNING WORK WITHIN THE LIMITS OF PARTIAL RECONSTRUCTION.
5. CONTRACTOR SHALL REMOVE CONSTRUCTION TRAILER AND TEMPORARY CONSTRUCTION PARKING LOT ONCE ALL SITE WORK IS COMPLETE.
6. ALL CATCH BASINS, MANHOLES AND PIPES SHALL BE CLEANED AT THE COMPLETION OF CONSTRUCTION.
7. CONTRACTOR TO SEQUENCE CONSTRUCTION OF SITE IMPROVEMENTS TO ACCOMMODATE SEQUENCE OF CONSTRUCTION RELATING TO BUILDING INTERIOR IMPROVEMENTS.
8. FOR GREATER DETAIL ASSOCIATED WITH SITE IMPROVEMENTS UNDER THIS PHASE SEE APPROPRIATE SITE DRAWINGS.

**COMPLETE PARKING AREA**



**Gilbane Site  
Utilization - Drawing 4  
September 26, 2011**