

**\*\*Please note new bid opening date\*\***

**DEPARTMENT OF DEVELOPMENTAL SERVICES  
West Region  
INVITATION TO BID**

- **PROJECT # and PROJECT TITLE:**  
**BI-DDS-496 Maple and Pine Units Bathroom Renovation Project**
- **MANDATORY PRE-BID MEETING TO BE HELD ON:**  
**Thursday May 28, 2009 10:00A**
- **PRE-BID MEETING TO BE HELD AT:**  
**Northwest Center DDS  
195 Alvord Park Road  
Torrington, CT  
Administration Building**

*Pre-registration required. Detailed as-built prints will be disseminated at the pre-bid to those that pre-register. The (8 ½" x 11") prints contained within this packet are for reference only. Please contact Trudy Holyst at 203-805-7415 to register. Please note: Model (SIMILAR) unit on site. Located in Building 2 will be reviewed at time of pre-bid.*

- **REQUESTS FOR CLARIFICATION, QUESTIONS CONCERNING SCOPE OF WORK, AND PROPOSED SUBSTITUTION(S) OF PRODUCTS ARE DUE TO THE FACILITIES REPRESENTATIVE BY: Thursday June 11, 2008 @ 3:00P**
- **(OPTIONAL) SITE VIST for CLARIFICATIONS, QUESTIONS AND FINAL MEASUREMENTS To be discussed at Pre-Bid Meeting**
- **CLARIFICATION AND ANSWERS TO QUESTIONS WILL BE POSTED ON THE DAS WEB PORTAL BY: Monday June 15, 2009 4:00P**
- **BID OPENING DATE AND TIME:**  
~~Friday June 26, 2009 @ 2:00P~~ **Friday , July 10<sup>th</sup> at 2:30**
- **DDS FACILITY REPRESENTATIVE:**  
**ROBERT KLINGNER, PLANT FACILITIES ENGINEER**  
**Phone# 203-806-8762 Fax@ 203-271-1352 Email: [Robert.Klingner@ct.gov](mailto:Robert.Klingner@ct.gov)**
- **DDS BUSINESS OFFICE REPRESENTATIVE:**  
**LAUREN MARZIARZ, FAO**  
**25 CREAMERY ROAD**  
**CHESHIRE, CT 06410**  
**PHONE# 203-806-8819 FAX# 203-806-8768 EMAIL: [Lauren.Marziarz@ct.gov](mailto:Lauren.Marziarz@ct.gov)**

All bids will be received at the date, time, and place (Business Office) specified and thereafter publicly opened and read aloud. The Department of Developmental Services is an Equal Employment/Affirmative Action Organization and will not knowingly do business with an organization/contractor that is or has been found to discriminate.

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# BIDDING REQUIREMENTS - INSTRUCTIONS TO BIDDERS

Failure to complete and submit any of the required forms, documents, or information may result in rejection of your bid. Should this occur, your bid will be deemed non-responsive and it will be disqualified. DDS reserves the right to not award this contract in whole or in part. Conditional bids will be disqualified. A conditional bid is defined as one limiting or modifying any of the terms and conditions and/or specifications.

## **Forms REQUIRED to be submitted WITH all bids**

- BID FORM ((2 pages, attached))
- PRE-BID REPRESENTATIVE FORM ((1 page, attached))
- EXPERIENCE, REFERENCES, & SUB-CONTRACTORS FORM ((1 page, attached))

## **Required bond or check to be submitted WITH bids equal to or greater than \$10,000**

- BID BOND OR CHECK per section IB. 1.11

## **Additional forms required to be submitted WITH all bids equal to or greater than \$100,000**

- CONTRACTORS WAGE CERTIFICATION FORM (Dept. of Labor prevailing wage requirements) per section IB 1.10 ((1 page, attached))

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**The following forms / documents are required to be submitted after bid opening, by lowest bidder only, before Purchase Order can be issued. These forms must be submitted along with your bid, or, within 5 business days of being informed you are the lowest bidder. If not received within 5 business days, your bid may be deemed non-responsive and may be disqualified. It is strongly encouraged to submit these forms / documents, along with your bid, to administratively accelerate the issuance of a Purchase Order.**

- BIDDER CONTRACT COMPLIANCE MONITORING REPORT ((2 pages, attached))
  - PROOF OF INSURANCE per section IB. 1.12
  - PROOF OF REQUIRED CERTIFICATIONS AND TRADE LICENCES
  - GIFT AND CAMPAIGN CONTRIBUTION CERTIFICATION ((1 page, attached)) (Required if this bid exceeds \$50,000, or, if this bid causes the sum total of your previous contracts with DDS, in a calendar or fiscal year, to exceed \$50,000).
  - PERFORMANCE, LABOR, & MATERIAL BONDS (Required for projects equal to or greater than \$50,000) (Note: this form not required or suggested to be submitted with bid, but is required before issuance of PO).
  - **PROOF OF COMPLETION OF THE 10-HOUR OSHA CONSTRUCTION SAFETY AND HEALTH COURSE - PER Public Act No. 06-175 (Required for projects equal to or greater than \$100,000) ATTACHED))**
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# **BID FORM** (page 1 of 2)

TO: Business Office – West Region  
Department of Developmental Services  
25 Creamery Road  
Cheshire, CT 06410

FOR: Project #: BI-DDS-496  
Project Title: Maple and Pine Units Bathroom Renovation  
Location: Northwest Center, 195 Alvord Park Road, Torrington, CT 06790

FROM: (Company Name) \_\_\_\_\_

In compliance with the Instruction to Bidders & Conditions of Bid (section I.B. 1.09), and subject to all conditions thereof, the undersigned offers and agrees to furnish all labor and materials and to complete work called for by the project's technical specifications within the allotted time of ( **60** ) **calendar days** for the Lump Sum of:

**BASE BID:**

WORDS \_\_\_\_\_ DOLLARS Figures:  
(\$ \_\_\_\_\_).

Note: Contractors failing to provide supplemental bids shall be deemed non-responsive and will be disqualified.

# **BID FORM** (page 2 of 2)

The General Contractor on this project will be required to perform not less than ( **50%** ) of the completed dollar value of the work with its own forces.

I (we), the undersigned, hereby declare that I am (we are) the only person(s) interested in this bid: That it is made without any connection with any other person making any bid for the same work: that no person acting for, or employed by, the State of Connecticut is directly or indirectly interested in this bid, or in any contract which may be made under it, or in expected profits to arise there from; that this bid is made without directly or indirectly influencing or attempting to influence any other person or corporation to bid or to refrain from bidding or to influence the amount of the bid of any other person or corporation: that this bid is made in good faith without collusion or connection with any other person bidding for the same work; and that this bid is made with distinct reference and relation to the plans and specifications prepared for this contract.

I (we) further declare that in regard to the conditions affecting the work to be done and the labor and materials needed, this bid is based solely on my (our) own investigation and research and not in reliance upon any representations of any employee, officer or agent of the State.

I have carefully read, understand and will comply with all of the above Project Terms and Conditions, Security Regulations and Scope of Work. I have received and incorporated all Addendums (if any) posted on the DAS Web Portal and have incorporated these within the bid.

Contractor Owner/Officer \_\_\_\_\_ Date: \_\_\_\_\_

Title \_\_\_\_\_

Company Name \_\_\_\_\_

Address \_\_\_\_\_

City, State Zip \_\_\_\_\_

Phone # \_\_\_\_\_ Fax # \_\_\_\_\_ FEIN# \_\_\_\_\_

Email Address: \_\_\_\_\_

Signature: \_\_\_\_\_

Contractor Owner/Officer

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
Notary Public

**\*\* END OF SECTION - BID FORM \*\***

# PRE-BID REPRESENTATIVE FORM

\_\_\_\_\_ was represented at the pre-bid meeting  
(Company Name)

held on \_\_\_\_\_ by \_\_\_\_\_  
(date of meeting) (name of representative)

and, therefore, we are fully responsible for all information, site conditions, and other items discussed at the meeting.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

# EXPERIENCE, REFERENCES, & SUB-CONTRACTORS FORM

## EXPERIENCE / REFERENCES

\*\* Reference IB 1.06 (Contractor Qualification Requirement)  
List similar type installations/projects completed in the last 18 months (at least 2).

Customer Name (Company)	Contact Person	Phone #	Address of Job	Type of Work Performed
1. _____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____
3. _____	_____	_____	_____	_____

## Sub-Contractors

List Sub-Contractors to be used on this project.

Sub-Contractor's Company Name	Contact Person	Phone #	% of Work by Sub-Contractor (Maximum 50%)	Type of Work to be Performed
1. _____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____
3. _____	_____	_____	_____	_____

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

(Revised 09/17/07)

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

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

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

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

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**INSTRUCTIONS AND OTHER INFORMATION**

The following **BIDDER CONTRACT COMPLIANCE MONITORING REPORT** must be completed in full, signed, and submitted with the bid for this contract. The contract awarding agency and the Commission on Human Rights and Opportunities will use the information contained thereon to determine the bidders compliance to Sections 4a-60 and 4a-60a CONN. GEN. STAT., and Sections 46a-68j-23 of the Regulations of Connecticut State Agencies regarding equal employment opportunity, and the bidders good faith efforts to include minority business enterprises as subcontractors and suppliers for the work of the contract.

**1) Definition of Small Contractor**

Section 4a-60g CONN. GEN. STAT. defines a small contractor as a company that has been doing business under the same management and control and has maintained its principal place of business in Connecticut for a one year period immediately prior to its application for certification under this section, had gross revenues not exceeding ten million dollars in the most recently completed fiscal year, and at least fifty-one percent of the ownership of which is held by a person or persons who are active in the daily affairs of the company, and have the power to direct the management and policies of the company, except that a nonprofit corporation shall be construed to be a small contractor if such nonprofit corporation meets the requirements of subparagraphs (A) and (B) of subdivision 4a-60g CONN. GEN. STAT.



2) Description of Job Categories (as used in Part IV Bidder Employment Information)

<p><b>MANAGEMENT:</b> Managers plan, organize, direct, and control the major functions of an organization through subordinates who are at the managerial or supervisory level. They make policy decisions and set objectives for the company or departments. They are not usually directly involved in production or providing services. Examples include top executives, public relations managers, managers of operations specialties (such as financial, human resources, or purchasing managers), and construction and engineering managers.</p> <p><b>BUSINESS AND FINANCIAL OPERATIONS:</b> These occupations include managers and professionals who work with the financial aspects of the business. These occupations include accountants and auditors, purchasing agents, management analysts, labor relations specialists, and budget, credit, and financial analysts.</p> <p><b>COMPUTER SPECIALISTS:</b> Professionals responsible for the computer operations within a company are grouped in this category. Examples of job titles in this category include computer programmers, software engineers, database administrators, computer scientists, systems analysts, and computer support specialists</p> <p><b>ARCHITECTURE AND ENGINEERING:</b> Occupations related to architecture, surveying, engineering, and drafting are included in this category. Some of the job titles in this category include electrical and electronic engineers, surveyors, architects, drafters, mechanical engineers, materials engineers, mapping technicians, and civil engineers.</p> <p><b>OFFICE AND ADMINISTRATIVE SUPPORT:</b> All clerical-type work is included in this category. These jobs involve the preparing, transcribing, and preserving of written communications and records; collecting accounts; gathering and distributing information; operating office machines and electronic data processing equipment; and distributing mail. Job titles listed in this category include telephone operators, payroll clerks, bill and account collectors, customer service representatives, files clerks, dispatchers, shipping clerks, secretaries and administrative assistants, computer operators, mail clerks, and stock clerks.</p>	<p><b>BUILDING AND GROUNDS CLEANING AND MAINTENANCE:</b> This category includes occupations involving landscaping, housekeeping, and janitorial services. Job titles found in this category include supervisors of landscaping or housekeeping, janitors, maids, grounds maintenance workers, and pest control workers.</p> <p><b>CONSTRUCTION AND EXTRACTION:</b> This category includes construction trades and related occupations. Job titles found in this category include boilermakers, masons (all types), carpenters, construction laborers, electricians, plumbers (and related trades), roofers, sheet metal workers, elevator installers, hazardous materials removal workers, paperhangers, and painters. Paving, surfacing, and tamping equipment operators; drywall and ceiling tile installers; and carpet, floor and tile installers and finishers are also included in this category. First line supervisors, foremen, and helpers in these trades are also grouped in this category..</p> <p><b>INSTALLATION, MAINTENANCE AND REPAIR:</b> Occupations involving the installation, maintenance, and repair of equipment are included in this group. Examples of job titles found here are heating, ac, and refrigeration mechanics and installers; telecommunication line installers and repairers; heavy vehicle and mobile equipment service technicians and mechanics; small engine mechanics; security and fire alarm systems installers; electric/electronic repair, industrial, utility and transportation equipment; millwrights; riggers; and manufactured building and mobile home installers. First line supervisors, foremen, and helpers for these jobs are also included in the category.</p> <p><b>MATERIAL MOVING WORKERS:</b> The job titles included in this group are Crane and tower operators; dredge, excavating, and lading machine operators; hoist and winch operators; industrial truck and tractor operators; cleaners of vehicles and equipment; laborers and freight, stock, and material movers, hand; machine feeders and offbearers; packers and packagers, hand; pumping station operators; refuse and recyclable material collectors; and miscellaneous material moving workers.</p>
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3) Definition of Racial and Ethnic Terms (as used in Part IV Bidder Employment Information)

<p><u>White</u> (not of Hispanic Origin)- All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.</p> <p><u>Black</u>(not of Hispanic Origin)- All persons having origins in any of the Black racial groups of Africa.</p> <p><u>Hispanic</u>- All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.</p>	<p><u>Asian or Pacific Islander</u>- All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area includes China, India, Japan, Korea, the Philippine Islands, and Samoa.</p> <p><u>American Indian or Alaskan Native</u>- All persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.</p>
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# Bidder Contract Compliance Monitoring Report

## PART I - Bidder Information

Company Name Street Address City & State Chief Executive	Bidder Federal Employer Identification Number _____ Or Social Security Number _____
Major Business Activity (brief description)	Bidder Identification (response optional/definitions on page 1)  -Bidder is a small contractor. Yes__ No__ -Bidder is a minority business enterprise Yes__ No__ (If yes, check ownership category) Black__ Hispanic__ Asian American__ American Indian/Alaskan Native__ Iberian Peninsula__ Individual(s) with a Physical Disability__ Female__
Bidder Parent Company (If any)	- Bidder is certified as above by State of CT Yes__ No__
Other Locations in Ct. (If any)	- DAS Certification Number _____

## PART II - Bidder Nondiscrimination Policies and Procedures

1. Does your company have a written Affirmative Action/Equal Employment Opportunity statement posted on company bulletin boards? Yes__ No__	7. Do all of your company contracts and purchase orders contain non-discrimination statements as required by Sections 4a-60 & 4a-60a Conn. Gen. Stat.? Yes__ No__
2. Does your company have the state-mandated sexual harassment prevention in the workplace policy posted on company bulletin boards? Yes__ No__	8. Do you, upon request, provide reasonable accommodation to employees, or applicants for employment, who have physical or mental disability? Yes__ No__
3. Do you notify all recruitment sources in writing of your company's Affirmative Action/Equal Employment Opportunity employment policy? Yes__ No__	9. Does your company have a mandatory retirement age for all employees? Yes__ No__
4. Do your company advertisements contain a written statement that you are an Affirmative Action/Equal Opportunity Employer? Yes__ No__	10. If your company has 50 or more employees, have you provided at least two (2) hours of sexual harassment training to all of your supervisors? Yes__ No__ NA__
5. Do you notify the Ct. State Employment Service of all employment openings with your company? Yes__ No__	11. If your company has apprenticeship programs, do they meet the Affirmative Action/Equal Employment Opportunity requirements of the apprenticeship standards of the Ct. Dept. of Labor? Yes__ No__ NA__
6. Does your company have a collective bargaining agreement with workers? Yes__ No__ 6a. If yes, do the collective bargaining agreements contain non-discrimination clauses covering all workers? Yes__ No__ 6b. Have you notified each union in writing of your commitments under the nondiscrimination requirements of contracts with the state of Ct? Yes__ No__	12. Does your company have a written affirmative action Plan? Yes__ No__ If no, please explain.  13. Is there a person in your company who is responsible for equal employment opportunity? Yes__ No__ If yes, give name and phone number. _____ _____

## Part III - Bidder Subcontracting Practices

1. Will the work of this contract include subcontractors or suppliers? Yes__ No__  1a. If yes, please list all subcontractors and suppliers and report if they are a small contractor and/or a minority business enterprise. (defined on page 1 / use additional sheet if necessary)          1b. Will the work of this contract require additional subcontractors or suppliers other than those identified in 1a. above? Yes__ No__
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**PART IV - Bidder Employment Information**

Date:

JOB CATEGORY	OVERALL TOTALS	WHITE (not of Hispanic origin)		BLACK (not of Hispanic origin)		HISPANIC		ASIAN or PACIFIC ISLANDER		AMERICAN INDIAN or ALASKAN NATIVE	
		Male	Female	Male	Female	Male	Female	Male	Female	male	female
Management											
Business & Financial Ops											
Computer Specialists											
Architecture/Engineering											
Office & Admin Support											
Bldg/ Grounds Cleaning/Maintenance											
Construction & Extraction											
Installation , Maintenance & Repair											
Material Moving Workers											
TOTALS ABOVE											
Total One Year Ago											
FORMAL ON THE JOB TRAINEES (ENTER FIGURES FOR THE SAME CATEGORIES AS ARE SHOWN ABOVE)											
Apprentices											
Trainees											

**PART V - Bidder Hiring and Recruitment Practices**

1. Which of the following recruitment sources are used by you? (Check yes or no, and report percent used)				2. Check (X) any of the below listed requirements that you use as a hiring qualification  (X)		3. Describe below any other practices or actions that you take which show that you hire, train, and promote employees without discrimination	
SOURCE	YES	NO	% of applicants provided by source				
State Employment Service					Work Experience		
Private Employment Agencies					Ability to Speak or Write English		
Schools and Colleges					Written Tests		
Newspaper Advertisement					High School Diploma		
Walk Ins					College Degree		
Present Employees					Union Membership		
Labor Organizations					Personal Recommendation		
Minority/Community Organizations					Height or Weight		
Others (please identify)					Car Ownership		
					Arrest Record		
					Wage Garnishments		

Certification (Read this form and check your statements on it CAREFULLY before signing). I certify that the statements made by me on this BIDDER CONTRACT COMPLIANCE MONITORING REPORT are complete and true to the best of my knowledge and belief, and are made in good faith. I understand that if I knowingly make any misstatements of facts, I am subject to be declared in non-compliance with Section 4a-60, 4a-60a, and related sections of the CONN. GEN. STAT.

(Signature)	(Title)	(Date Signed)	(Telephone)
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**STATE OF CONNECTICUT  
GIFT AND CAMPAIGN CONTRIBUTION CERTIFICATION**

Certification to accompany a State contract with a value of \$50,000 or more in a calendar or fiscal year, pursuant to C.G.S. §§ 4-250 and 4-252(c); Governor M. Jodi Rell’s Executive Orders No. 1, Para. 8, and No. 7C, Para. 10; and C.G.S. §9-612(g)(2), as amended by Public Act 07-1

**INSTRUCTIONS:**

Complete all sections of the form. Attach additional pages, if necessary, to provide full disclosure about any lawful campaign contributions made to campaigns of candidates for statewide public office or the General Assembly, as described herein. Sign and date the form, under oath, in the presence of a Commissioner of the Superior Court or Notary Public. Submit the completed form to the awarding State agency at the time of initial contract execution (and on each anniversary date of a multi-year contract, if applicable).

**CHECK ONE:**     Initial Certification                       Annual Update (Multi-year contracts only.)

**GIFT CERTIFICATION:**

As used in this certification, the following terms have the meaning set forth below:

1. “Contract” means that contract between the State of Connecticut (and/or one or more of its agencies or instrumentalities) and the Contractor, attached hereto, or as otherwise described by the awarding State agency below;
2. If this is an Initial Certification, “Execution Date” means the date the Contract is fully executed by, and becomes effective between, the parties; if this is an Annual Update, “Execution Date” means the date this certification is signed by the Contractor;
3. “Contractor” means the person, firm or corporation named as the contractor below;
4. “Applicable Public Official or State Employee” means any public official or state employee described in C.G.S. §4-252(c)(1)(i) or (ii);
5. “Gift” has the same meaning given that term in C.G.S. § 4-250(1);
6. “Planning Start Date” is the date the State agency began planning the project, services, procurement, lease or licensing arrangement covered by this Contract, as indicated by the awarding State agency below; and
7. “Principals or Key Personnel” means and refers to those principals and key personnel of the Contractor, and its or their agents, as described in C.G.S. §§ 4-250(5) and 4-252(c)(1)(B) and (C).

I, the undersigned, am the official authorized to execute the Contract on behalf of the Contractor. I hereby certify that, between the Planning Start Date and Execution Date, neither the Contractor nor any Principals or Key Personnel has made, will make (or has promised, or offered, to, or otherwise indicated that he, she or it will, make) any **Gifts** to any Applicable Public Official or State Employee.

I further certify that no Principals or Key Personnel know of any action by the Contractor to circumvent (or which would result in the circumvention of) the above certification regarding **Gifts** by providing for any other principals, key personnel, officials, or employees of the Contractor, or its or their agents, to make a **Gift** to any Applicable Public Official or State Employee. I further certify that the Contractor made the bid or proposal for the Contract without fraud or collusion with any person.

**CAMPAIGN CONTRIBUTION CERTIFICATION:**

I further certify that, on or after December 31, 2006, neither the Contractor nor any of its principals, as defined in C.G.S. § 9-612(g)(1), has made any **campaign contributions** to, or solicited any contributions on behalf of, any exploratory committee, candidate committee, political committee, or party committee established by, or supporting or authorized to support, any candidate for statewide public office, in violation of C.G.S. § 9-612(g)(2)(A). I further certify that **all lawful campaign contributions** that have been made on or after December 31, 2006 by the Contractor or any of its principals, as defined in C.G.S. § 9-612(g)(1), to, or solicited on behalf of, any exploratory committee, candidate committee, political committee, or party committee established by, or supporting or authorized to support any candidates for statewide public office or the General Assembly, are listed below:



# STATE OF CONNECTICUT GIFT AND CAMPAIGN CONTRIBUTION CERTIFICATION

### Lawful Campaign Contributions to Candidates for Statewide Public Office:

<u>Contribution Date</u> <u>Description</u>	<u>Name of Contributor</u>	<u>Recipient</u>	<u>Value</u>

### Lawful Campaign Contributions to Candidates for the General Assembly:

<u>Contribution Date</u> <u>Description</u>	<u>Name of Contributor</u>	<u>Recipient</u>	<u>Value</u>

Sworn as true to the best of my knowledge and belief, subject to the penalties of false statement.

\_\_\_\_\_  
Printed Contractor Name  
**Official**

**Signature of Authorized**

**Subscribed and acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 200\_\_.**

\_\_\_\_\_  
**Commissioner of the Superior Court (or Notary Public)**

**For State Agency Use Only**

_____	_____
Awarding State Agency	Planning Start Date
_____	
Contract Number or Description	

STATE OF CONNECTICUT  
LABOR DEPARTMENT

WAGE & WORKPLACE STANDARDS DIVISION

**CONTRACTORS WAGE CERTIFICATION  
FORM**

**Contracts Greater than or Equal to \$100,000**

I, \_\_\_\_\_ of \_\_\_\_\_  
*Officer, Owner, Authorized Representative* *Company Name*

do hereby certify that the \_\_\_\_\_  
*Company Name*

\_\_\_\_\_  
*Street*

\_\_\_\_\_  
*City*

and all of its subcontractors will pay all workers on the

\_\_\_\_\_  
**Project Name and Number**

\_\_\_\_\_  
**Street and City**

the wages as listed in the current Dept. of Labor prevailing wage rates, as required for such project, per section IB 1.10.

\_\_\_\_\_  
**Signed**

Subscribed and sworn to before me this \_\_\_\_\_ day  
of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
Notary Public

Send 1 copy to: Labor Department  
Wage & Workplace Standards Division  
200 Folly Brook Blvd.  
Wethersfield, CT 06109

“With regard to a State contract as defined in P.A. 07-1 having a value in a calendar year of \$50,000 or more or a combination or series of such agreements or contracts having a value of \$100,000 or more, the authorized signatory to this submission in response to the State's solicitation expressly acknowledges receipt of the State Elections Enforcement Commission's notice advising prospective state contractors of state campaign contribution and solicitation prohibitions, and will inform its principals of the contents of the notice.

**Sec.31-53b. Construction Safety and Health Course. Proof of completion required for employees on public building projects. Enforcement. Regulations. (Required for projects equal to or greater than \$100,000)**

(a) Each contract entered into on or after July 1, 2007, for the construction, remodeling, refinishing, refurbishing, rehabilitation, alteration or repair of any public building project by the state or any of its agents, or by any political subdivision of the state or any of its agents, where the total cost of all work to be performed by all contractors and subcontractors in connection with the contract is at least one hundred thousand dollars, shall contain a provision requiring that, not later than thirty days after the date such contract is awarded, each contractor furnish proof to the Labor Commissioner that all employees performing manual labor on or in such public building, pursuant to such contract, have completed a course of at least 10 hours in duration in construction safety and health approved by the Federal Occupational Safety and Health Administration or, in the case of telecommunication employees, have completed at least ten hours training in accordance with 29 CFR 1910.268.

(b.) Any employee required to complete a construction safety and health course required under subsection (a) of this section who has not completed the course shall be subject to removal from the worksite if the employee does not provide documentation of having completed such course by the fifteenth day after the date the employee is found to be in non compliance. The Labor Commissioner or said commissioner's designee shall enforce this section.

(c.) Not later than January 1, 2007, the Labor Commissioner, shall adopt regulations, in accordance with the provisions of Chapter 54, to implement the provisions of subsections (a) and (b) of this section. Such regulations shall require that the ten-hour construction safety and health courses required under subsection (a) of this section be conducted in accordance with the Federal Occupational Safety and Health Administration Training Institute Standards, or in accordance with 29 CFR 1910.268. as appropriate. The Labor Commissioner shall accept as sufficient proof of compliance with the provisions of subsection (a) or (b) of this section a student course completion card issued by the Federal Occupational Safety and Health Administration Training Institute, or such other proof of compliance said commissioner deems appropriate, dated no earlier than five years before the commencement date of such public works project.

(d.) For the purpose of this section, “public building” means a structure, paid for in

whole or in part with State funds, within a roof and within exterior walls or fire walls, designed for the housing, shelter, enclosure and support of people, animals, property of any kind, including; but not limited to, sewage treatment plants and water treatment plants, “public building” does not include any site work, roads or bridges, rail lines, parking lots or underground water, sewer or drainage systems including pump houses or other utility systems.

## **SEEC FORM 11**

### **NOTICE TO EXECUTIVE BRANCH STATE CONTRACTORS AND PROSPECTIVE STATE CONTRACTORS OF CAMPAIGN CONTRIBUTION AND SOLICITATION BAN**

This notice is provided under the authority of Connecticut General Statutes 9-612(g)(2), as amended by P.A. 07-1, and is for the purpose of informing state contractors and prospective state contractors of the following law (italicized words are defined below):

#### **Campaign Contribution and Solicitation Ban**

*No state contractor, prospective state contractor, principal of a state contractor or principal of a prospective state contractor, with regard to a state contract or state contract solicitation with or from a state agency in the executive branch or a quasi-public agency or a holder, or principal of a holder of a valid prequalification certificate, shall make a contribution to, or solicit contributions on behalf of (i) an exploratory committee or candidate committee established by a candidate for nomination or election to the office of Governor, Lieutenant Governor, Attorney General, State Comptroller, Secretary of the State or State Treasurer, (ii) a political committee authorized to make contributions or expenditures to or for the benefit of such candidates, or (iii) a party committee;*

*In addition, no holder or principal of a holder of a valid prequalification certificate, shall make a contribution to, or solicit contributions on behalf of (i) an exploratory committee or candidate committee established by a candidate for nomination or election to the office of State senator or State representative, (ii) a political committee authorized to make contributions or expenditures to or for the benefit of such candidates, or (iii) a party committee.*

#### **Duty to Inform**

State contractors and prospective state contractors are required to inform their principals of the above prohibitions, as applicable, and the possible penalties and other consequences of any violation thereof.

#### **Penalties for Violations**

Contributions or solicitations of contributions made in violation of the above prohibitions may result in the following civil and criminal penalties:

**Civil penalties**--\$2000 or twice the amount of the prohibited contribution, whichever is greater, against a principal or a contractor. Any state contractor or prospective state contractor which fails to make reasonable efforts to comply with the provisions requiring notice to its principals of these prohibitions and the possible consequences of their violations may also be subject to civil penalties of \$2000 or twice the amount of the



prohibited contributions made by their principals.

Criminal penalties—Any knowing and willful violation of the prohibition is a Class D felony, which may subject the violator to imprisonment of not more than 5 years, or \$5000 in fines, or both.

### **Contract Consequences**

Contributions made or solicited in violation of the above prohibitions may result, in the case of a state contractor, in the contract being voided.

Contributions made or solicited in violation of the above prohibitions, in the case of a prospective state contractor, shall result in the contract described in the state contract solicitation not being awarded to the prospective state contractor, unless the State Elections Enforcement Commission determines that mitigating circumstances exist concerning such violation.

The State will not award any other state contract to anyone found in violation of the above prohibitions for a period of one year after the election for which such contribution is made or solicited, unless the State Elections Enforcement Commission determines that mitigating circumstances exist concerning such violation.

Additional information and the entire text of P.A 07-1 may be found on the website of the State Elections Enforcement Commission, [www.ct.gov/seec](http://www.ct.gov/seec). Click on the link to "State Contractor Contribution Ban."

### **Definitions:**

"State contractor" means a person, business entity or nonprofit organization that enters into a state contract. Such person, business entity or nonprofit organization shall be deemed to be a state contractor until December thirty-first of the year in which such contract terminates. "State contractor" does not include a municipality or any other political subdivision of the state, including any entities or associations duly created by the municipality or political subdivision exclusively amongst themselves to further any purpose authorized by statute or charter, or an employee in the executive or legislative branch of state government or a quasi-public agency, whether in the classified or unclassified service and full or part-time, and only in such person's capacity as a state or quasi-public agency employee.

"Prospective state contractor" means a person, business entity or nonprofit organization that (i) submits a response to a state contract solicitation by the state, a state agency or a quasi-public agency, or a proposal in response to a request for proposals by the state, a state agency or a quasi-public agency, until the contract has been entered into, or (ii) holds a valid prequalification certificate issued by the Commissioner of Administrative Services under section 4a-100. "Prospective state contractor" does not include a municipality or any other political subdivision of the state, including any entities or associations duly created by the municipality or political subdivision exclusively amongst themselves to further any purpose authorized by statute or charter, or an employee in the executive or legislative branch of state government or a quasi-public agency, whether in the classified or unclassified service and full or part-time, and only in such person's capacity as a state or quasi-public agency employee.

"Principal of a state contractor or prospective state contractor" means (i) any individual who is a member of the board of directors of, or has an ownership interest of five per cent or more in, a state contractor or prospective state contractor, which is a

business entity, except for an individual who is a member of the board of directors of a nonprofit organization, (ii) an individual who is employed by a state contractor or prospective state contractor, which is a business entity, as president, treasurer or executive vice president, (iii) an individual who is the chief executive officer of a state contractor or prospective state contractor, which is not a business entity, or if a state contractor or prospective state contractor has no such officer, then the officer who duly possesses comparable powers and duties, (iv) an officer or an employee of any state contractor or prospective state contractor who has *managerial or discretionary responsibilities with respect to a state contract*, (v) the spouse or a *dependent child* who is eighteen years of age or older of an individual described in this subparagraph, or (vi) a political committee established or controlled by an individual described in this subparagraph or the business entity or nonprofit organization that is the state contractor or prospective state contractor.

"State contract" means an agreement or contract with the state or any state agency or any quasi-public agency, let through a procurement process or otherwise, having a value of fifty thousand dollars or more, or a combination or series of such agreements or contracts having a value of one hundred thousand dollars or more in a calendar year, for (i) the rendition of services, (ii) the furnishing of any goods, material, supplies, equipment or any items of any kind, (iii) the construction, alteration or repair of any public building or public work, (iv) the acquisition, sale or lease of any land or building, (v) a licensing arrangement, or (vi) a grant, loan or loan guarantee. "State contract" does not include any agreement or contract with the state, any state agency or any quasi-public agency that is exclusively federally funded, an education loan or a loan to an individual for other than commercial purposes.

"State contract solicitation" means a request by a state agency or quasi-public agency, in whatever form issued, including, but not limited to, an invitation to bid, request for proposals, request for information or request for quotes, inviting bids, quotes or other types of submittals, through a competitive procurement process or another process authorized by law waiving competitive procurement.

"Managerial or discretionary responsibilities with respect to a state contract" means having direct, extensive and substantive responsibilities with respect to the negotiation of the state contract and not peripheral, clerical or ministerial responsibilities.

"Dependent child" means a child residing in an individual's household who may legally be claimed as a dependent on the federal income tax of such individual.

"Solicit" means (A) requesting that a contribution be made, (B) participating in any fund-raising activities for a candidate committee, exploratory committee, political committee or party committee, including, but not limited to, forwarding tickets to potential contributors, receiving contributions for transmission to any such committee or bundling contributions, (C) serving as chairperson, treasurer or deputy treasurer of any such committee, or (D) establishing a political committee for the sole purpose of soliciting or receiving contributions for any committee. Solicit does not include: (i) making a contribution that is otherwise permitted by Chapter 155 of the Connecticut General Statutes; (ii) informing any person of a position taken by a candidate for public office or a public official, (iii) notifying the person of any activities of, or contact information for, any candidate for public office; or (iv) serving as a member in any party committee or as an officer of such committee that is not otherwise prohibited in this section.

## INSTRUCTIONS TO BIDDERS

### IB 1.01 General

These instructions to bidders are for the complete project known as **BI-DDS-496 Maple and Pine Units Bathroom Renovation Project**. The project will be bid in strict accordance with the specifications as prepared by the Connecticut Department of Developmental Services and procedures set fourth by the Department of Public Works. The amount of each bid shall be deemed to include the entire cost and expense of every item of labor and material necessary to complete the work bid upon, in full detail, ready for use. The risk of all such costs and expenses shall be assumed by the successful bidder.

It is the intent of the specifications to call for finished work, tested, and ready for operation and use. Any incidental accessory necessary to make the work complete in all respects and ready for operation, even if not particularly specified, shall be provided without extra compensation. Minor products or items of work, which by custom are not usually shown or specified, but are necessary for proper installation and operation of the completed work, shall be provided in the same manner as if actually shown or specified.

During construction in a Developmental Services facility, there may be delays due to various safety or security issues. This needs to be taken into consideration in your submitted bid. The Department of Developmental Services will not authorize extra compensation for these delays. The department will assign a facility representative to work with the selected contractor as liaison.

**Facility Representative:**

**Robert Klingner**

**Tel. #203-806-8762**

**Fax #203-271-1352**

**Email Address: [Robert.Klingner@ct.gov](mailto:Robert.Klingner@ct.gov)**

**Agency Representative:**

**Jeffrey Cyr**

**Director of Engineering**

**Tel. #860-418-6031**

**Fax #860-418-6001**

**Email Address: [jeff.cyr@po.state.ct.us](mailto:jeff.cyr@po.state.ct.us)**

### IB 1.02 Bid Form and Acceptance

1. All bids must be ***received*** by the date and time specified at the office of **Lauren Marziarz, FAO** at the following address:

**Telephone # 203-806-8819**

**DDS West Region Cheshire Center**

**Business Office**

**25 Creamery Road**

**Cheshire, CT 06410**

It is recommended that you call prior to the bid opening to verify that your bid has been received.

2. Bid envelopes must clearly indicate the project number as well as the date and time of bid opening. Any correspondence shall include the project number and project title.
3. Enclosed with this specification is a BID FORM on which bids must be submitted.
4. The project shall be bid on the enclosed BID FORM as follows:
  - a. Base Bid - complete as described herein.
  - b. Supplemental Bid (if any) - complete as described herein. (Supplemental Bids may be accepted or not accepted by the agency, however if accepted the low bid will be determined by the total of the base bid and the supplemental bid(s).)
  - c. All BID FORMS shall be signed by a person duly authorized to sign bids on behalf of the bidder. Unsigned bids will be rejected.
  - d. Contractors failing to provide supplemental bids shall be deemed non-responsive and will be disqualified.
5. If you do not wish to submit a bid, return the BID FORM with the indication "No Bid Submitted," as well as a brief indication why.
6. The contract will be awarded to the lowest qualified bidder within the Agencies budget figure.
7. The Department of Developmental Services shall have the right to accept or reject the bids within ninety (90) calendar days of the bid opening date. All bid prices must be firm for this ninety (90) day period.

**IB 1.03 Phasing Plan**

Please refer to phasing plan within technical specifications.

**IB 1.04 Scope of Work**

Furnish all required labor, equipment, services, and materials necessary to complete all work as specified in the technical specifications section. Remove all debris created by this contract.

**IB 1.05 Location and Examination of Site**

1. The work will be performed at: **Northwest Center, Maple and Pine Units, 195 Alvord Park Road, Torrington, CT 06790**

2. All contractors bidding for this project are required to visit and examine the site before bidding, and to verify job conditions and dimensions. Time, date, and location of pre-bid meeting are as noted on bid package cover sheet. **Bids received from non-attending contractors will not be honored.**  
This meeting is intended to review the project requirements and answer any questions that interested contractors may have about this project. Failure to attend this meeting will result in the rejection of your bid.

#### **IB 1.06 Contractor Qualification Requirement**

The contractor shall demonstrate capability to execute this contract by submitting evidence of the following:

1. Valid Connecticut license(s), if required, to perform the required work.
2. Listing of two projects of similar scope and size that were performed within the last 18 months. Include the name, address and telephone number of a contact at each job that can be contacted and who is familiar with the project.

#### **IB 1.07 Protection of Work and Property**

1. All building equipment, furnishings, grounds landscaping, etc., shall be protected from damage of every description and any such damage thereto shall be repaired or otherwise made good at no expense to the State and to the satisfaction of the Facility Representative.
2. Supply and install any and all protective coverings and barricades necessary to protect at all times the public and building personnel from injury.
3. The contractor shall be held responsible for, and must make good at his own expense, any water damage or any other cause of damage due to improper protection.
4. Due to the nature of this institution, it is mandatory that all rules and regulations be strictly adhered to and the necessary precautions taken.
5. The contractor shall, during the progress of the construction, assume all responsibilities for loss or damage by fire to the work included in his contract until completion of the contract. No flammable material shall be stored in the structure in excess of the amounts allowed by the authorities.
6. The contractor is responsible to assure that all work is performed in accordance with all current State regulations including, but not limited to, OSHA, State Fire Codes, and the Basic Building Code of the State of Connecticut.
7. The contractor will at all times keep the premises free from the accumulation of waste materials or rubbish caused by his employees or work. All accumulated material shall be removed from the site daily at the contractors expense.

## **IB 1.08 Form of Guarantee--Warranty**

The General Contractor will furnish the foregoing documents in the following manner:

1. Address to:

**DDS West Region Cheshire Center**  
**25 Creamery Road**  
**Cheshire, CT 06410**  
**Attn: Robert Klingner, Plant Facilities Engineer**

2. Provide project name and number of project.

3. I (we) hereby guarantee, (or warranty), the work on the referenced project for a period of one (1) year from the Facility's approved completion date, against failures of workmanship and materials, unless otherwise noted on specifications. The completion date shall be the date of final payment is received by the contractor.

4. All guarantees supplied by subcontractors, suppliers or manufacturers will be countersigned by the General Contractor.

## **IB 1.09 Time of Completion**

The contractor shall complete the project within the number of calendar days identified on page 1 of the BID FORM. Calendar days begin on the day of issuance of purchase order. Once on site, the contractor's work force shall remain mobilized until work is completed unless otherwise is specifically approved by the facility representative, in writing. Crews and material deliveries are to be scheduled to meet the completion date. If due to unforeseeable circumstances the work is not complete at the specified completion date, the contractor must obtain written permission from the facility representative and a new mutually agreed upon completion date must be established, or, liquidated damages, as described in section IB 1.17 will become effective. Working days for this project shall be Monday through Friday, exclusive of State or National Holidays. No Saturday or Sunday work shall be allowed without special written permission by the facility representative. Upon completion of the contract, the contractor shall make a request to the Facility Representative to schedule a final inspection of the work.

## **IB 1.10 Wage Rates**

Prevailing wage rates are applicable if the submitted bid exceeds the sum of \$400,000.00 (for new construction) or \$100,000.00 (if renovation/alteration/ repair or improvement). New construction is defined as building an entire "brand new" building. The contractor is responsible for assuring that the payment of wages are as published by the Connecticut State Labor Department for the area where the job is being performed.

In accordance with the provisions of Section 31-53 of the General Statutes of Connecticut, the following applies "The wages paid on an hourly basis to any mechanic, laborer or workman employed upon the work herein contracted to be done and the amount of payment or contribution paid or payable on behalf of each such employee to any employee welfare fund, as defined in subsection (h) of this section (31-53 of the General Statutes), shall be at a rate equal to the rate customary or prevailing for the same work in the same trade or occupation in the town in which such public works project is being constructed. Any contractor who is not obligated by agreement to make payment or contribution on behalf of such employees to any such employee welfare fund shall pay to each employee as part of his wages the amount of payment or contribution for his classification on each pay day."

**IB 1.11 Bonds**

1. A bid surety of not less than 10% of bid amount is required to accompany bid in the form of a bond or certified check made out to the Comptroller of the State of Connecticut if bid exceeds \$10,000.
2. A performance, and labor and material payment, surety of not less than 100% of bid amount is required of low bidder in the form of a bond made out to the Comptroller of the State of Connecticut if bid exceeds \$50,000. It is to be submitted to the Department of Developmental Services business office representative prior to award of contract and issuance of purchase order.
3. Such checks or bid bonds will be returned to all except the three lowest bidders within three days after the opening of bids, and the remaining checks or bid bonds will be returned promptly after the awarding authority and the accepted bidder have executed contract, or, if no award has been made within 60 days after the date of the opening of bids, upon demand of the bidder so long as he/she has not been notified of the acceptance of his/her bid.
4. NONRESIDENT (out of State) CONTRACTOR BOND - In order for final payment to be processed to a nonresident contractor, a certificate from the Commissioner of Revenue Services must be provided which evidences that Connecticut General Statutes Section 12-430 for non-resident contractors has been met. For details concerning the filing of this 5% Guarantee Bond with the Department of Revenue Services (DRS), call the DRS at (860) 541 7538.

**IB 1.12 Insurance**

1. The Contractor shall not start work under this contract until he has obtained the following insurance and until the insurance has been approved by the owner nor shall the contractor allow any subcontractor to start work until insurance required by the subcontractor has been obtained and approved. The contractor shall send certificate for the insurance to the business office representative.
2. The Contractor shall take out and maintain during the life of the contract, workers' compensation insurance for all employees working at the site and, in case any work is sublet, the Contractor shall require the subcontractor to provide workers' compensation insurance for all of the latter's employees. In case any class of employees engaged in hazardous work under this Contract is not protected under the workers' compensation statute, the Contractor shall provide, and shall cause each subcontractor to provide, insurance for those employees.
3. The Contractor shall take out and maintain during the life of a contract, public liability and property damage insurance to protect him/her and the owner's interest as their interests may appear. Each subcontractor shall take out and maintain insurance to protect him/her from claims for damage for injury, including accidental death and from claims for property damage which may arise from operations under this contract, whether such operations be by himself/herself or by any subcontractor or by any employee unless such employees are covered by the protection afforded by the Contractor. Types and amounts of insurance required shall be as follows:

<b>DESCRIPTION</b>	<b>COVERAGE</b>	<b>SINGLE LIMIT</b>	<b>EACH ACCIDENT</b>	<b>AGGREGATE</b>
Protective Liability	BI	\$1,000,000		
Protective Liability	PD (for and in the name of the State of Connecticut)	\$100,000		\$500,000

<b>DESCRIPTION</b>	<b>COVERAGE</b>	<b>SINGLE LIMIT</b>	<b>EACH ACCIDENT</b>	<b>AGGREGATE</b>
Contractor's Liability	BI	\$1,000,000		
Contractor's Liability	PD	\$100,000		\$500,000
Contractor's Protective Liability	BI	\$1,000,000		
Contractor's Protective Liability	PD	\$100,000		\$500,000

4. Coverage for damage or loss resulting from Type C - Collapse or Structural Injury, Type U - Underground Damage, Type X - explosion or blasting, ordinarily excluded from coverage, shall be provided in the amounts and manner specified in this article if required in the bid for the specified project. Builders Risk insurance, not ordinarily required, shall be provided in accordance with the amount and manner specified in the bid for the specified project if such insurance is required in the bid.

**IB 1.13 Licenses**

It is the responsibility of the contractor to secure all licenses, permits, approvals, or other documents necessary to complete this project.

**IB 1.14 Security**

The contractor must abide by all security regulations as described in or attached to this documentation.



## **IB 1.15 Start of Work**

The contractor will not start work or order materials before receipt of a fully executed and approved purchase order. Within two (2) working days after receipt of the purchase order and prior to the start of construction, the contractor shall schedule a pre-construction meeting with the facility representative and at that time a start date will be established. The contractor shall begin construction within ten (10) working days. Working days shall be considered as Monday through Friday.

## **IB 1.16 Payment**

- a. Projects under \$25,000.00 - A single invoice shall be submitted by the prime contractor following the acceptance of the completed project.
- b. Projects \$25,000.00 or greater - Three invoices shall be submitted by the prime contractor; one when all material or equipment is on site or the project is 50% completed (which ever occurs first), two when the project is substantially complete, and three when the project is totally complete and accepted.
- c. The invoice shall contain the State Purchase Order number and project number. Invoices received without reference to a valid State Purchase Order number and project number will result in delay of payment
- d. NONRESIDENT (out of State) CONTRACTOR BOND - In order for final payment to be processed to a nonresident contractor, a certificate from the Commissioner of Revenue Services must be provided which evidences that Connecticut General Statutes Section 12-430 for non-resident contractors has been met. For details concerning the filing of this 5% Guarantee Bond with the Department of Revenue Services (DRS), call the DRS at (860) 541 7538.

## **IB 1.17 Liquidated Damages**

It is hereby declared and agreed by and between the contractor and the owner that the date of commencement, rate of progress, and time of completion of the work are essential provisions, conditions and that it would be impracticable and impossible to determine and ascertain the actual damages the owners would incur by reason of a delay in the completion of the work. It is, therefore, covenanted and agreed by and between the contractor and owner that the contractor shall and does hereby agree to pay the owner as liquidated damages (and not as a penalty) the sum of two hundred dollars (\$200.00) for each and every working day that the contractor shall be in default, hereunder for failing to complete the project within the time of completion specified above except as such date shall be extended, in writing upon request of the contractor, for the period of an excusable delay. Any such payments due to the owner by the contractor may be deducted by the owner from any sums due to the contractor.

**IB 1.18 RECEIPT OF BIDS**

BIDS SHALL BE PLACED IN SEALED ENVELOPES MARKED "SEALED BID OPENING, PROJECT #BI-DDS-496 AND DELIVERED/RECEIVED PRIOR TO THE BID OPENING DATE AND TIME LISTED ON THE COVER SHEET.

DELIVER TO:

**DDS West Region Cheshire Center  
Business Office  
25 Creamery Road  
Cheshire, CT 06410  
Attn: Lauren Marziaz, FAO**

End of Section Revised Date: 10/2008

## **GENERAL CONDITIONS**

### **GC 1.01 General**

In addition to the conditions in the Instructions to Bidders, the following General Conditions shall apply and form an equal part of the contract documents.

### **GC 1.02 Use of the Premises**

1. Nothing contained in the Specifications shall be interpreted as giving the Contractor exclusive use of the premises where the work is performed.
2. The Contractor shall be held solely responsible for any damage to the existing structures, systems, equipment and site caused by them or by their employees and shall repair or replace same to their original condition as directed by the facility representative at no additional cost to the owner.
3. The work of the contract shall not interfere with the normal conditions and safe operation of the building and site. If such interference appears possible because of construction to existing work or other reasons, the work involved must be done at a time and in a manner directed by the facility representative as a part of the contract.
4. The contractor shall supply and install any and all protective coverings and barricades necessary to protect at all times the clients, public and building personnel from injury and the building from damage. The contractor shall provide and install all plastic sheeting, and other materials, which he/she may require to protect all open, unfinished work at the end of each and every day.
5. The contractor shall secure unfinished work areas at the close of business each day to preclude passage by any and all unauthorized persons.
6. No flammable material shall be stored in the structure in excess of the amounts allowed by the fire codes and authorities. No gasoline shall be stored within the building.
7. Protection of building, building occupants and visitors.
  - a. Construct barriers to prevent dust from construction areas from entering client areas. Barriers must be impermeable to fungal spores and in compliance with local fire codes.
  - b. Seal off and block return air vents if rigid barriers are used for containment.
  - c. Implement dust control measures on surfaces and divert pedestrian traffic away from work zones.
  - d. If necessary, create negative air pressure in work zones adjacent to client care areas and insure that required engineering controls are maintained. Monitor negative airflow.
  - e. Direct pedestrian traffic away from construction zones.

- f. Provide construction crews with: Designated entrances, corridors and elevators if possible,
- g. Contractor shall clean work zones and their entrances daily.
- h. Contractor shall cover and secure debris prior to removal from the construction area.
- i. In client care areas, for major repairs that include removal of walls and disruption of the space within, the contractor shall use plastic sheets or prefabricated plastic units to contain dust and a HEPA (High Efficiency Particulate Air) filter machine to clean the air.

**GC 1.03 Storage or Equipment and Materials**

- 1. All deliveries of material, equipment, etc., shall be made to the contractor and accepted only by him/her and only during working hours. Department of Developmental Services personnel will not receive or accept any materials or equipment, etc. at any time.
- 2. The contractor shall secure instructions from the facility representative's as to available space for storing materials, tools, etc. If adequate space is not available, he/she shall provide his/her own storage facilities and in all cases be responsible for its protection.
- 3. All materials used throughout work shall be neatly stacked so as not to obstruct traffic, or the progress of the work.
- 4. All materials delivered to the job site will be protected by the contractor from weather damage, loss, or vandalism.

**GC 1.04 Codes, Rules, Ordinances and Approvals**

- 1. All materials furnished and all work installed shall comply with the rules and recommendations of the State of Connecticut; and must comply with all applicable State and local code, laws, ordinances, rules and regulations, with all requirements of local utility companies, and with the recommendations of the Insurance Rating Organization having jurisdiction.
- 2. It is intended that the technical specifications not violate any of the above. Where violations occur, such codes, laws, rules, ordinances, regulations and recommendations shall be complied with. The contractor must call any such violations to the attention of the Department of Developmental Services facility representative before making any changes to the specifications or proceeding with the work.
- 3. The Contractor shall, at his expense, give all notices, obtain all permits, licenses, approvals, fees and other costs in connection with the work and obtain all required certificates of inspection for the work and deliver same to the Department of Developmental Services facility representative before requesting acceptance and final payment.
- 4. All apparatus, equipment, such as ladders, scaffolding, chutes, etc., shall comply with the recommendations of the Manual of Accident Prevention in Construction, published by the Associated General Contractors of America, OSHA, and approved revisions.

5. The contractor must at all times maintain a fire safe environment. Fire extinguishers are to be provided by the contractor, at all work sites, of the size and type required for the work being performed. Sprinkler and alarm systems are not to be shut down or impaired without the approval of the facility representative. Welding will only be performed by certified welders. When welding is being performed there is to be a fire watch provided with extinguishing equipment at his or her immediate access.

**GC 1.05 Salvage and Disposal**

1. All removed materials that are deemed salvageable by the facility representative are the property of the facility (State of Connecticut). The facility's representative will direct which materials the facility will retain and which material the contractor shall retain and/or dispose of. Facility retained material is to be relocated by the contractor to an area designated by the facility's representative at the contractor's expense.
2. All debris resulting from the performance of this contract will be the property of the contractor and will be completely removed from the facility daily. All permits, manifests, fees or other requirements for the proper disposal of such debris is the sole responsibility of the contractor. If a hazardous material is involved, copies of manifest slips must be provided to the facility representative.
3. Chutes and dumpster type containers designed to keep dust and spillage to a minimum will be supplied and used by the contractor at his/her own expense.

**GC 1.06 Maintenance of Utilities**

1. The Department of Developmental Services has the responsibility for the operation of the entire utility distribution system. Any operation or function in relation to the work which could render said system(s) inoperable shall be coordinated, upon notification by the contractor, by the facility representative. All operational changes shall be made in this manner.
2. When installation of new work requires the temporary shutdown of an existing operating system, the connection of the new work shall be performed at such time as designated by the facility representative. The facility representative reserves the right to limit the shutdown time to a specified number of net hours and set the date and time of each occasion of complete shutdown. Notify facility representative of the estimated duration of the shutdown period at least seven (7) days in advance of the date the work is to be performed.
3. Any shutdown to the service which will interrupt critical operations shall be protected by the provision of a safe and adequate temporary means of service replacement, supplied at the contractor's expense, which shall be removed when no longer required. The contractor shall insure all tools, supplies, equipment and labor is on hand and in position to start the moment the shutdown period is made available to him.

**GC 1.07 Change Orders**

1. No additional compensation or time shall be granted beyond that noted on the original purchase order, unless approved in writing by the **Agency Representative**.

2. The Department of Developmental Service's **Agency Representative** is identified on the invitation to bid section. Changes, proceeds, or approvals from others will not be honored.

**GC 1.08 Shop Drawings**

1. Shop drawings shall be submitted as required to the facility representative and/or as noted on the plans and technical specifications.
2. The contractor shall make any corrections required by the facility representative at no additional cost to the state and submit 2 corrected copies to the facility representative.
3. It is the contractor's responsibility to flag deviations from the contract documents. An approval will not be considered an acceptance of the deviation unless it has been explicitly and clearly identified in writing.

**GC 1.09 Substitutions**

If substitutions are permitted, it is the responsibility of the contractor to provide the necessary documents to prove that the product is equal to that specified. These documents must be received by the facility representative for his approval/disapproval prior to the date stated on the front cover sheet.

**GC 1.10 Quality Control**

1. Comply with manufacturer's recommendations and association or trade instructions and specifications for storage, use, and installation of their products. All materials and equipment shall be installed in strict accordance with the manufacturer's recommendations. This shall include any and all steps, treatments, or maintenance required before placing into use or placing into service.
2. Comply with instructions in full detail, including each step in sequence. Should instructions conflict with contract documents, request clarification from facility representative before proceeding.
3. When instructed by facility representative, submit manufacturer's data sheets, including instructions and recommendations.
4. If substitutions are permitted, it is the responsibility of the contractor to provide the necessary documents to prove that the product is equal to what is specified. These documents must be received by the facility representative for his approval/disapproval prior to use.

**GC 1.11 Owners Right to Stop Work or terminate Contract**

1. The owner has the right to stop work and/or terminate this contract under any or all of the following conditions:
  - a. If the contractor shall be adjudged bankrupt or make an assignment for the benefit of creditors.

- b. If a receiver or liquidator shall be appointed for the contractor or for any of his property and shall not be discharged within 20 days after such appointment or the proceedings in connection therewith shall not be stayed on appeal within the said 20 days.
  - c. The contractor shall refuse or fail, after written notice of warning from the Agency Representative, to supply sufficient properly skilled workmen or proper materials.
  - d. The contractor shall refuse or fail to prosecute the work under this contract or any part thereof with such diligence as will insure it's completion within the period herein specified (or any duly authorized extension thereof) or shall fail to complete the work within said period.
  - e. The contractor shall fail to make due and proper payment to persons supplying labor and/or materials for the work under this contract.
  - f. The contractor shall fail or refuse to regard laws, ordinances or the instructions of the Agency Representative or otherwise be in substantial violation of any provisions of this contract, then the owner, without prejudice to any other rights or remedies it may have, may, with 7 days written notice to the contractor, terminate the employment of the contractor and his right to proceed and may take possession of the work under this contract and complete the work by contract or otherwise, as the owner may deem appropriate and expedient.
2. If the right of the contractor to proceed with the work is so terminated the owner may take possession of and utilize in completing the work under this contract such materials, appliances, supplies, plant and equipment as may be on the site of the work and necessary therefore.

6/2007

END OF SECTION

## COMPLIANCE WITH EXECUTIVE ORDERS

This contract is subject to the provisions of Executive Order No. Three of Governor Thomas J. Meskill promulgated June 16, 1971, and, as such, this contract may be cancelled, terminated or suspended by the State Labor Commissioner for violation of or non compliance with said Executive Order No. Three, or any state or federal law concerning nondiscrimination, notwithstanding, that the Labor Commissioner is not a party to this contract.

The parties to this contract, as part of the consideration hereof, agree that said Executive Order No. Three is incorporated herein by reference and made a part hereof. The parties agree to abide by said Executive order and agree that the State Labor Commission shall have continuing jurisdiction in respect to contract performance in regard to nondiscrimination, until the contract is completed or terminated prior to completion.

The contractor, agrees as part consideration hereof, that this contract is subject to the Guidelines and Rules issued by the State Labor Commissioner to implement Executive Order No. Three, and that he will not discriminate in his employment practices or policies, will file all reports as required, and will fully cooperate with the State of Connecticut and the State Labor Commissioner.

This contract is also subject to provisions of Executive Order No. Seventeen of Governor Thomas J. Meskill promulgated February 15, 1973, and, as such, this contract may be cancelled, terminated or suspended by the contracting agency or the State Labor Commissioner for violation of or noncompliance with said Executive Order No. Seventeen, notwithstanding that the Labor Commissioner may not be a party to this contract.

The parties to this contract, as part of the consideration hereof, agree that Executive Order No. Seventeen is incorporated herein by reference and made a part hereof. The parties agree to abide by said Executive Order and agree that the contracting agency and the State Labor Commissioner shall have joint and several continuing jurisdiction in respect to contract performance in regard to listing all employment openings with the Connecticut State Employment Service.



## **Executive Order No. 7C**

This Contract is subject to **Executive Order No. 7C of Governor M. Jodi Rell, promulgated on July 13, 2006**. The Parties to this Contract, as part of the consideration hereof, agree that:

a. The State Contracting Standards Board (“Board”) may review this contract and recommend to the state contracting agency termination of this contract for cause. The State contracting agency shall consider the recommendations and act as required or permitted in accordance with the contract and applicable law. The Board shall provide the results of its review, together with its recommendations, to the state contracting agency and any other affected party in accordance with the notice provisions in the contract not later than fifteen (15) days after the Board finalizes its recommendation. For the purposes of this Section, “for cause” means:

(1) a violation of the State Ethics Code (Chapter 10 of the general statutes) or section 4a-100 of the general statutes or

(2) wanton or reckless disregard of any state contracting and procurement process by any person substantially involved in such contract or state contracting agency.

b. For purposes of this Section, “contract” shall not include real property transactions involving less than a fee simple interest or financial assistance comprised of state or federal funds, the form of which may include but is not limited to grants, loans, loan guarantees, and participation interests in loans, equity investments and tax credit programs. Notwithstanding the foregoing, the Board shall not have any authority to recommend the termination of a contract for the sale or purchase of a fee simple interest in real property following transfer of title.

c. Notwithstanding the contract value listed in sections 4-250 and 4-252 of the Connecticut General Statutes and section 8 of Executive Order Number 1, all State Contracts between state agencies and private entities with a value of \$50,000 (fifty thousand dollars) or more in a calendar or fiscal year shall comply with the gift and campaign contribution certification requirements of section 4-252 of the Connecticut General Statutes and section 8 of Executive Order Number 1. For purposes of this section, the term “certification” shall include the campaign contribution and annual gift affidavits required by section 8 of Executive Order Number 1.

# NWC

## Bathroom Renovation

### Pine and Maple Units

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#### **Demolition**

1. Remove all existing fixtures.
2. Remove drop ceiling, tiles and grids.
3. Remove all wall covering to steel stud to a height approximately 8' above floor.
4. Remove interior walls as per print.
5. Remove any existing steel stud and base track that is rusted or rotted out. Wall studs may be cut above damaged area and be spliced in.
6. Remove two entry doors and jambs as per print.
7. Remove floor tile and existing mud job sand mix to original slab.
8. Remove all electrical and plumbing in all walls that are to be removed. Remove all electrical wires to existing lighting.

#### **Framing** (Anticipate a stud rot rate of 80% throughout entire bathroom)

1. Install new steel stud base track where existing damaged track was removed.
2. Repair all steel studs cut or because of damage. All new steel stud to match existing width minimum 20 gauge.
3. Install new steel stud minimum 20 gauge in center of all existing bays so studs are approximately 12" OC. Install hat channel minimum 20 gauge in center of existing on exterior wall to make channels approximately 12" OC.
4. Close in one entry door as per print. Re-frame second entry door for a 3 degree x 7 degree door and frame – see door specs.
5. Install studs as needed in all existing walls that were cut back.
6. Install blocking in all grab bar areas plumbing – also see plumbing specs.

#### **Plumbing**

1. Cut out existing slab to extend existing drains as per print.
2. Install all plumbing as required to install all new fixtures as per print and capping and removal of any plumbing not to remain in use.
3. Plumbing to include but not limited to the following:
  - a. Supply and install new sinks – American Standard model 9141.011 with new moen faucet model 8279. Plumbing to include new nipple for trap, trap, new angle stops and supply lines.
  - b. Supply and install two wall hung toilets American Standard #2257.103 to fit wade carrier face plate 360-FP Fx 7. Install new flushometers to be Sloan Royal model #111. Prior to toilet installation, support new carriers with poured concrete from slab to base of carrier.
4. Supply and install one Moen #8348 shower valve with shut offs above ceiling. Shower to have hand held shower.
5. Supply and install all plumbing to hook up agency supplied Arjo Rhapsody tub (see tub specs). Contractor to supply water lines up to and including shut-offs. Drain line including 8" floor sink.
6. Install one addition floor drain in location as per print. Floor drain to match existing Wade floor

drain.

7. Remove one existing sink and radiator as per print. Remove all plumbing. Capping of pipes is required.

#### **Electrical - See Specs**

1. Remove all existing light fixtures and existing wire.
2. Remove any electrical in walls to be removed.
3. Install two new 110 CFM ventilators Broan or approved equal to be ducted out exterior wall.
4. Replace light fixtures with Lithonia Model –F32T8U as per print. Light fixtures to be supported to upper joist at all corners.
5. Install wiring for new Arjo tub. This includes GFCI protected branch circuit. Panel is 60' from each bathroom with adequate (generous) space to accommodate installs. Panels will be shown at pre-bid.
6. GFCI outlet at sinks to remain. Replace receptacle with hospital grade.
7. All lighting and exhaust to be controlled via ceiling mounted motion sensors. Set to 20 minutes operating time.

#### **Walls**

1. All walls to have 5/8" perma-base cement board installed to 8' above floor. Walls around shower area to have minimum 15 lb. felt paper moisture barrier. All joints to be taped with approved fiberglass tape and dry set mortar. All areas of walls to receive paint to smooth using a setting type joint compound. See print and specs for finished wall materials and painting.

#### **Floor**

1. Remove existing deteriorated slab to reveal a solid base. (Requires Agency rep. Review)
2. Fill in all areas of existing slab cut out for access for drains. One-half inch rebar pins, 12" OC to tie filled in concrete to existing slab.
3. Pitch floor as per print. Using a Portland cement and sand mix. Install Ditra membrane over entire floor with the installation of Kerdi Band to water reproof all joints and at walls – see Ditra specs). Finish floor to be flush with finished floor in hall.
4. Install ceramic tile as per specs. Marble threshold to match existing.

#### **Door**

1. Install one 42" w x 7' h x 2.5" solid core birch door with metal frame. Door to include all hardware Rotund, Full Swing Hinges – S.S. kick plate and closer. To match adjacent door Stain and three coat urethane to match surrounding adjacent wood doors. Hallway area disturbed by door installation to match I.E. Appearance, Dry wall, paint etc...
2. Wall mounted Agency approved HD SS door stops required.

**Ceiling** See attached ceiling specifications.

1. Armstrong 24 x 24 "Super Tuff series", with Humid-Guard / Bio-Block.
2. White **Aluminum** track. (**NO SUBSTITUTIONS**)
3. Install new suspended ceiling and grids (see attached specs 2 X 2 pattern.)

#### **Painting**

See attached painting specifications. (Note: Painting is minimal due to the use of specified acrylic wall board. Installations.

### **Miscellaneous**

Contractor to supply and install the following:

- 2 - Soap dispensers – Gojo Ind #9034 white
- 2 - Toilet paper holders – trident 5W552A
- 1 - Folded towel dispenser – recessed mount stainless steel Bradley #2441
- ½” diameter 18 gauge satin finish, stainless steel with concealed screws
- 5 – 36” S.S.Grab bars **Agency PT Dept. Approval required. Must meet ADA requirements.**
- 2 – 24” S.S.Grab bars **Agency PT Dept. Approval required. Must meet ADA requirements.**
- 2 – Mirrors (To match existing style and size.See model bathroom)
- Curtain rod – T Style for toilet area

**Agency will assist in the purchase to insure continuity with exiting materials used throughout Campus.**

## **DIVISION 6 CARPENTRY**

### **PART 1 GENERAL**

1.01. The work under this section consists of the furnishing of all plant, labor, materials, services and equipment to properly complete all items of work described in the specifications, plans or reasonably implied.

### 1.02 DESCRIPTION OF WORK

Work includes carpentry and related work through out the project. Carpentry is performed for coordination of the work, to uncover work for access or inspection, to permit alterations to be performed or for other similar purposes. Do all cutting, patching, installation and related work necessary for installation of items and completion of the work.

### **PART 2 PRODUCTS**

- A. General - Except as otherwise noted, use materials for cutting, patching and installation that are identical to existing materials or specified by latest code or required by a manufacturer for product installation.
- B. Fasteners: Standard items of sufficient strength for intended use. Fasteners subjected to moisture shall be hot-dip galvanized, stainless steel or other non-corrosive material.

### **PART 3 EXECUTION**

- A. Verify all dimension and conditions in the field. Be responsible for the correctness of all fitting and the proper attachment of all carpentry, and provision for proper attachment of work, and related work of other trades.
- B. Perform all carpentry required for temporary work, demolition, rough and finish work.
- C. As directed by the Plant Facilities Engineer, provide temporary enclosure consisting of temporary walls and doors to protect building interior/exterior and or to prevent access to the structures.
- D. All temporary work and protection shall be removed from the job at its completion.
- E. Nailers, and blocking - Furnish and install all necessary blocking, nailers, etc., of sizes and shape required to bring finished work to proper position and to afford good solid fastenings for all work and equipment of all trades.
- F. Provide related work as required
- G. Reserved
- H CLEANING
  - 1. The contractor shall at all times keep the premises free from surplus material and rubbish.
  - 2. At the completion of the work, the contractor shall remove his entire plant and equipment and shall remove all rubbish, waste, and surplus materials. Contractor shall leave the premises broom clean.

**END OF SECTION**

**DIVISION 16  
ELECTRICAL  
SECTION 16500  
GENERAL ELECTRICAL**

**PART 1 GENERAL**

1.01 SECTION INCLUDES

- A. The work under this section consists of the furnishing of all plant, labor, materials, services and equipment to properly complete all item of electrical work and associated work described in the specifications, shown on the plans or reasonably implied.

1.02 REFERENCES

ALL work shall be completed in strict conformance to the current edition of the:  
Connecticut Electrical Codes  
National Electrical Codes  
NFPA

1.03 DESCRIPTION OF WORK

- 1. Remove, rework, relocate, reinstall all electrical items as may be necessary to provide for project completion.

**PART 2 PRODUCTS**

Provide miscellaneous parts and accessories as required to complete the work.  
Products to meet or exceed existing or as required by current code.

**PART 3 EXECUTION**

3.1 INSTALLATION

- A. Persons licensed in the State of Connecticut to perform electrical work of this scope and size shall perform ALL work. Submit copy of license to the agency representative upon request.
- B. Provide all labor and materials to: perform all electrical work as necessary to accommodate finished renovations.
- C. Test, Inspect, adjust, for correct operation all items.
- D. Clean and remove all smudges, fingerprints, etc. from all affected areas after installation for final inspection.

**END OF SECTION**

## **PART 1 - GENERAL**

### **1.01 SUMMARY**

A. Rigid vinyl sheet for wall protection and decoration

### **1.02 SECTION INCLUDES**

A. Sanparrel Rigid Vinyl Sheet

### **1.03 REFERENCES**

- A. American Society for Testing and Materials (ASTM)
- B. National Building Code of Canada (NBC)
- C. National Fire Protection Association (NFPA)
- D. Society of Automotive Engineers (SAE)
- E. Underwriters Laboratory (UL)
- F. Underwriters Laboratory of Canada (ULC)
- G. Uniform Building Code (UBC)

### **1.04 SYSTEM DESCRIPTION**

A. Performance Requirements: Provide rigid vinyl sheet systems that conform to the following requirements of regulatory agencies and the quality control of IPC Door and Wall Protection Systems, InPro Corporation.

1. Fire Performance Characteristics: Provide UL Classified Sanparrel Rigid Vinyl Sheet conforming with the NFPA Class A fire rating. Surface burning characteristics as determined by UL-723 (ASTM E-84), for Sanparrel Rigid Vinyl Sheet installed with 3M Fastbond 30, InPro Bond Adhesive, or Formulated Solutions, LLC "XT-2000+" Adhesive shall be a maximum flame spread of 20 and a maximum smoke developed of 350 for .060" (1.5mm) thick material. Provide ULC (Canada) listed Sanparrel Rigid Vinyl Sheet conforming to the requirements of the National Building Code of Canada 1990, Subsection 3.1.13. Surface burning characteristics, as determined by CAN/ULC-S102.2, shall be flame spread of 15 and smoke developed of 30.
2. Self Extinguishing: Provide rigid vinyl sheet with a CC1 classification, as tested in accordance with the procedures specified in ASTM D-635-74, Standard Test Method for Rate of Burning and/or Extent and Time of Burning of Self-Supporting Plastics in a Horizontal Position, as referenced in UBC 52-4-1988.
3. Provide sheet materials that have been tested and results filed in compliance with article 15, part 1120 of the New York State uniform fire prevention and building code. DOS # 09960-930504-4001.
4. Impact Strength: Provide Sanparrel Rigid Vinyl Sheet that has an Impact Strength of 30.4 ft-lbs/ inch of thickness as tested in accordance with the procedures specified in ASTM D-256-90b, Impact Resistance of Plastics.
5. Chemical and Stain Resistance: Provide rigid vinyl sheet that show resistance to stain when tested in accordance with applicable provisions of ASTM D-543.
6. Fungal and Bacterial Resistance: Provide rigid vinyl that does not support fungal or bacterial growth as tested in accordance with ASTM G-21 and ASTM G-22.
7. Color Consistency: Provide components matched in accordance with SAE J-1545 - (Delta E) with a color difference no greater than 1.0 units using CIE Lab, CIE CMC, CIE LCh, Hunter Lab or similar color space scale systems.

### **1.05 SUBMITTALS**

- A. Product Data: Manufacturer's printed product data for each type of Sanparrel Rigid Vinyl Sheet specified.
- B. Detail Drawings: Mounting details with the appropriate adhesives for specific project substrates.
- C. Samples: Verification samples of Sanparrel Rigid Vinyl Sheet, 8" (203mm) square, of each type and color indicated.
- D. Manufacturer's Installation Instruction: Printed installation instructions for Sanparrel Rigid Vinyl Sheet.

### **1.06 DELIVERY, STORAGE AND HANDLING**

- A. Deliver materials in unopened factory packaging to the jobsite
- B. Inspect materials at delivery to assure that specified products have been received.
- C. Store in original packaging in a climate controlled location away from direct sunlight.

### **1.07 PROJECT CONDITIONS**

A. Environmental Requirements: Products must be installed in an interior climate controlled environment.

### **1.08 WARRANTY**

A. Standard IPC Limited Lifetime Warranty against material and manufacturing defects.

## **PART 2 - PRODUCTS**

### **2.01 MANUFACTURER**

A. Acceptable Manufacturer: IPC Door and Wall Protection Systems, InPro Corporation, PO Box 406 Muskego, WI 53150 USA;

Telephone: 800-222-5556, Fax: 888-715-8407,

Internet address: <http://www.inprocorp.com>

B. Substitutions: Not permitted

C. Provide all Sanparrel Rigid Vinyl Sheet and wall protection from a single source.

### **2.02 MANUFACTURED UNITS**

#### **A. Rigid Vinyl Sheet**

##### **1. Sanparrel, Rigid Vinyl Sheet Options**

Item # Dimensions Thickness

305 3'x8' (.91m x 2.44m) .040" = 3/64" (1mm), available

306 3'x8' (.91m x 2.44m) .060" = 1/16" (1.5mm), available

404 4'x8' (1.22m x 2.44m) .030" = 1/32" (.8mm), available

405 4'x8' (1.22m x 2.44m) .040" = 3/64" (1mm), standard

406 4'x8' (1.22m x 2.44m) .060" = 1/16" (1.5mm), standard

410 4'x8' (1.22m x 2.44m) .080" = 5/64" (2mm), available

Also available:

3' x 10' (.91m x 3.04m) sheets - thickness, .040" (1mm) and .060" (1.5mm)

3' x 80' (.91m x 24.3m) rolls - thickness, .060" (1.5mm)

3' x 120' (.91m x 36.5m) rolls - thickness, .040" (1mm)

4' x 10' (1.22m x 3.04m) sheets - thickness, .030" (.8mm), .040" (1mm), .060" (1.5mm) and .080" (2mm)

4' x 80' (1.22m x 24.3m) rolls - thickness, .060" (1.5mm)

4' x 120' (1.22m x 36.5m) rolls - thickness, .030" (.8mm) and .040" (1mm)

Custom sizes - available

Backing - unbacked

Accessories:

407 Top Cap;

Length: 8' (2.44m) standard, 10' (3.04m) available

408 Vertical Divider Bar;

Length: 8' (2.44m) standard, 10' (3.04m) available

409 Inside Corner;

Length: 8' (2.44m) standard, 10' (3.04m) available

417 Top Cap for .080" sheet;

Length: 8' (2.44m) standard, 10' (3.04m) available

418 Vertical Divider Bar for .080" sheet;

Length: 8' (2.44m) standard, 10' (3.04m) available

419 Inside Corner for .080" sheet;

Length: 8' (2.44m) standard, 10' (3.04m) available

3448, 3496, 11248 or 11296 Outside Corner

580 Color matched Vinyl Seal

### **2.03 MATERIALS**

A. Vinyl: Sanparrel shall be manufactured from chemical and stain resistant polyvinyl chloride with the addition of impact modifiers. No plasticizers shall be added (plasticizers may aid in bacterial growth).

### **2.04 ACCESSORIES**

A. Top caps, inside corners, divider bars and outside corners shall be made of extruded PVC.

### **2.05 FINISHES**

A. Color or pattern of Sanparrel to be selected by the architect from the IPC finish selection. Surface shall have a haircell texture.

B. Accessories: Top caps, inside corners, divider bars and outside corners shall be of a color matching the Sanparrel.



## **PART 3 - EXECUTION**

### **3.01 EXAMINATION**

- A. Examine areas and conditions in which the rigid vinyl sheet will be installed.
  - 1. Complete all finishing operations, including painting, before beginning installation of rigid vinyl sheet materials.
- B. Wall surface shall be dry and free from dirt, grease and loose paint.

### **3.02 PREPARATION**

- A. General: Prior to installation, clean substrate to remove dust, debris and loose particles.

### **3.03 INSTALLATION**

- A. General: Locate the rigid vinyl sheet as indicated on the approved detail drawing for the appropriate substrate and in compliance with the IPC installation instructions. Install level and plumb at the height indicated on the drawings.
- B. Installation of Sanparrel Rigid Vinyl Sheet
  - 1. Adhere to substrate with InPro Bond, a freeze-thaw stable, nonflammable, high strength, water based adhesive that trowels on and allows approximately 20 minutes working time before firming.
  - 2. Adhere to substrate with XT-2000+, a freeze-thaw stable, nonflammable, high strength, water based adhesive that trowels on and allows approximately 20 minutes working time before firming.
  - 3. Adhere to substrate with Fastbond 30, a nonflammable, high strength, water-dispersed contact adhesive, with very little odor.  
Smooth roll surface.

### **3.04 CLEANING**

- A. At completion of the installation, clean surfaces in accordance with the IPC clean-up and maintenance instructions.

END OF SECTION

**SECTION 09310  
CERAMIC TILE**

PROJECT NAME: ETGC BLDG 2 UNITS D & E  
PROJECT NO. BI-DDS-496

**PART 1 GENERAL**

**1.01 SUMMARY**

**A. Related Sections**

1. 03300- Cast-In-Place Concrete.
2. 07900 – Joint Sealers.
3. 09200 – Metal Studs, Lath, Suspension Ceiling, Plaster, and Stucco.
4. 09250 – Gypsum Wallboard.
5. 10800 – toilet Room Accessories.
6. 15421 – Drains, Floor Sinks, and Cleanouts.
7. 15440 – Plumbing Fixtures, Trim, and Supports.

**1.02 REFERENCES**

**A. American National Standards Institute (ANSI) latest edition:**

1. A108.1 – Installation of Glazed Wall Tile, Ceramic Mosaic Tile, Quarry and Paver Tile with Portland Cement Mortar.
2. A108.5-85 – Ceramic Tile Installed with Dry-Set Portland Cement Mortar.
3. A108.10-85 – Installation of Grout in Tilework.
4. A118.1-85 – Dry-Set Portland Cement Mortar.
5. A118.6-85 – Ceramic tile Grouts.
6. A137.1-80 – Specifications for Ceramic Tile.

**B. Tile Council of America, Inc. (TCA): Handbook For Ceramic Tile Installation, latest edition.**

**1.03 SUBMITTALS**

**A. Product Data:** Submit material specifications, printed installation and mixing instructions, and maintenance recommendations for ceramic tile and accessories.

**B. Samples:** Submit the following:

1. Panels: 12 inches square, of each type, color, and pattern of tile required.
2. Tile manufacturer's full color and pattern range for each type of tile required.
3. Grout manufacturer's full color range samples.
4. Each type of trim shape and special shape required, if requested.

**1.04 QUALITY ASSURANCE**

- A. Tile shall conform to requirements of TCA 137.1, Standard Grade.

#### 1.05 MAINTENANCE

- A. Maintenance Materials: At the job site, provide 2 unopened boxes of each color and type of tile installed.

### PART 2 PRODUCTS

#### 2.01 MANUFACTURERS

- A. Ceramic Tile
  - 1. American Olean Tile Company.
  - 2. Dal-Tile.
  - 3. Florida Tile Industries.
  - 4. Interceramic.
  - 5. Lone Star.
  - 6. Mannington Ceramic Tile Company.
  - 7. US Ceramic Tile Company.

#### 2.02 MATERIALS

- A. Slip-Resistant Ceramic Mosaic Floor Tile: 2 inches x 2 inches x 1/4" thick, unglazed, plain face, cushioned edges, having a minimum of 0.5 wet coefficient of friction, attained without use of abrasive impregnation.
- B. Glazed Wall Tile: Nominal 4" x 4" x 5/16" thick, matte or crystalline face, cushioned edges.
- C. Color and Pattern:
  - 1. To be selected by agency representative from manufacturer's full line catalog supplied by winning bidder.
  - 2. A/E\_S range of color selection shall not be limited to colors stocked locally but by entire color line of specific manufacturer as determined by samples in A/E\_S office.
- D. Trim and Special Shapes: Provide the following trim units and special shapes of same material and finish as ceramic wall tile:
  - 1. Base: Cove base units, width and height to match wall tile.
  - 2. External Corners: Bullnose shapes with round out base and top trim special shapes.
  - 3. Internal Corners: Field-buttet square with square in-corner base and top trim special shapes.
- E. Marble Thresholds: 2 1/4" wide, 3/4" thick, White Georgia or Madres Cream Alabama marble with exposed edges beveled and honed finish on exposed surfaces.
- F. Setting Materials: Dry-Set pre-sanded mortar according to ANSI A118.1-1985 and by

- manufacturer licensed by the Tile Council of America.
- G. Mortar Additive: Laticrete 3701 latex additive or accepted equivalent.
  - H. Grout: Certified by the tile manufacturer as suitable for type of tile and application.
    - 1. Dry-Set Grout: A mixture of Portland cement and additives furnished by a firm licensed to manufacture products, and tested and approved by the Tile Council of America. Colors as selected by A/E.
    - 2. Commercial Latex-Portland Cement Grout: A mixture of Portland cement and mortar additive conforming to ANSI A118.6.
      - a. Color: Natural mortar color.
  - I. Tile Cleaner: Biscayne Chemical Laboratories, Inc., "Blue Boy" or accepted equivalent.

## PART 3 EXECUTION

### 3.01 INSTALLATION

- A. Tile Setting Requirements:
  - 1. Examine surfaces for foreign matter, unevenness, flatness, plumb planes, and damage. Make repairs if necessary to substrate to be in the proper condition to receive tile. Verify waterproofing at shower receptors will not affect tile installation adversely.
  - 2. Flooring to be removed to sub floor.
  - 3. Secure tile firmly in place with uniform joints well filled and lines straight and true.
    - a. Bring finished surfaces to true and flat planes, plumb on walls.
    - b. Completed work shall be free of cracked or broken tiles.
  - 4. Form intersections and returns perfectly and perform cutting and drilling of tile neatly without marring tile face.
    - a. Carefully grind and joint cut edges of tile against any trim, finish, and built-in fixtures.
    - b. Fit tile close around plumbing pipes, fixtures and fittings so usual plates, collars, or coverings will overlap tile.
  - 5. Where borders, lines, patterns, panels, or other effects are a part of the work, properly space tiles and accurately reproduce required designs.
  - 6. Where acoustic tile ceilings occur, install ceramic wall tile to a line 2 to 4 inches above plane of exposed surface of ceiling.
  - 7. Layout tile work on floors or walls so, wherever possible, no tiles less than half full size will occur unless indicated.
  - 8. Where tile abuts restraining surfaces, cut tile to match contour of that surface.
  - 9. At shower receptors continue slip-resistant ceramic mosaic floor tile up and over curbs to meet floor tile in adjoining areas using special shapes where

necessary.

B. Setting Ceramic Tile With Dry-Set Mortar:

1. Concrete Substrate:

- a. Set ceramic tile according to applicable requirements of ANSI A108.5.
- b. Set tile with dry-set mortar, 3/32" to 1/8" thick.
- c. Provide latex mortar additive in setting mortar per manufacturer's directions.

C. Grouting: Comply with ANSI A108.10.

1. Ceramic mosaic floor tile: Use commercial latex Portland cement grout.
2. Glazed ceramic wall tile: Use dry-set grout.
3. Force grout into joints to fill solid.
  - a. Remove and re-grout discolored joints. Fill voids in joint grout.

D. Thresholds: Set marble thresholds where indicated or at dissimilar floor finishes with the same material used for setting ceramic mosaic floor tile.

E. Tolerances: Finished installation shall be trued to a tolerance of  $\pm 1/8$ " in a 10 foot radius and  $+1/16$ " within any given running foot.

3.02 CLEANING

- A. Apply tile cleaner according to cleaner manufacturer's printed instructions.
- B. Leave finished installation clean and free of cracked, chipped, broken, and unbonded or otherwise defective tile.

# **SCOPE OF WORK PAINTING**

## **PART 1 GENERAL**

### **1.1 GENERAL INFORMATION**

The work under this section consists of the furnishing of all plant, labor, materials, services and equipment to properly complete all item of work and described in the specifications, plans or reasonably implied.

Contractor will be required to provide the agency with current MSDS information for ALL products used, as well as current manufacturer's product and preparation specifications at the pre-construction meeting. Also, contractor will insure adequate ventilation and dust control measures during the project.

### **1.2 DESCRIPTION OF WORK**

The work includes preparation of ceilings and related surfaces prior to the application of primers and paint. Scope of work also includes painting plaster, ceilings, exterior metal doors and interior and exterior metal doorframes, and caulking a number of voids.

A Professional Painting Company that specializes in repairs, patching, taping, compounding, sanding, priming, painting wall and surface finishing of this type and scope shall perform all work.

Submit to the Agency Representative a listing of three projects of similar scope and size that were performed within the last twelve months. Include the name, address and telephone number of a contact at each job that can be contacted and who is familiar with the project.

Contractor will be responsible for the moving and replacement of standard residential furniture and appliances. Specialized furniture and/or equipment will be moved by the agency.

### **1.3 SCHEDULE OF WORK – ONE SECTION AT A TIME**

The Agency Representative will meet with the Contractor awarded the contract and establish a work schedule based on operating needs of the Agency. Work shall be performed in accordance to this schedule.

Accessibility will be discussed at the mandatory pre-bid meeting and an actual schedule of building accessibility will be established at the pre-construction meeting.

### **1.4 STORAGE**

Neatly store materials in a place designated by the Agency Representative.

Remove oily rags, waste from buildings every night; take precautions to avoid danger of fire.

### **1.5 REFERENCE STANDARDS, CODES AND SPECIFICATIONS**

All references to standard specifications and codes made throughout the specifications refer to the latest

editions in effect. Such references include current addenda and errata, if any, and shall be considered a part of these specifications as much as if those specifications were printed herein in their entirety.

## **PART 2 PRODUCTS**

All paint, appropriate primers, and caulk will be produced by Sherwin Williams and will be applied. Surfaces must be prepped in accordance with the manufacturer's specifications.

Room Colors: TBD at pre-bid meeting

Ceiling: Harmony Interior Latex Flx B5 Series

Color: Bright White

Interior Door Frames: ProClassic Waterboutes/Interior Acrylic Semi-Gloss Enamel B32 Series (color to be disseminated at pre-bid)

Exterior Doors and Door Frames: Superpaint Exterior Gloss Latex AB4 Series (color to be disseminated at pre-bid).

Caulking: Powerhouse (color to match soffits)

In the event a color is discontinued or not listed, the Agency Representative shall select a color(s) from paint manufacturer full color line samples provided by the Contractor.

## **PART 3 EXECUTION**

### **3.0 WORKMANSHIP**

- A. Workmanship, very best top quality workmanship. Thoroughly prepare surfaces prior to application of primers and paint to ensure a smooth professional finish. Spread materials evenly; flow on smoothly without run, sags. Employ skilled mechanics only.
- B. If surfaces to be finished cannot be put in proper condition for finishing, notify the Agency Representative in writing; or assume responsibility for and rectify any unsatisfactory finish resulting. Commencement of work by this contractor shall indicate acceptance of the preparatory work or existing surfaces to be finished.

### **3.1 WALL SURFACES**

- A. Prior to painting, prepare surfaces to ensure a smooth professional finish. Preparation shall include but not limited to: removal and replacement of damaged wall paper material, hand and power sanding, scraping, and stripping. Surfaces shall be patched, repaired, taped, compounded, sanded and primed one coat and painted two coats to provide a smooth flat surface to match surrounding areas.
- B. All work shall be performed in strict compliance to material manufacturer's specifications, instruction manuals and product data sheets.
- C. Upon completion of primer coat notify the Agency Representative before proceeding with the finish coat. Upon completion of finish coat notify the Agency Representative before proceeding with the second finish coat.
- D. Unless otherwise noted, use materials for patching that are identical to existing materials or specified by

latest code. Provide products manufactured by company listed, or agency approved alternate.

- E. Applicator must examine areas and conditions under which painting work is to be applied. Do not proceed with work until unsatisfactory conditions have been corrected in a manner in accordance with the paint manufacturer and project specifications.
- F. Starting of painting work will be construed as applicator's acceptance of surfaces and conditions with any particular area.
- G. Do not paint over dirt, rust, scale grease, moisture scuffed surfaces, or conditions otherwise detrimental to formation of a durable paint film.
- H. Perform preparation and cleaning procedures in accordance with paint manufacturer's instructions and as herein specified, for each particular substrate condition.
- I. Provide and use portable exhaust ductwork and fans to exhaust fumes to exterior of building. Provide and use paint additives to remove paint odor.
  - J. Remove hardware, plates, lighting fixtures and similar items in place and not to be finish painted, or provide protection prior to surface preparation and painting operations. Following completion of each space of area, reinstall removed items.

### 3.2 DOOR FRAMES

- A. Prior to painting, prepare surfaces to ensure a smooth professional finish. Preparation shall include but not limited to: hand and power sanding, scraping, and stripping. Surfaces shall be patched, repaired, sanded and primed one coat and painted two coats to provide a smooth flat surface to match surrounding areas.
- B. Door Frames shall be painted on the room side as indicated on the Painting Schedule. Remove door silencers prior to surface preparation and painting. Painting shall include the entire doorframe on the room side ending at the inside corner of the doorframe stop or Agency Representative approved alternate location. Install new door silencers at all locations after painting work. Provide and use masking tape or alternate method to provide a clean crisp paint line at paint edge and at contrasting paint colors where two sides of the frame will be painted per painting schedule.
- C. Remove door closer covers to ensure paint coverage behind covers. Clean and replace all removed hardware and provide for proper operation. Do not paint over hardware unless approved by the Agency Representative in writing.

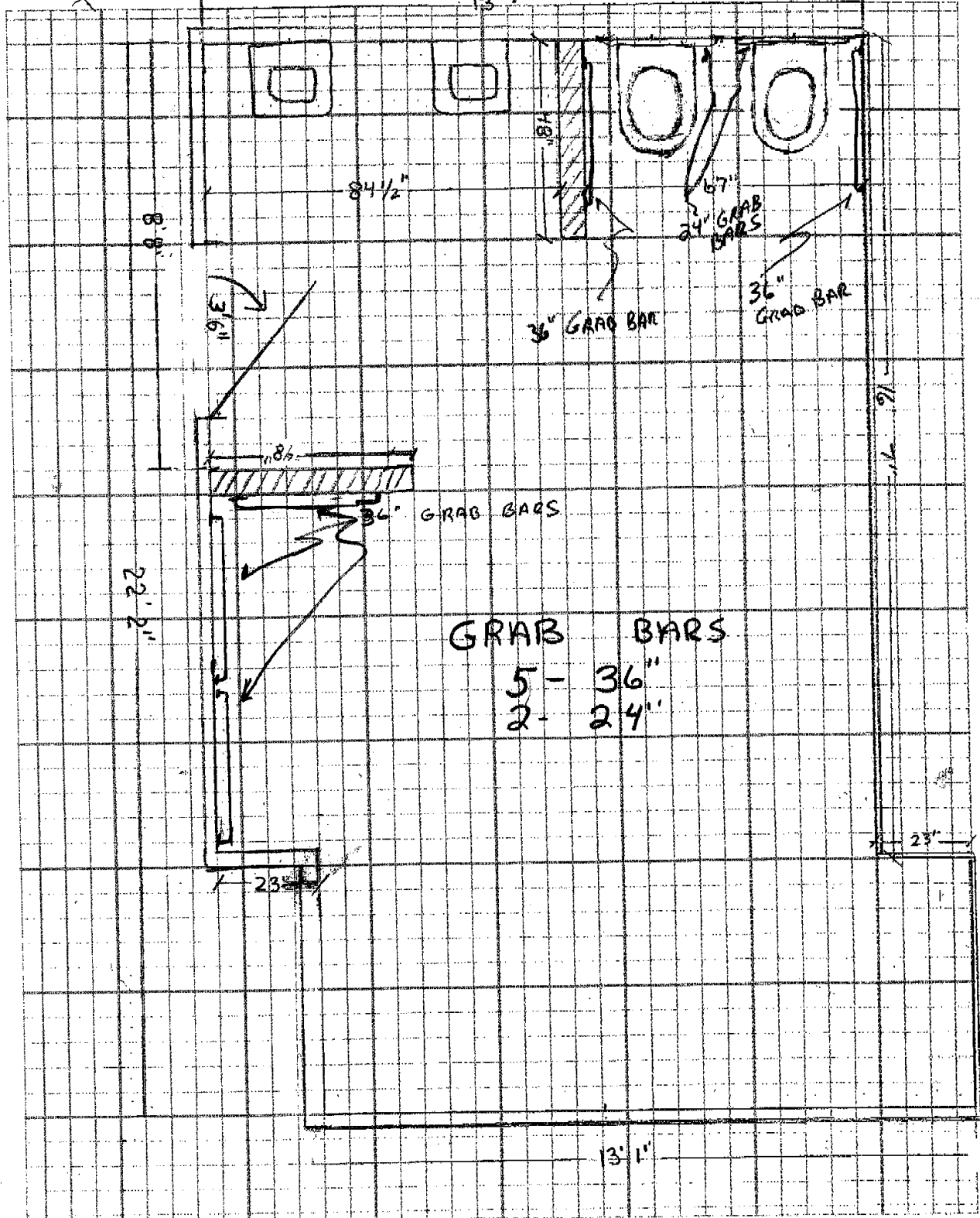
### 3.3 CLEAN UP AND PROTECTION

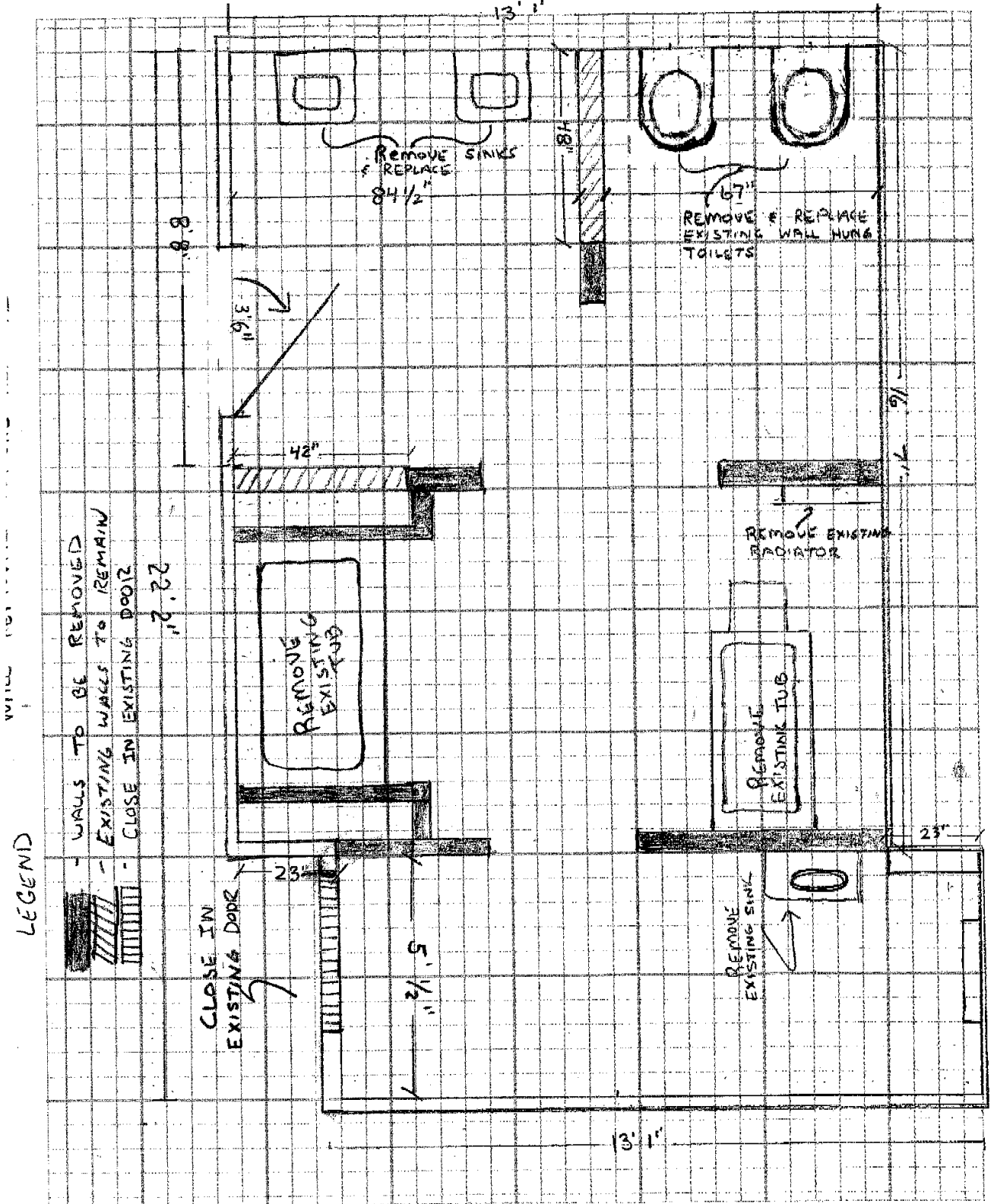
- A. Upon completion of work clean window glass and other paint spattered surfaces.
- B. Protect work of other trades, whether to be painted or not, against damage by painting and finishing work. Provide "Wet Paint" signs as required.



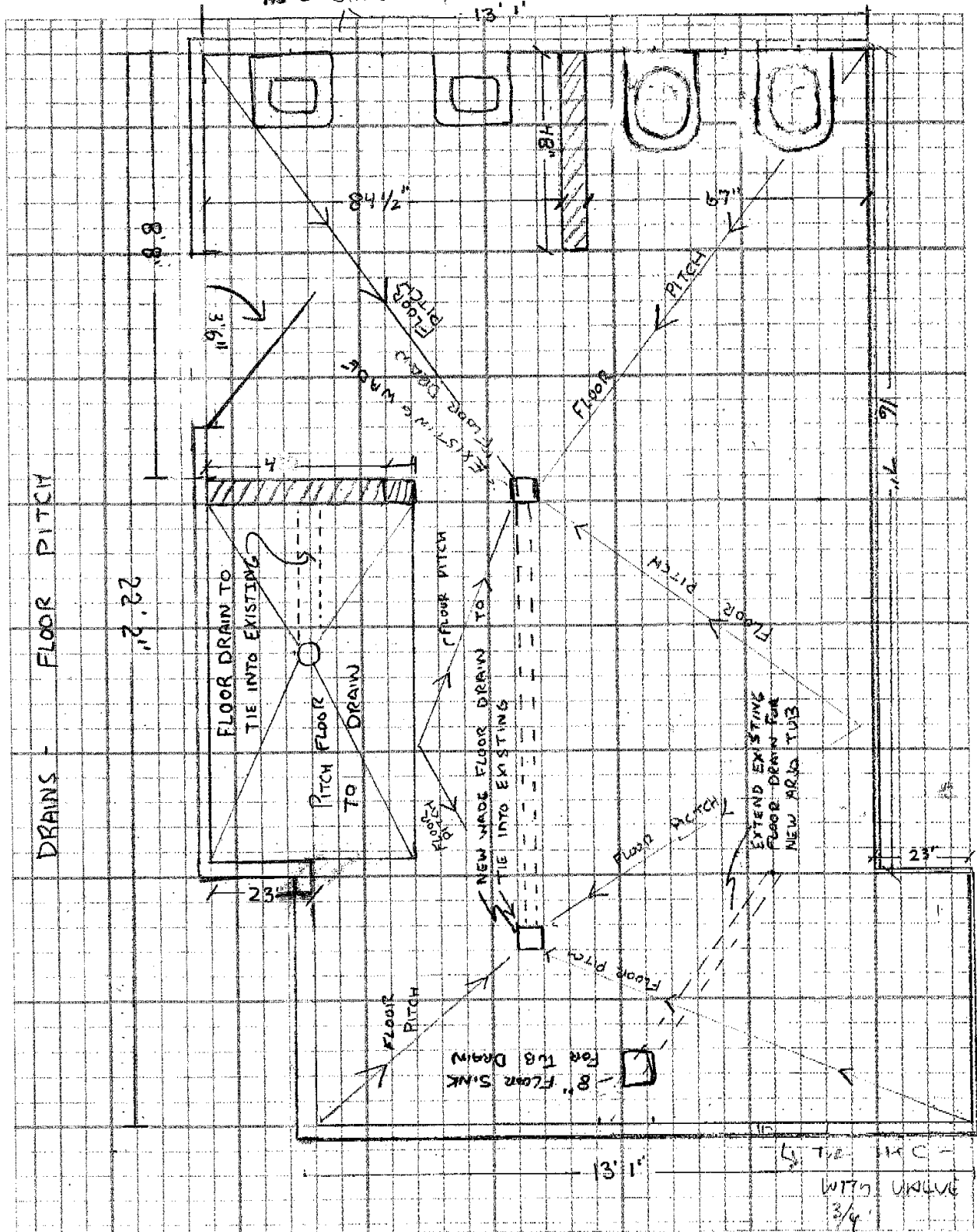
C. Provide two full 1 gallon containers of each paint type and color to agency for maintenance stock.

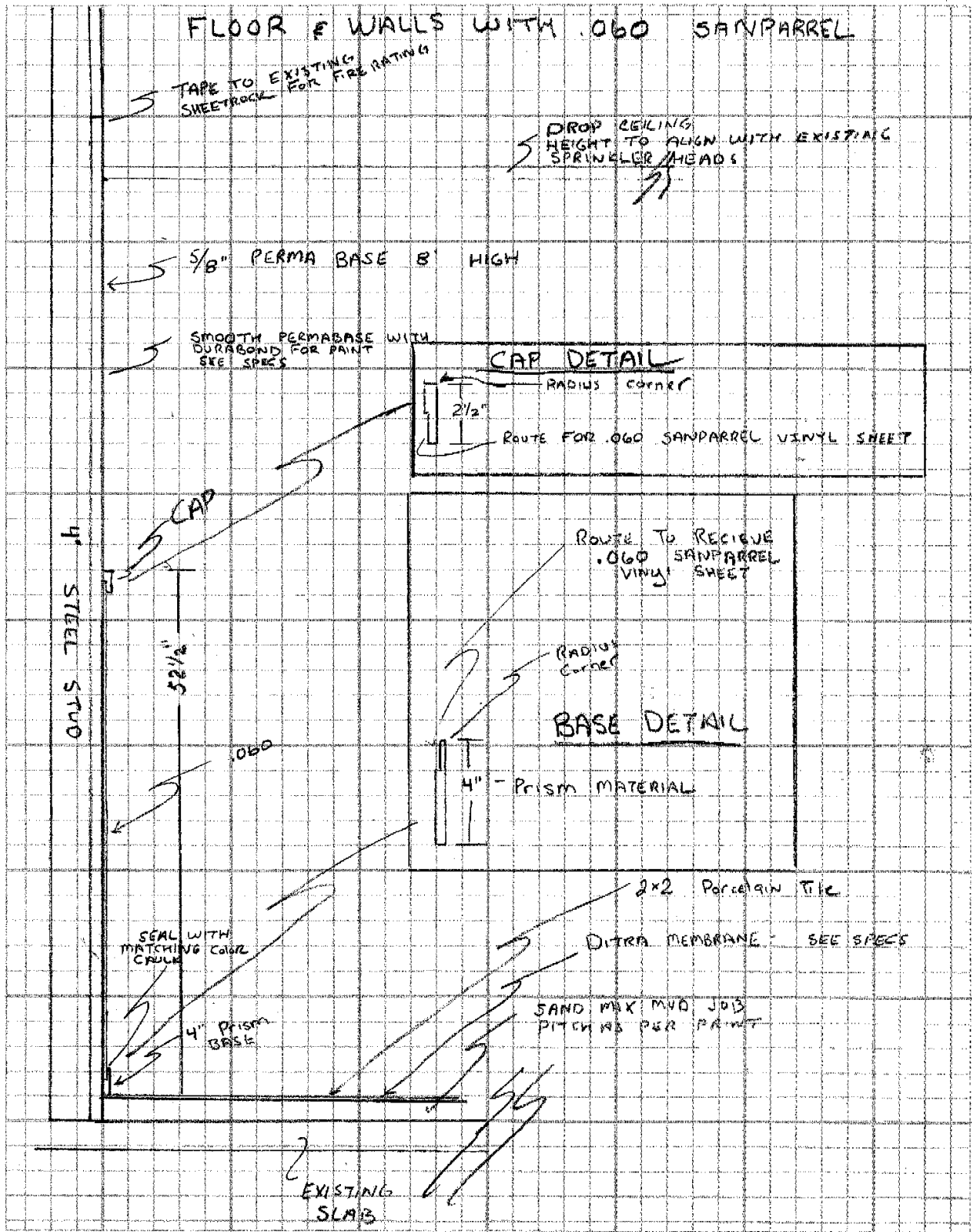
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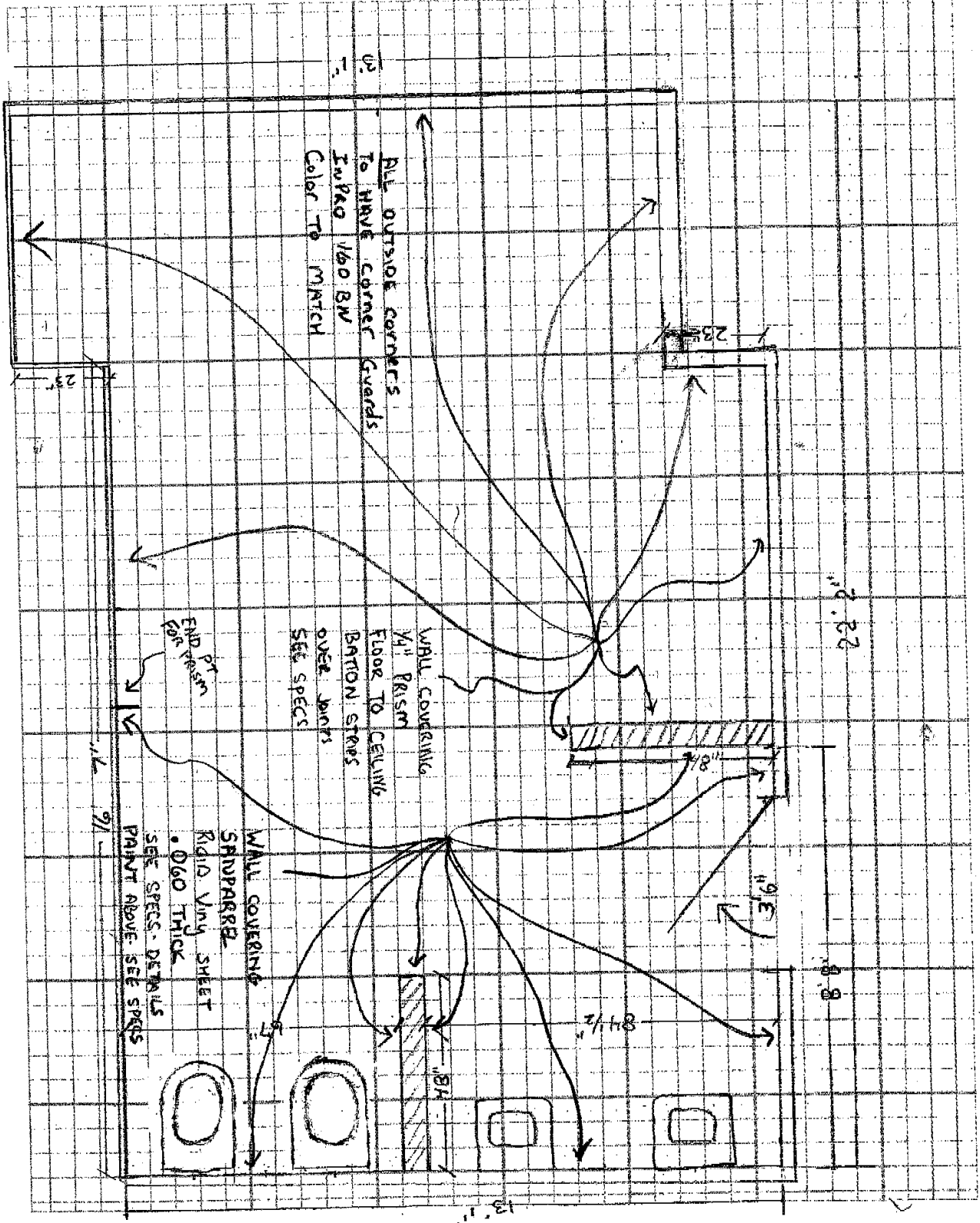


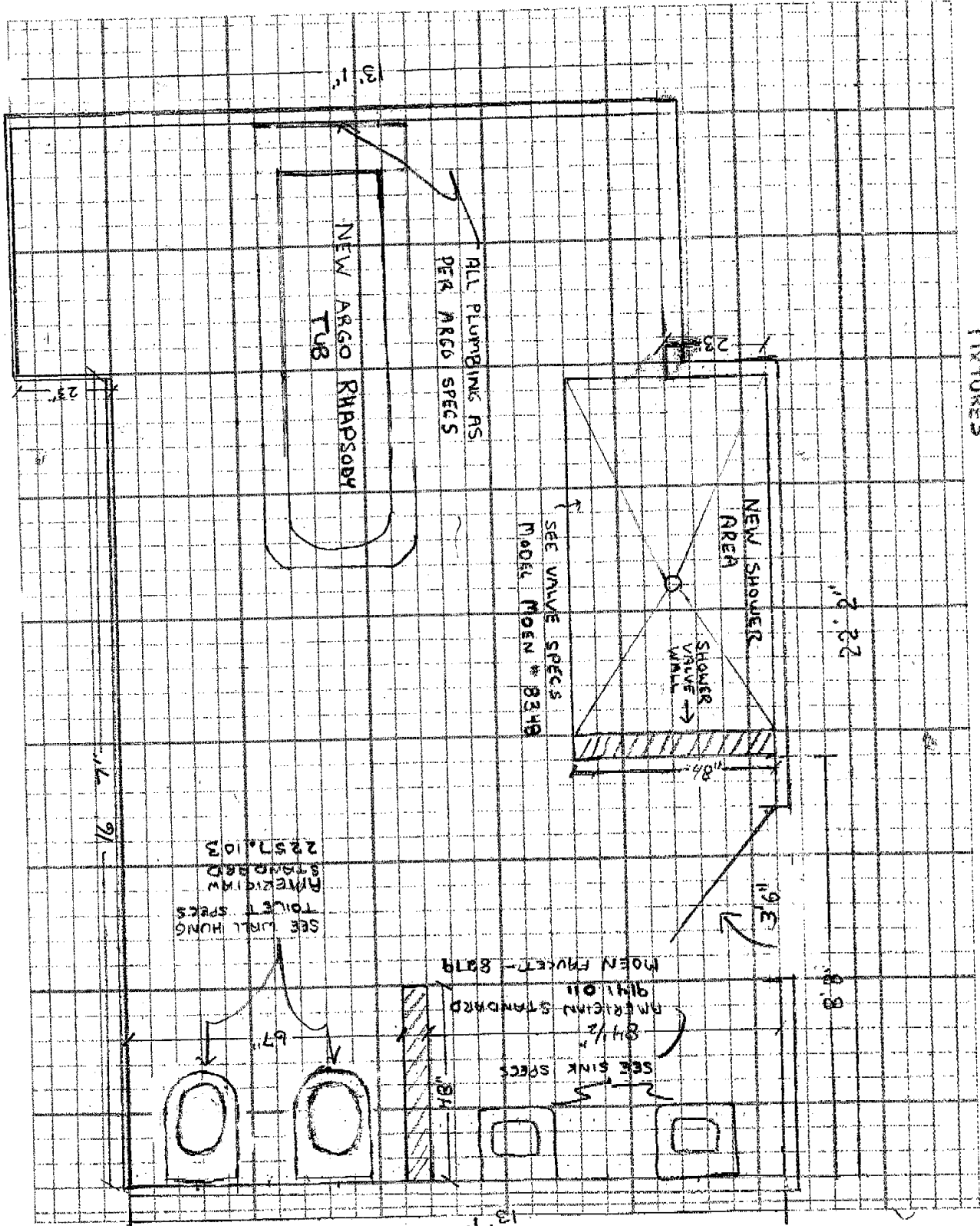


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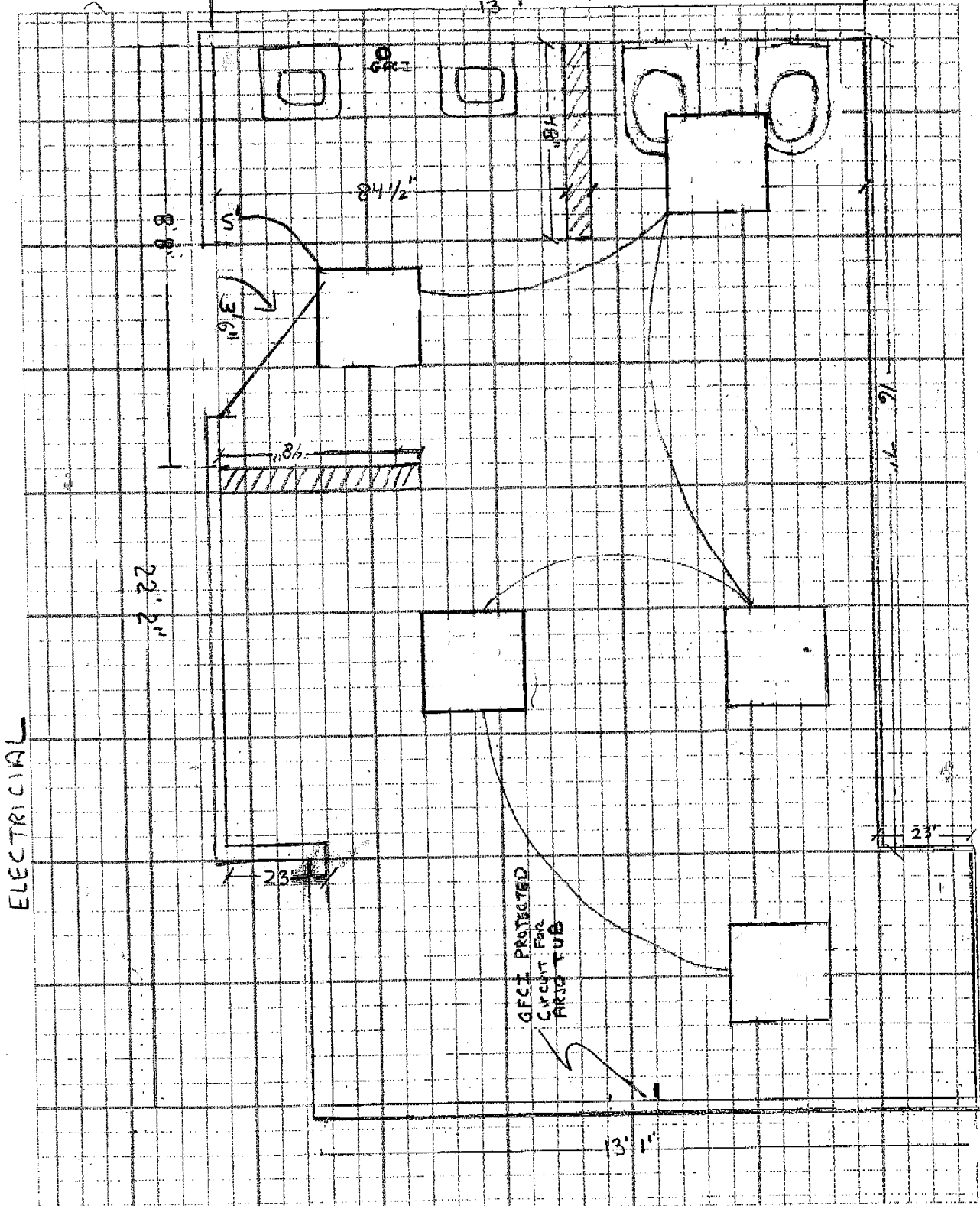




FIGURES







ELECTRICAL

**Armstrong World Industries, Inc.**  
**Ceiling & Suspension System Specification**

**Please understand that you are responsible for the accuracy of all project specifications, including any Armstrong guide specifications that you use.**

**ARMSTRONG SHALL NOT BE LIABLE FOR ANY DAMAGES ARISING OUT OF THE USE OF ANY OF ITS GUIDE SPECIFICATIONS.**

**SECTION 09 51 13 (09510)**  
**ACOUSTICAL PANEL CEILINGS**

**PART 1 - GENERAL**

**1.1 RELATED DOCUMENTS**

Drawings and general conditions of Contract, including General and Supplementary Conditions and Divisions-1 Specification sections apply to work of this section.

**1.2 SUMMARY**

A. Section Includes:

1. Acoustical ceiling panels.
2. Exposed grid suspension system.
3. Wire hangers, fasteners, main runners, cross tees, and wall angle moldings.

B. Related Sections:

1. Section 01350, Special Environmental Requirements
2. Section 09250 - Gypsum Board
3. Section 09120 - Suspension System Framing and Furring for Plaster and Gypsum Board Assemblies
4. Division 15 Sections - Mechanical Work
5. Division 16 Sections - Electrical Work

C. Alternates

1. Prior Approval: Unless otherwise provided for in the Contract documents, proposed product substitutions may be submitted no later than TEN (10) working days prior to the date established for receipt of bids. Acceptability of a proposed substitution is contingent upon the Architect's review of the proposal for acceptability and approved products will be set forth by the Addenda. If included in a Bid are substitute products which have not been approved by Addenda, the specified products shall be provided without additional compensation.
2. Submittals which do not provide adequate data for the product evaluation will not be considered. The proposed substitution must meet all requirements of this section, including but not necessarily limited to, the following: Single source materials suppliers (if specified in Section 1.5); Underwriters' Laboratories Classified Acoustical performance; Panel design, size, composition, color, and finish; Suspension system component profiles and sizes; Compliance with the referenced standards.

**1.3 REFERENCES**

A. American Society for Testing and Materials (ASTM):

1. ASTM A 1008 Standard Specification for Steel, Sheet, Cold Rolled, Carbon, Structural, High-Strength Low-Alloy and High-Strength Low-Alloy with Improved Formability.
2. ASTM A 641 Standard Specification for Zinc-Coated (Galvanized) Carbon Steel Wire.
3. ASTM A 653 Standard Specification for Steel Sheet, Zinc-Coated (Galvanized) by the Hot-Dip Process.
4. ASTM C 423 Sound Absorption and Sound Absorption Coefficients by the Reverberation Room Method.
5. ASTM C 635 Standard Specification for Metal Suspension Systems for Acoustical Tile and Lay-in Panel Ceilings.

6. ASTM C 636 Recommended Practice for Installation of Metal Ceiling Suspension Systems for Acoustical Tile and Lay-in Panels.
  7. ASTM E 84 Standard Test Method for Surface Burning Characteristics of Building Materials.
  8. ASTM E 1414 Standard Test Method for Airborne Sound Attenuation Between Rooms Sharing a Common Ceiling Plenum.
  9. ASTM E 1111 Standard Test Method for Measuring the Interzone Attenuation of Ceilings Systems.
  10. ASTM E 1264 Classification for Acoustical Ceiling Products.
  11. ASTM E 1477 Standard Test Method for Luminous Reflectance Factor of Acoustical Materials by Use of Integrating-Sphere Reflectometers.
  12. ASTM D 3273 Standard Test Method for Resistance to Growth of Mold on the Surface of Interior Coatings in an Environmental Chamber.
  13. ASTM E 119 Standard Test Methods for Fire Tests of Building Construction and Material.
- B. ASHRAE Standard 62.1-2004, "Ventilation for Acceptable Indoor Air Quality"

#### **1.4 SUBMITTALS**

- A. Product Data: Submit manufacturer's technical data for each type of acoustical ceiling unit and suspension system required.
- B. Samples: Minimum 6 inch x 6 inch samples of specified acoustical panel; 8 inch long samples of exposed wall molding and suspension system, including main runner and 4 foot cross tees.
- C. Shop Drawings: Layout and details of acoustical ceilings. Show locations of items which are to be coordinated with, or supported by the ceilings.
- D. Certifications: Manufacturer's certifications that products comply with specified requirements, including laboratory reports showing compliance with specified tests and standards. For acoustical performance, each carton of material must carry an approved independent laboratory classification of NRC, CAC, and AC.
- E. If the material supplied by the acoustical subcontractor does not have an Underwriter's Laboratory classification of acoustical performance on every carton, subcontractor shall be required to send material from every production run appearing on the job to an independent or NVLAP approved laboratory for testing, at the architect's or owner's discretion. All products not conforming to manufacturer's current published values must be removed, disposed of and replaced with complying product at the expense of the Contractor performing the work.

#### **1.5 QUALITY ASSURANCE**

- A. Single-Source Responsibility: Provide acoustical panel units and grid components by a single manufacturer.
- B. Fire Performance Characteristics: Identify acoustical ceiling components with appropriate markings of applicable testing and inspecting organization.
  1. Surface Burning Characteristics: As follows, tested per ASTM E 84 and complying with ASTM E 1264 for Class A products.
    - a. Flame Spread: 25 or less
    - b. Smoke Developed: 50 or less
  2. Fire Resistance Ratings: As indicated by reference to design designations in UL Fire Resistance Directory, for types of assemblies in which acoustical ceilings function as a fire protective membrane and tested per ASTM E 119.
    - a. Protect lighting fixtures and air ducts to comply with requirements indicated for rated assembly.
- C. Handle acoustical ceiling units carefully to avoid chipping edges or damaged units in any way.

#### **1.6 DELIVERY, STORAGE, AND HANDLING**

- A. Deliver acoustical ceiling units to project site in original, unopened packages and store them in a fully enclosed space

where they will be protected against damage from moisture, direct sunlight, surface contamination, and other causes.

- B. Before installing acoustical ceiling units, permit them to reach room temperature and a stabilized moisture content.
- C. Handle acoustical ceiling units carefully to avoid chipping edges or damaged units in any way.

## **1.7 PROJECT CONDITIONS**

### **A. Space Enclosure:**

All ceiling products and suspension systems must be installed and maintained in accordance with Armstrong written installation instructions for that product in effect at the time of installation and best industry practice. Prior to installation, the ceiling product must be kept clean and dry, in an environment that is between 32oF (0o C) and 120oF (49o C) and not subject to Abnormal Conditions. Abnormal conditions include exposure to chemical fumes, vibrations, moisture from conditions such as building leaks or condensation, excessive humidity, or excessive dirt or dust buildup.

HumiGuard Plus Ceilings: Installation of the products shall be carried out where the temperature is between 32°F (0° C) and 120°F (49° C). It is not necessary for the area to be enclosed or for HVAC systems to be functioning. All wet work (plastering, concrete, etc) must be complete and dry. The ceilings must be maintained to avoid excessive dirt or dust buildup that would provide a medium for microbial growth on ceiling panels. Microbial protection does not extend beyond the treated surface as received from the factory, and does not protect other materials that contact the treated surface such as supported insulation materials.

## **1.8 WARRANTY**

- A. Acoustical Panel: Submit a written warranty executed by the manufacturer, agreeing to repair or replace acoustical panels that fail within the warranty period. Failures include, but are not limited to:
  - 1. Acoustical Panels: Sagging and warping as a result of defects in materials or factory workmanship.
  - 2. Grid System: Rusting and manufacturer's defects
  - 3. Acoustical Panels with BioBlock Plus or designated as inherently resistive to the growth of micro-organisms installed with Armstrong suspension systems: Visible sag and will resist the growth of mold/mildew and gram positive and gram negative odor and stain causing bacteria.
- B. Warranty Period Humiguard:
  - 1. Acoustical panels: Ten (10) years from date of substantial completion.
  - 2. Grid: Ten (10) years from date of substantial completion.
  - 3. Acoustical panels and grid systems with HumiGuard Plus or HumiGuard Max performance supplied by one source manufacturer is thirty (30) years from date of substantial completion.
- C. The Warranty shall not deprive the Owner of other rights the Owner may have under other provisions of the Contract Documents and will be in addition to and run concurrent with other warranties made by the Contractor under the requirements of the Contract Documents.

## **1.9 MAINTENANCE**

- A. Extra Materials: Deliver extra materials to Owner. Furnish extra materials described below that match products installed. Packaged with protective covering for storage and identified with appropriate labels.

1. Acoustical Ceiling Units: Furnish quality of full-size units equal to 5.0 percent of amount installed.
2. Exposed Suspension System Components: Furnish quantity of each exposed suspension component equal to 2.0 percent of amount installed.

**Part 2-PRODUCTS**

**2.1 MANUFACTURERS**

**A. Ceiling Panels:**

1. Armstrong World Industries, Inc.

**2.2.0 ACOUSTICAL CEILING UNITS**

**A. Acoustical Panels Type ACT-1:**

1. Surface Texture: Medium
2. Composition: Mineral Fiber
3. Color: White
4. Size: 48in X 24in X 5/8in
5. Edge Profile: Square Lay-In for interface with Prelude XL Fire Guard 15/16" Exposed Tee.
6. Noise Reduction Coefficient (NRC): ASTM C 423; Classified with UL label on product carton, 0.55.
7. Ceiling Attenuation Class (CAC): ASTM C 1414; Classified with UL label on product carton, 35
8. Articulation Class (AC): ASTM E 1111; Classified with UL label on product carton N/A.
9. Emissions Testing: Section 01350 Protocol, < 13.5 ppb of formaldehyde when used under typical conditions required by ASHRAE Standard 62.1-2004, "Ventilation for Acceptable Indoor Air Quality"
10. Flame Spread: ASTM E 1264; Fire Resistive
11. Light Reflectance (LR): ASTM E 1477; White Panel: Light Reflectance: 0.85.
12. Dimensional Stability: HumiGuard Plus - Temperature is between 32°F (0°C) and 120°F (49°C). It is not necessary for the area to be enclosed or for HVAC systems to be functioning. All wet work (plastering, concrete, etc) must be complete and dry.
13. Antimicrobial Protection: BioBlock Plus - Resistance against the growth of mold/mildew and gram positive and gram negative odor and stain causing bacteria.
14. Acceptable Product: Fine Fissured, 1830 as manufactured by Armstrong World Industries.

**2.2.0 SUSPENSION SYSTEMS**

- A. Components: All main beams and cross tees shall be commercial quality hot-dipped galvanized (galvanized steel, aluminum, or stainless steel) as per ASTM A 653. Main beams and cross tees are double-web steel construction with type exposed flange design. Exposed surfaces chemically cleansed, capping pre-finished galvanized steel (aluminum or stainless steel) in baked polyester paint. Main beams and cross tees shall have rotary stitching (exception: extruded aluminum or stainless steel).
  1. Structural Classification: ASTM C 635 Intermediate Duty.
  2. Color: White and match the actual color of the selected ceiling tile, unless noted otherwise.
  3. Acceptable Product: Prelude XL Fire Guard 15/16" Exposed Tee as manufactured by Armstrong World Industries, Inc.

- B. High Humidity Finish: Comply with ASTM C 635 requirements for Coating Classification for Severe Environment Performance where high humidity finishes are indicated.
  - 1. SS Prelude Plus by Armstrong World Industries, Inc. - 100% Type 304 STAINLESS Steel.
  - 2. AL Prelude Plus by Armstrong World Industries, Inc. - all ALUMINUM
  - 3. Prelude Plus XL Fire Guard by Armstrong World Industries, Inc., G-60 Hot dipped galvanized /aluminum capping
  - 4. Structural Classification: ASTM C 635 duty class.
  - 5. Color: [Stainless for SS only][White aluminum] [Clear Anodized Aluminum]
- C. Attachment Devices: Size for five times design load indicated in ASTM C 635, Table 1, Direct Hung unless otherwise indicated.
- D. Wire for Hangers and Ties: ASTM A 641, Class 1 zinc coating, soft temper, pre-stretched, with a yield stress load of at least time three design load, but not less than 12 gauge.
- E. Edge Moldings and Trim: Metal or extruded aluminum of types and profiles indicated or, if not indicated, manufacturer's standard moldings for edges and penetrations, including light fixtures, that fit type of edge detail and suspension system indicated. Provide moldings with exposed flange of the same width as exposed runner.
- F. Accessories

### **PART 3 - EXECUTION**

#### **3.1 EXAMINATION**

- A. Do not proceed with installation until all wet work such as concrete, terrazzo, plastering and painting has been completed and thoroughly dried out, unless expressly permitted by manufacturer's printed recommendations. (Exception: HumiGuard Max Ceilings)

#### **3.2 PREPARATION**

- A. Measure each ceiling area and establish layout of acoustical units to balance border widths at opposite edges of each ceiling. Avoid use of less than half width units at borders, and comply with reflected ceiling plans. Coordinate panel layout with mechanical and electrical fixtures.
- B. Coordination: Furnish layouts for preset inserts, clips, and other ceiling anchors whose installation is specified in other sections.
  - 1. Furnish concrete inserts and similar devices to other trades for installation well in advance of time needed for coordination of other work.

#### **3.3 INSTALLATION**

- A. Install suspension system and panels in accordance with the manufacturer's instructions, and in compliance with ASTM C 636 and with the authorities having jurisdiction.
- B. Suspend main beam from overhead construction with hanger wires spaced 4'-0" on center along the length of the main runner. Install hanger wires plumb and straight.
- C. Install wall moldings at intersection of suspended ceiling and vertical surfaces. Miter corners where wall moldings intersect or install corner caps.
- D. For reveal edge panels: Cut and reveal or rabbet edges of ceiling panels at border areas and vertical surfaces.
- E. Install acoustical panels in coordination with suspended system, with edges resting on flanges of main runner and cross tees. Cut and fit panels neatly against abutting surfaces. Support edges by wall moldings.

#### **3.4 ADJUSTING AND CLEANING**

- A. Replace damaged and broken panels.

- B. Clean exposed surfaces of acoustical ceilings, including trim, edge moldings, and suspension members. Comply with manufacturer's instructions for cleaning and touch up of minor finish damage. Remove and replace work that cannot be successfully cleaned and repaired to permanently eliminate evidence of damage.

**END OF SECTION**

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