

Central Connecticut State University

1615 Stanley Street - New Britain, CT 06050



DR. JOHN W. MILLER
PRESIDENT

DR. RICHARD R. BACHOO
CHIEF ADMINISTRATIVE OFFICER

MR. SAL CINTORINO
ASSISTANT CHIEF ADMINISTRATIVE OFFICER

PROJECT MANUAL

**MEDIA CENTER RENOVATION
TO ELIHU BURRITT LIBRARY**

AUGUST 5, 2016

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(SEE DRAWING A-002 FOR ARCHITECTURAL TECHNICAL SPECIFICATIONS)

(SEE DRAWINGS P-401, M-401, E-701, AND T-001 FOR MEP TECHNICAL SPECIFICATIONS)

LIST OF DRAWINGS:

<u>SHEET NO</u>	<u>DESCRIPTION</u>
	<u>TITLE SHEET</u>
A-001	GENERAL INFORMATION
A-002	SPECIFICATIONS & EGRESS PLAN
A-100	DEMOLITION PLAN, FLOOR PLAN & ENLARGED PLAN
A-200	REFLECTED CEILING PLANS & DETAILS
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P-302	SCHEDULES - PLUMBING
A-401	SPECIFICATIONS - PLUMBING
M-001	COVER SHEET - MECHANICAL
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MD-102	PARTIAL SECOND FLOOR DEMO PLAN - MECHANICAL
M-102	PARTIAL SECOND FLOOR PLAN - MECHANICAL
M-201	SECHDULES - MECHANICAL
M-202	SCHEDULES - MECHANICAL
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ED-102	PARTIAL SECOND FLOOR DEMO PLAN - ELECTRICAL
E-101	PARTIAL FIRST FLOOR PLAN - ELECTRICAL
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E-701	SEPECIFICATIONS - ELECTRICAL
T-001	COVER SHEET - TELCOM
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PURCHASING DEPARTMENT INSERT

BIDDER NOTIFICATION

EACH BIDDER IS HEREBY NOTIFIED OF A SEPARATE DOCUMENT PACKAGE ENTITLED "PURCHASING DEPARTMENT INSERT DOCUMENT PACKAGE" ISSUED BY THE PURCHASING OFFICE OF THE CCSU BUSINESS OFFICE WHICH IS PUBLISHED SPECIFICALLY FOR THIS PROJECT AND CONTAINS ESSENTIAL BID DOCUMENTS. SAID DOCUMENTS MUST BE PROPERLY EXECUTED BY EACH BIDDER AND RETURNED TO THE CCSU PURCHASING DEPARTMENT AS A NECESSARY PART OF THE BID PROCESS. THE "PURCHASING DEPARTMENT INSERT DOCUMENT PACKAGE" IS INSERTED IMMEDIATELY FOLLOWING THIS NOTIFICATION SHEET AND SHALL BE CONSIDERED A PART OF THESE DOCUMENTS AS THOUGH BOUND HEREIN.

1.01 DEFINITIONS

Whenever the following terms, or pronouns are used in lieu of them, the intent and meaning shall be as follows:

- A. Agency: Central Connecticut State University
1615 Stanley Street
New Britain, CT 06050
- A.1 Agency Representative: Mr. Sal Cintorino
Assistant Chief Administrative Officer
Central Connecticut State University
1615 Stanley Street, East Hall
New Britain, CT 06050
- A.2 Project Coordinator: James Grupp P.E.
Director of Engineering
Central Connecticut State University
1615 Stanley Street, East Hall
New Britain, CT 06050
Tel: 860/832-0180
Fax: 860/832-2329
- B. Project, **MEDIA CENTER RELOCATION TO ELIHU BURRITT LIBRARY - STATE PROJECT # BI-RC-397 CCSU Project #22-87**, with document date of **AUGUST 5, 2016**

1.02 COMMENCEMENT, DELAY AND COMPLETION OF THE WORK

- A. The Contractor shall begin work under this Contract on the Project Start Date as indicated herein, and only after the Agency's issuance of a Purchase Order for the Project. In the event that the issuance of the Purchase Order is delayed for reasons beyond the control of the Agency, the Agency may issue a Letter of Intent to the Contractor indicating the Agency's desire to proceed with the project. The Contractor may elect to commence work upon receipt of said Letter of Intent, pending receipt of a formal Purchase Order from the Agency. In all cases, the Contractor shall complete all Work required by this Project within the time limits stated in the Form of Proposal.
- B. Should the Contractor be denied a Workday, as specified in Article 1.34 of these GENERAL CONDITIONS, or delayed in the execution of the Contract by what the Contractor believes to be, a valid cause beyond its control, such as fire, rain, flood or other acts of God, the Contractor may submit a claim for an extension of the Project's Date of Substantial Completion. To receive consideration, each claim must be filed in writing, with a full statement of the reasons therefore, with the Project Coordinator, within **seven (7) days** of the occurrence of the delay.

1.03 COOPERATION OF TRADES

- A. The Contractor shall be responsible for the control of the activities of its subcontractors. The Contractor hereby warrants that they shall consult, cooperate and coordinate with

**MEDIA CENTER RELOCATION
TO ELIHU BURRITT LIBRARY
CCSU PROJECT NO: 22-87
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one another and other general contractors requested by others and the Contractor shall lay out and install its work in a manner that will avoid any delays in, or interference with, the work of others. Any increase in the cost of, or delay in the Project incurred by the failure of the Contractor to insure the cooperation of its subcontractors, shall be borne by the Contractor.

1.04 PREVAILING WAGE RATES

- A.** On all new projects in excess of \$400,000.00 and on all renovation or repair projects in excess of \$100,000.00; the wages paid to any mechanic, laborer or workman employed upon the Work, herein contracted to be done, shall be equal to the rate of wages specified in the Schedule of Prevailing Rates a part of the "Minimum Rates and Classifications for Building Construction", specifically published for this Project by the State of Connecticut Labor Department.

Should this Project be estimated to cost in excess of that specified above, a copy of the Schedule of Prevailing Wage Rates will be enclosed in the Purchasing Department Insert.

Each Contractor, who is awarded a contract on or after October 1, 2002, shall be subject to provisions of the Connecticut General Statutes, Section 31-53, as amended by Public Act 02-69, "An Act Concerning Annual Adjustments to Prevailing Wages". These provisions should be used in determining bid price. Wage rates will be posted each July 1st on the Department of Labor website: www.ctdol.state.ct.us. Such prevailing wage adjustment will not be considered a matter for an annual contract amendment.

- B.** In the event it becomes necessary for the Contractor or any subcontractor to employ any mechanic, laborer or workman in a trade or occupation for which no minimum wage rate is set forth, the Contractor must immediately notify the Agency, who will ascertain the minimum applicable wage rate and thereupon notify the Contractor accordingly. The rate so determined will be applicable from the time of the initial employment of the person affected and during the continuance of such employment.
- C.** The Contractor shall submit to the Labor Department a properly executed "CONTRACTOR'S WAGE CERTIFICATION FORM", with a copy to the Agency, certifying the Contractor's compliance with the prevailing wage rates for this Project. A copy of said form is enclosed in the Purchasing Department Insert.
- D.** The Contractor shall, in accordance with Public Act 93-392, submit monthly to the Agency, a certified payroll and compliance statement on form FOW-CP 1 available from the Connecticut State Department of Labor, Regulation of Wages Division, 200 Folly Brook Boulevard, Wethersfield, CT 06109. The certified payroll and compliance statement shall be considered a public record, and every person shall have the right to inspect and copy such records in accordance with the provisions of Section 1-15 of the State's General Statutes. Federal certified payroll forms do not meet the requirements of this public act and are not acceptable.
- E.** The Contractor shall post, at a conspicuous point on the wall of the job trailer, or the Job Site(s); the schedule specifying all wage rates and authorized deductions, if any, from all wage categories required for this Project.

1.05 CONTRACTOR'S PAYMENT OBLIGATION TO SUBCONTRACTORS

A. The following section of the general statutes is inserted as information concerning the bonds furnished under Section 49-41 of the general statutes and under the Notice to Bidders section of the Project Manual:

1. Sec. 49-41a. Enforcement of payment by the General Contractor to subcontractor.

- a. When any public work is awarded by a contract for which a payment bond is required by Section 49-41, the contract for the public work shall contain the following provisions: (1) A requirement that the General Contractor, within thirty days after payment to the Contractor by the State or a municipality pay any amounts due any subcontractor, whether for labor performed or materials furnished, when the labor or materials have been included in requisition submitted by the Contractor and paid by the State or a municipality: (2) a requirement that the General Contractor shall include in each of its subcontracts a provision requiring each subcontractor to pay any amounts due any of its subcontractors, whether for labor performed or materials furnished, within thirty days after such subcontractor receives a payment from the General Contractor which encompasses labor or materials furnished by such subcontractor.
- b. If payment is not made by the General Contractor of any of its subcontractors in accordance with such requirements, the subcontractor shall set forth its claim against the General Contractor and the subcontractor of a subcontractor shall set forth its claim against the subcontractor through notice by registered or certified mail. **Ten days** after the receipt of that notice, the General Contractor shall be liable to its subcontractor for interest on the amount due and owing at the rate of **one per cent** per month.

In addition, the General Contractor, upon written demand of its subcontractor, shall be required to place funds in the amount of the claim, plus interest of one per cent, in an interest bearing escrow account in a bank in this state, provided the General Contractor or subcontractor may refuse to place the funds in escrow on the grounds that the subcontractor has not substantially performed the Work according to the terms of its or its employment. In the event that such General Contractor or subcontractor refused to place such funds in escrow, and the party making a claim against it under this section is found to have substantially performed its work in accordance with the terms of its employment in any arbitration or litigation to determine the validity of such claim, then such General Contractor or subcontractor shall pay the attorney's fees of such party.

- c. No payment may be withheld from a subcontractor for work performed because of a dispute between the General Contractor and another contractor or subcontractor.
- d. This section shall not be construed to prohibit progress payments prior to final payment of the Contract and is applicable to all subcontractors for material or labor whether they have contracted directly with the General

Contractor or with some other subcontractor on the work.

1.06 SUIT ON BOND

A. The following section of the General Statutes is inserted as information concerning the bonds furnished under Section 49-42 of the general statutes and under the Notice to Bidders section of the Project Manual:

1. Sec. 49-42. Suit on bond; when and how brought.

- a. Every person who has furnished labor or material in the prosecution of the work provided for in such contract in respect of which a payment bond is furnished under the provisions of Section 49-41 of the Connecticut General Statutes and who has not been paid in full therefor before the expiration of a period of ninety days after the day on which the last of the labor was done or performed by him or material was furnished or supplied by him for which claim is made, may enforce its right to payment under the bond by serving a notice of claim within one hundred eighty days after the date of which the Contractor performed the last of the labor or furnished the last of the material for which the claim is made, on the surety that issued the bond and a copy of the notice on the contractor named as principal in the bond. The notice of claim shall state with substantial accuracy the amount claimed, the name of the party for whom the labor was performed or to whom the materials were furnished and shall provide a detailed description of the bonded public project for which the labor or materials were provided. Within ninety days after service of notice of claim, the surety shall make payment under the bond and satisfy the claim, or any portion of the claim which is not subject to good faith dispute, and shall serve a notice on the claimant denying liability for any unpaid portion of the claim. The notices required under this section shall be served by registered or certified mail, postage prepaid in envelopes addressed to any office at which the surety, principal or claimant conducts its business, or in any manner in which civil process may be served. If the surety denies liability on the claim, or any portion thereof, the claimant may bring action upon the payment bond in the superior court for such sums and prosecute the action to final execution and judgment. An action to recover on a payment bond under this section shall be privileged with respect to assignment for trial. The court shall not consolidate for trial any action brought under this section with any other action brought on the same bond unless the court finds that a substantial portion of the evidence to be adduced, other than the fact that the claims sought to be consolidated arise under the same general contract, is common to such actions and that consolidation will not result in excessive delays to any claimant whose action was instituted at a time significantly prior to the motion to consolidate. In any such proceeding, the court judgment shall award the prevailing party the costs for bringing such proceeding and allow interest at the rate of interest specified in the labor or materials contract under which the claim arises or, if no such interest rate is specified, at the rate of interest as provided in section 37-3a upon the amount recovered, computed from the date of service of the notice of claim, provided, for any date of service of the notice of claim, such interest shall be computed from the date such portion became due and payable. The court judgment may award reasonable attorneys fees to either party if upon reviewing the entire record it appears that either the original claim, the

DIVISION B
GENERAL CONDITIONS OF THE CONTRACT

surety's denial of liability or the defense interposed to the claim is without substantial basis in fact or law. Any person having direct contractual relationship with a subcontractor but no contractual relationship express or implied with the contractor furnishing the payment bond shall have a right of action upon the payment bond giving written notice of claim as provided in this section.

- b.** Every suit instituted under this section shall be brought in the name of the person suing, in the superior court for the judicial district where the contract was to be performed, irrespective of the amount in controversy in the suit, but no such suit may be commenced after the expiration of one year after the day on which the last of the labor was performed or material was supplied by the claimant.
- c.** The word "material" as used in sections 49-41 to 49-43, inclusive, includes the rental of equipment used in the prosecution of work provided for in the Contract.

END OF THE GENERAL CONDITIONS

01006 THE ARCHITECT/ENGINEER – STATUS AND RESPONSIBILITY

- A. CCSU Facilities Department is referred to in the Contract Documents as Architect, Engineer or Architects or by pronouns which imply them. As information for the Contractor, the Architect/Engineer's status is defined as follows:
1. The Architect/Engineer will not make interpretations or decisions directly to the Contractor. Interpretations or decisions will be relayed through the Project Coordinator to the Contractor.
 2. As an agent of the Agency, the Architect/Engineer is responsible for review of Shop Drawings, material and equipment intended for the Work, in accordance with the Contract Documents.

Wherever the Architect/Engineer is mentioned in the Documents in connection with an administrative function, it will include the Project Coordinator in that function.

01010 SUMMARY OF WORK

- A. The Work of this Project comprises all work specified in the Contract Documents entitled **Media Center Relocation to Elihu Burritt Library, dated August 5, 2016**, The Project is located in the campus of Central Connecticut State University, 1615 Stanley Street, New Britain, Connecticut.
- B. The Scope of the Work is defined by the Contract Documents, including labor and material. The Scope of Works includes, but will not be limited to the following:

Selective Demolition, coring of concrete slab, metal fabrications, casework, equipment and finishes, new HM frames, wood and HM doors and hardware sets, roll up steel door, aluminum windows, gyp board walls, acoustic tile ceilings, epoxy floor and ceramic wall tiling, painting, carpeting, extension of existing plumbing, mechanical and electrical system to accommodate new layout, installation of plumbing and lighting fixtures, modifications to existing fire alarm and existing Data Cabling Systems. See drawings for the other Scope of work items not listed here.

- C. The Contractor will include in his bid, all items required in order to carry out the intent of the work as described, shown and implied in the Contract Documents.
- D. It shall be the Contractor's responsibility upon discovery to immediately notify the Construction Administrator, in writing, of errors, omissions, discrepancies, and instances of noncompliance with applicable codes and regulations within the documents, and of any work which will not fit or properly function if installed as indicated on the Contract Documents. Any additional costs arising from the Contractor's failure to provide such notification shall be borne by the Contractor.

01012 PROJECT DOCUMENTS

- A. The Specifications and Drawings describe and illustrate the materials and labor necessary for the Work of this Project.
- B. The Contract Documents generally describe the materials, systems and procedures required to complete the Work. They are not inclusive and are meant to guide the Contractor in the prosecution of the Work.
- C. The GENERAL CONDITIONS and SUPPLEMENTARY GENERAL CONDITIONS apply to each Section of the Specification. The Contractor will insure that each and every Subcontractor and Material Supplier is so informed. Additional provisions of the Specifications are supplementary, and in any case where general conditions are modified, remaining portions of the general article will remain in effect.

01013 DOCUMENTS FURNISHED

- A. The Agency will provide **.pdf's** of the Contract Documents for the Contractor's use. The Contractor will bear all the costs of printed sets.

01014 EXISTING CONDITIONS AND DOCUMENTS

- A. It is not the intent of the Contract Documents to show all existing conditions. All Bidders are required to examine the Site prior to submitting bids. Failure to do so will in no way relieve the Contractor from completing the Work as required.
- B. The Contractor will make a pre-construction survey of the conditions of the Site and all adjacent areas in the vicinity of the Site which may reasonably be expected to be affected by the Work.
- C. Prior to beginning the Work, the Contractor will advise the Architect/Engineer, in writing, of all existing conditions which may affect the Work.
- D. Where existing objects or conditions are uncovered and exposed, subsequent to the issuance of the Purchase Order, the Contractor and the Project Coordinator will jointly

inspect these conditions and their findings will be recorded in writing by the Contractor. All corrective measures jointly agreed upon will be recorded in detail sufficient to prevent confusion and conflict at a later date.

- E. The Contractor will proceed with the Work in these areas, taking into consideration these newly exposed conditions, and will adjust its working procedures to compensate for these conditions.
- F. The Agency will make available for the Contractor's information, certain documents relating to the existing Site as it relates to the Work required under this Contract. These documents were not prepared for the purpose of providing information to the Contractor regarding the Work required by this Contract. They were prepared for other purposes, and do not form a part of this Contract. The Agency and the Architect/Engineer make no representation or guarantee as to, and will not be responsible for, their accuracy, completeness or pertinence and, in addition, will not be responsible for the conclusions to be drawn therefrom. They are made available to the Contractor as they exist, whether or not such information may be accurate, complete or pertinent or of any value to the Contractor. The Contractor must interpret all information shown according to its own judgement. The Contractor will conduct such investigations as the Contractor deems necessary to verify the information shown as it affects the Work.

01015 CONTRACTOR'S USE OF PREMISES

- A. The Contractor will confine its operations to the immediate area of **the construction site** within the Contract Limit area as directed by CCSU. The Contractor will confine its storage of materials, supplies and equipment to the areas specified by the Project Coordinator.
- B. **“Plan of Use”**: The Contractor shall prepare a “Plan of Use” for the Project which shall describe in detail the Contractor’s proposed use of the Site, both inside and outside the Contract Limit Area. The Contractor shall prepare the Plan of Use on a 1”=20’ scale plan of the Project Site. The Plan of Use shall include, but not be limited to the following: proposed vehicle and equipment access routes, scaffold and ladder locations, locations of proposed staging and storage areas, office trailer and dumpster locations, location of perimeter construction fencing and gates, other ground level protection measures around the building(s) (scaffold frames & planks), proposed pedestrian traffic flows around each building, proposed building access points, proposed protection measures for trees, shrubs and plantings. The Contractor shall submit the “Plan of Use” to the agency for approval within **three (3) days** of the issue of the PURCHASE ORDER, and Work on the Project shall not commence until an acceptable “Plan of Use” has been approved by the Agency. Any delay in the Project caused by the Contractor’s failure to submit an acceptable “Plan of Use” shall not alter the Contractor’s responsibility to complete the Work in the specified number of calendar days as set for in the FORM OF PROPOSAL.

- C. The Contractor will keep the Building(s) in a clean and orderly condition. The Contractor will keep the Building(s) accessible to Agency Maintenance Personnel at all times.
- D. Existing walks, driveways, access routes to each building, adjacent lawn and parking areas are to be kept free of construction materials and debris for the Contract Term.
- E. The Contractor will keep each roof area and surrounding premises clean and will pick up construction debris DAILY, and will comply with all requirements of Section 10569 "Cleaning".
- F. The Contractor will move any stored products, under the Contractor's control, which interfere with the operations of the Agency. The Contractor will obtain and pay for the use of additional storage or work areas as needed to carry out the Contract.

1016 OCCUPANCY

- A. Occupied Building: **All work requiring jack hammering and or saw cutting and removal of the existing concrete slab as shown on the construction documents to be done after hours (the Library closes at 11:00 p.m.).**
- B. The Contractor will notify the Project Coordinator immediately of any operation likely to affect or interrupt a primary system in any building on campus.

01017 SUPERVISION

- A. The Contractor will submit a resume for the proposed Project Superintendent and all other pertinent information required to obtain the Agency's written approval of the Project Superintendent. The Project Superintendent will be approved by the Agency and will be on the Site whenever scheduled or significant work is being performed. The Contractor will not change the Project Superintendent without the written consent of the Agency. The Project Superintendent will attend all scheduled project meetings. The Contractor will list "Field Supervision" as a separate line item on the Schedule of Values. The Agency reserves the right to withhold money from the Contractor's monthly Application for Payment for any unauthorized deviation from the full-time supervision requirement set forth above.

01018 EMERGENCY RESPONSE

- A. The Contractor shall designate a 24-hour emergency contact person for the duration of the project and shall provide the Project Coordinator with the name, address and

telephone number of that individual. The individual, or firm, so named will respond within **one (1) hour** of an emergency call. The Contractor will be capable of rectifying any problem that pertains to the Work of this Project. The Contractor will have the authority to enter into a contract with other individuals as may be required to resolve the problem creating the emergency, to the satisfaction of the Agency's Representative at the scene of the emergency.

1. The Contractor will post the individual's name and telephone number and appropriate clarification of all emergency response procedures, in a waterproof transparent display, on the door of the Job trailer, and in the immediate vicinity of the current area(s) of work.

01019 ALLOWANCES

- A. The Contractor will include in the Lump Sum Bid Proposal each Allowance stated in the Contract Documents. Items covered by Allowances will be supplied for such amounts and by such persons or entities as the Agency may direct.
- B. The general provisions of the Contract Documents, including GENERAL CONDITIONS and GENERAL REQUIREMENTS, apply to each listed Allowance item.
- C. Unless otherwise provided in the Contract Documents:
 1. Materials and equipment under the Allowance will be selected promptly by the Agency to avoid delay in the Work.
 2. Allowances will cover the cost to the Contractor of materials and equipment delivered to the site and all required taxes, less applicable trade discounts.
 3. The Contractor's costs for unloading and handling, labor, installation costs, overhead and profit and other expense related to the Allowance item will be included in the Lump Sum Bid Price and not in the Allowance.
 4. The Contractor will insure that the Work performed under the Allowance section is complete and operable in every respect.
 5. If the actual cost of an Allowance item is more or less than the given amount, the Contract Sum will be adjusted by a Change Order.
- E. **Schedule of Allowances: The Allowance totals below are for entire project including Supplemental Bid #1 and shall be divided into base bid and supplemental bid numbers reflecting the scope of work for each area.**

1- Modifications to the existing Data Cabling System. \$4,968.25

**Vendor: Mercury Cabling System LLC. 300 Avon Street Stratford CT 06615.
Phone: 203-590-5029. Contact person Matt Tryon**

Summary Scope of work: Install two new CAT 6 Cable locations at point of sale locations. General Contractor to provide 2" conduit from IT room to column adjacent to new Starbucks. Pathways to run down in column enclosure into under slab conduit to each point of sale location. Conduit pathways by General Contractor.

2. Modification to existing Fire Alarm System and Programming: \$13,744.00

**Vendor: TPC Associates, Inc. 261 Pepe's Farm Road; Milford, CT 06460
Phone 203-878-1321**

Summary Scope of Work: Price includes all parts, installation of the devices and all programming needed for the new Media Center. TPC will remove and deprogram the existing detectors and strobes in the project space. The Electrical Contractor will need to run all wire from the electrical room in the Stack Area (Location of the new riser). Electrical Contractor to install the back boxes for all devices. TPC will provide all necessary specs for all wiring. It is the responsibility of the GC to contact TPC and get the exact specs for all wiring, there is no substitution allowed without TPC written approval. Conduit pathways by General Contractor.

01020 EMERGENCY REPAIRS

- A.** Should the individual designated for emergency response in the above article fail to respond in the specified period of time, or fail to effect adequate repairs in a timely manner, the Project Coordinator may take whatever action necessary to alleviate the problem, repair any damage incurred and/or clean up the immediate and adjacent areas. The cost of the corrective measures specified above, including the Agency Representative's or Coordinator's time and expenses, will be billed directly to the Contractor. Should the Contractor not bear the cost of these measures, they will be assigned to the Project and its Contract Sum will be reduced by that amount.

01030 SUPPLEMENTAL BIDS

- A.** Supplemental Bid #1 Graphic Design and Equipment Distribution: Work to fit out the Graphic Design and Equipment Distribution area as indicated on all drawing sheets with demarcation lines and in schedules with highlighting.

01040 COORDINATION

- A.** The Contractor will coordinate the Work of the several trades to assure the efficient and

orderly sequence of installation of construction elements.

- B. The Contractor will verify that characteristics of interrelated equipment are compatible. The Contractor will coordinate work of various Sections having interdependent responsibilities for installing, connecting and placing equipment in service.
- C. The Contractor will coordinate space requirements and installation of mechanical work; follow routing shown for pipes, ducts and conduits as closely as practicable; make runs parallel with lines of building; use spaces efficiently to maximize accessibility for other installations and for maintenance repairs.
- D. The Contractor shall coordinate work to avoid interruption or interference to any utility line servicing any building on campus.
- E. See also Article 1.03 of the GENERAL CONDITIONS.

01045 CUTTING AND PATCHING

- A. Openings and chases may not be shown on the Drawings. It is the responsibility of the Contractor to examine the Drawings and to provide openings where needed.
- B. The Contractor will install sleeves, inserts and hangers furnished by the trades needing same.
- C. After installing work into openings, the Contractor will close same. If finishes are to be restored, the new work will match the original and will be done by the trade customarily responsible for the particular kind of work.
- D. The Contractor will obtain permission from the Project Coordinator before cutting beams, arches, lintels or other structural members.
- E. The Contractor will perform all cutting and patching to integrate elements of work, uncover ill-timed, defective and non-conforming work. The Contractor will provide necessary penetrations of existing surfaces, seal penetrations through floors, walls, ceilings and roofs, as applicable and restore or preserve fire-rated and smoke barrier construction. Construction and finishes will match original work. The Contractor will provide any necessary samples for testing.

01050 SURVEY/LAYOUT AND RECORD DOCUMENTS DURING CONSTRUCTION

- A. **Survey/Layout:** The Contractor will retain the services of a Land Surveyor, duly registered in the State of Connecticut, acceptable to the Architect/Engineer and to the Project Coordinator, to set the Contract Limit Lines, Project Base Line(s), Bench Mark(s) and any and all other controls required to construct this Project in accordance with the Contract Documents. The Land Surveyor will also perform all (tunnel and underground

utility) layout and all as-built survey work and recording as required herein.

B. Record Drawings during Construction:

1. **Contract Documents:** The Contractor will maintain at the Site, one copy of the Contract Documents, Addenda, approved Shop Drawings, Change Orders, etc., in good order, with up-to-date project information. The Contract Documents will be available to the Architect/Engineer and Project Coordinator at all times.
2. **Record Drawings:** The Contractor will maintain at the Project Site one set of the Contract Documents which will be entitled "Record Drawings", on which the Contractor will record any and all changes to the Contract Documents, as soon as they occur. The Record Drawings will be updated on a weekly basis, at a minimum, and will be available to the Architect/Engineer and Project Coordinator at all times. The Contractor will carry a separate line item for "Record Drawings" on the Schedule of Values. The Contractor's failure to update the "Record Drawings" will result in a reduction in the Contractor's monthly Application for Payment.
3. **Record Survey: Not applicable.**

01052 DIMENSIONS AND MEASUREMENTS

- A.** The Contractor and each Subcontractor will verify all new and existing dimensions for all built-in work and/or work adjoining that of other trades, before ordering any material or doing any work. They will be responsible for the correction of all dimensions found to be in error. Any discrepancy in dimensioning will be submitted, in writing, to the Project Coordinator for transmittal to the Architect/Engineer for its consideration, before proceeding with the Work.

01054 CONSTRUCTION STAKES

- A.** The Contractor will satisfy himself regarding the accuracy of the base lines, bench marks, etc. established by the Land Surveyor. The Contractor will protect all such stakes and or marks as required to hold them free from damage or displacement, until they are needed or to the Date of Substantial Completion

01056 CALL BEFORE YOU DIG"

- A.** The Contractor will notify "Call Before You Dig" at 1-800-922-4455 at least **three (3)** full working days before any proposed excavation activity. The Contractor will provide the Project Coordinator with written evidence of a Dig Number and Start Date prior to commencing any excavation work. The Agency's "Call Before You Dig" representative is James Grupp, Tel: 860-832-2327, Fax: 860-832-2329.
- B.** The Contractor will have full responsibility for maintaining and protecting original utility mark-

outs and for periodically notifying "Call-Before-You-Dig" in accordance with state requirements. Should the Contractor require additional mark-out as a result of the Contractor's failure to adequately protect the original marks-outs, the Agency will provide that service as a backcharge to the Contract

01090 STANDARDS, CODES AND SPECIFICATIONS

- A. For products specified by association or trade standards, comply with requirements of the standard, except when more rigid requirements are specified or are required by applicable codes.
- B. References to standard specifications and codes refer to the editions current at the Bid Due Date. References include their addenda and errata, if any, and will be considered a part of these specifications as if they were printed herein in full.
- C. The manufacturers' standard warranties or guarantees will apply when their products are used on this project.

01095 SUBCONTRACTOR LIST

- A. Upon request by the Agency, the Contractor will submit a list of all Subcontractors on the Project, including all Subcontractors previously listed during the Bid Phase. The Contractor will include the following information for each Subcontractor: a) company name & address; b) telephone and fax numbers; c) contact person; d) division section; e) subcontract amount; f) trade license number; g) Federal Employer Identification Number and h) SBE, MBE or WBE status.

01100 SPECIAL PROJECT PROCEDURES

All work regarding jack hammering and or saw cutting and removal of the existing concrete slab as shown on the construction documents to be done after hours (the Library closes at 11:00 p.m.)

01121 SALVAGEABLE MATERIALS/REUSE OF EXISTING MATERIAL

- A. All items on the plans to be removed will become the property of the Contractor.
- B. Except as specifically indicated or specified, materials and equipment removed from the existing Work Site will not be used in the completed work.

01210 PRECONSTRUCTION CONFERENCE

- A. The Architect will organize a Pre-construction Conference and notify the parties concerned.

01220 PROJECT MEETINGS

- A.** Scheduled Project Meetings will be held **once (1)** each week during the construction of this Project, unless otherwise specified by the Architect/Engineer. The day and time of these meetings will be determined by mutual agreement of the parties in attendance. If a time and date can not be agreed upon, the Project Coordinator will establish them. Meetings will commence **seven (7)** calendar days from the issue of the Purchase Order and terminate the week of the Substantial Completion of this Project. Attendance at these meetings by the Contractor's Project Manager and Construction Supervisor is mandatory. Meetings will be held in the Temporary Office Trailer, or a location approved by the Architect/Engineer.
- B.** Special Project Meetings may be called by any regular attendee of Scheduled Meetings, upon issue of **two (2)** days written notice. The parameters specified above for Scheduled Meetings will apply hereto.
- C.** Minutes of the above meetings will be produced by the Project Coordinator and distributed to all parties.

01340 SHOP DRAWINGS

- A.** The Contractor will forward, after detailed checking in its office, with a transmittal letter, **six (6)** prints of each Shop Drawing and/or Product Data Sheet to the Architect/Engineer for review, and **one (1)** set of each to CCSU within **seven (7) days** of receipt of same.
- B.** The submittals specified herein will show all the work in detail. Product data submittals will be edited and all data irrelevant to this Project and its conditions will be eliminated. Details will be drawn to a scale of 1½" = 1'-0" or larger.
- C.** The Contractor will review the Shop Drawings, stamp with its approval and submit them in orderly sequence so as to cause no delay in its work or in the work of any Subcontractor. Shop Drawings will be properly identified regarding the Specification Section and article, material and Project. At the time of submission, the Contractor will inform the Architect/Engineer, in writing, of any deviation in the Shop Drawings from the requirements of the Contract Documents.
- D.** The Architect/Engineer will review Shop Drawings for conformance with the design concept of the Project, and will return corrected and/or approved Shop Drawings to the Contractor within **seven (7) days** of the receipt of same.
- E.** The Contractor will make any corrections required by the Architect/Engineer. The Contractor will resubmit the specified number of corrected copies of the Shop Drawings until accepted by the Architect/Engineer.

- F. The Architect/Engineer's review of a Shop Drawing submittal will in no way relieve the Contractor of its responsibility in fulfilling the letter and the intent of the Contract Documents.
- G. When the Shop Drawing review process has been satisfactorily completed, the Contractor will provide a total of **six (6)** prints of each Shop Drawing to the Architect/Engineer for distribution and filing. The Architect/Engineer will retain **two (2)** sets of each submittal for its files, return **three (3)** sets to the Contractor and **one (1)** set to the Agency, with a transmittal letter.
- H. **Long Lead Time Items:** It is the responsibility of the Contractor to ensure that all materials, products, etc. required for the Project are ordered in a timely manner so as not to delay its work or that of any Subcontractor. Long Lead Time Items will be reviewed in the same way as other items as described above.

01341 SAMPLES

- A. Submit Samples of all items so specified.
- B. Legibly mark all Samples as follows:
 - 1. Name or trade, type, quality or grade and any further designation required to identify the item.
 - 2. Manufacturer or fabricators name, address and telephone number.
 - 3. Contractor and Subcontractor's name, person to contact, address and telephone number.
 - 4. Project name and designation.
- C. Submit Samples of sufficient size and in sufficient numbers to clearly show the quality, type, range of color, texture of the surface and other important features of the item.
- D. All materials, fabrications and equipment provided for the Project will be as specified, identical to the Samples submitted.

01380 CONSTRUCTION PHOTOGRAPHS

- A. The Architect/Engineer may take progress photographs at any time during the construction process. The Contractor will, at all times, allow unobstructed access to the Work for this purpose.

01400 QUALITY CONTROL

- A. Comply with manufacturers' and association or trade instructions and specifications for

storage and use of their products.

- B. Comply with instructions in full detail, including each step in sequence. Should instructions conflict with the Contract Documents, request clarification from the Architect/Engineer before proceeding.
- C. When specified, require manufacturer to provide qualified personnel to observe field conditions, installation, quality of workmanship and to test, adjust and balance equipment, as applicable.
- D. Where required by the Specifications, submit certificates to the Architect/Engineer, executed by a responsible officer of the manufacturer, warranting that product meets or exceeds specified requirements.

01511 TEMPORARY ELECTRICITY AND LIGHTING

- A. The Contractor may take electrical power and lighting from the nearest available outlets or panels on the Site. The Contractor will comply with all applicable codes that govern electrical usage or distribution on the Site.
- B. The Agency will pay the cost of the electricity used. The Contractor will take measures to conserve electrical usage. If the Contractor's demand proves to be a hardship, the Agency reserves the right to terminate its provision of electrical power, or to measure the quantity of electrical energy provided and to charge the Contractor for its consumption at 1.2 times the cost to the Agency.

01513 TEMPORARY HEAT

- A. N/A

01514 TEMPORARY TELEPHONE

- A. N/A

01515 TEMPORARY WATER

- A. N/A

01516 TEMPORARY SANITARY FACILITIES

The Contractor can use restrooms within the Elihu Burritt Library building ONLY.

01518 FIRE PROTECTION

- A. The Contractor will assume all responsibility for loss or damage by fire to the Site, until the substantial completion of this Project. No flammable or explosive materials will be stored on the Project Site at any time. The Contractor will assign a responsible employee to be in charge of fire protection measures.

01520 CONSTRUCTION EQUIPMENT

- A. The Contractor will furnish and maintain, at its own expense and risk, all tools, apparatus and appliances necessary to insure the timely, convenient and safe execution of this Contract. All the above will comply with applicable OSHA requirements and all other applicable codes, rules, regulations and statutes, including compliance with the requirements of the current edition of the "Manual of Accident Prevention in Construction" published by The Associated General Contractors of America, and the standards of the State Labor Department.

01535 PROTECTION

- A. **Safe Work Environment:** The Contractor shall cooperate with the Owner in creating a safe work environment for workers, building occupants and members of the university community during all construction operations. The Contractor shall employ work practices and safety measures in accordance with standards established by U.S. Department of Labor, Occupational Safety and Health Administration (OSHA), National Fire Protection Association (NFPA), State and Local Building Codes, and the Department of Health. The Contractor shall maintain safe and protected means of egress to the buildings at all times and shall protect adjacent walkways, as required, to provide for the safe flow of pedestrian traffic around each building.
- B. The Contractor shall enroll in the onsite Safety and Health Consultation Program offered by the Connecticut Occupational Safety and Health Administration located with the Connecticut Department of Labor, 200 Folly Brook, Wethersfield, CT.
- C. See Section 18 in the Contract Draft document.

01540 SECURITY

- A. The Contractor will be solely responsible for the protection and safekeeping of products stored or installed under this Contract until the Date of Substantial Completion of the Project.
- B. The Contractor will be solely responsible for damage, loss or liability due to theft or vandalism. The Contractor will bear full responsibility for the protection and safekeeping of products stored on site under this contract.

01550 TRAFFIC WAYS

- A. The Contractor may use on-site paved roads and parking areas, as approved by the Agency, but will not block, encumber or otherwise obstruct the same. Public roadways will not be blocked by standing trucks, parked cars, material storage, construction operations or in any other manner. The Agency will designate an area(s) within or outside of the Contract Limit Lines in which construction vehicles, dumpsters, etc may be located.
- B. The Contractor will keep public roads and existing paved roads, drive and parking areas on the Agency's property, free of scrap or debris due to construction operations. The Contractor will repair, at the Contractor's expense, any damage to the surface of the roadways caused by the Contractor's construction operations.
- C. If the Work of the Contract affects public use of any street, road or highway, the Contractor will confer with the police authority having jurisdiction to determine if and how many police are needed for public safety in addition to any barriers and signals that may be needed. The Contractor will be responsible for payment of any required police or traffic control services.

01560 TEMPORARY CONTROLS

- A. During the progress of the Work, the Contractor will conduct its operations and provide adequate pollution controls to minimize the creation and dispersion of noise, odors, dust, dirt and/or mud within and beyond the Site. The controls will be implemented to the satisfaction of the Project Coordinator, to the extent required to assure the Agency's continued use of its facilities.
- B. Should the Agency's use of its facilities be denied or interrupted by the Contractors not providing adequate controls, as specified above, the Contractor will be required to cease operations until adequate controls are provided. All costs incurred in such a cessation of operations will be born by the Contractor. No extension of time will be granted due to such a cessation in operations.

01569 CLEANING

- A. The Contractor will keep the Site clean, free from excessive soiling, staining, the excessive accumulation of debris and other substances and conditions that, in the opinion of the Architect/Engineer, or the Construction Coordinator, are detrimental to the safety of the public and the appearance of the Site. The Contractor will employ whatever cleaning measures are required to achieve the above. They will include, but are not limited to, the following:
 - 1. Remove and legally dispose of off-site all items scheduled for demolition and removal. Stockpiling of demolition items within or outside the Contract Limit Lines is prohibited.

2. Maintain all areas under the Contractor's control free of waste, debris and rubbish.
3. Remove waste, debris and rubbish from the Site daily and legally dispose of off-site. Maintain the Site in a clean and orderly condition.
4. Provide on-site containers for the collection of waste materials, debris and rubbish. **USE OF AGENCY WASTE CONTAINERS, COMPACTORS, DUMPSTERS AND TRASH RECEPTACLES IS PROHIBITED.**
5. Remove debris and rubbish from closed or remote spaces prior to closing the space.
6. Periodically clean interior building areas until Substantial Completion.

01580 PROJECT SIGN

- A. **Not Required**

01590 FIELD OFFICES AND SHEDS

- A. **NOT Required** - Contractor can use one of the rooms in the building as an office.

01592 PARKING PERMITS

- A. Parking is by permit only. The Contractor will meet with a representative of the Agency's Police Department to arrange for parking permits for all construction personnel, including Subcontractors and employees of Subcontractors. **Parking will be permitted in the designated areas as determined by the CCSU Police Department.** Vehicles without permits will be ticketed, tagged and towed at the vehicle owner's expense. Parking will not be permitted in front of the building.

01594 RESTRICTIONS

- A. **Weapons or Intoxicants:** No person employed on this Project will bring intoxicants or any type of weapons onto the Campus.
- B. **Fraternization or Harassment:** The Contractor is advised to avoid personal contact and fraternization with facility occupants and the general campus population.

01600 MATERIAL AND EQUIPMENT

- A. Material and equipment incorporated into the Work will conform to applicable specifications and standards and comply with size, make, type and quality specified.

- B.** For manufactured and fabricated products:
1. Design, fabricate and assemble in accordance with the best engineering and shop practices.
 2. Manufacture like parts of duplicate units to be standard sizes and gages, to be interchangeable.
 3. Two or more items of the same kind will be identical, by the same manufacturer.
 4. Products will be suitable for service conditions.
 5. Equipment capacities, sizes and dimensions shown or specified will be adhered to, unless variations are specifically approved in writing.
- C.** Do not use material or equipment for any purpose other than that for which it is designed or is specified. All material, equipment and product will be fit for their intended purpose.
- D.** Architect will consider requests for Substitutions only within 15 days after date established in Notice to Proceed. Substitutions may be considered when a product becomes unavailable through no fault of the Contractor. Document each request with complete data substantiating compliance of proposed Substitution with Contract Documents. A request constitutes a representation that the Contractor:
1. Has investigated proposed product and determined that it meets or exceeds the quality level of the specified product.
 2. Will provide the same warranty for the Substitution as for the specified product.
 3. Will coordinate installation and make changes to other Work which may be required for the Work to be complete with no additional cost to Owner.
 4. Waives claims for additional costs or time extension which may subsequently become apparent.
 5. Will reimburse Owner for review or redesign services associated with re-approval by authorities.
- E.** Substitutions will not be considered when they are indicated or implied on shop drawing or product data submittals, without separate written request, or when acceptance will require revision to the Contract Documents.
- F.** Substitution Submittal Procedure:
1. Submit three copies of request for Substitution for consideration. Limit each request to one proposed Substitution.

2. Submit shop drawings, product data and certified test results attesting to the proposed product equivalence.
3. The Architect will notify Contractor, in writing, of decision to accept or reject request.

01604 MANUFACTURER'S INSTRUCTIONS

- A. When the Contract Documents require that installation of any part of the Work will comply with manufacturer's printed instructions, the Contractor shall obtain and distribute copies of such instructions to parties involved in the installation, including one copy to the Architect/Engineer.
 1. Maintain **one (1)** complete set of instructions at the job Site during installation and until the Date of Substantial Completion.
- B. Handle, install, connect, clean, condition and adjust products in strict accordance with such instructions, and in conformity with specified requirements.
 1. Should job conditions or specified requirements conflict with manufacturer's instructions, consult with the Architect/Engineer for further instructions.
 2. Do not proceed with the Work without clear instructions.
- C. Perform all Work in accordance with the manufacturer's instructions. Do not omit any preparatory step or installation procedure unless it is specifically modified or deleted by the Contract Documents.

01610 TRANSPORTATION AND HANDLING

- A. Materials and equipment will be delivered, stored and handled to prevent intrusion of foreign matter and damage by weather or breakage. Packaged materials will be delivered and stored in original, unbroken packages.
- B. The contractor shall promptly inspect shipments to assure that products comply with requirements, that quantities are correct and products are undamaged.
- C. Packages, materials and equipment showing evidence of damage will be rejected and replaced at no additional cost to the Agency.

01620 STORAGE AND PROTECTION

- A. Store products in accordance with the manufacturer's instructions with seals and labels intact and legible. Store sensitive products in watertight enclosures. Maintain within temperature and humidity range required by the manufacturer.

- B. For exterior storage of fabricated products, place on sloped supports above ground. Cover products subject to deterioration with impervious sheet covering. Provide ventilation to avoid condensation.
- C. Store loose granular material on solid surfaces in a well-drained area; prevent mixing with foreign matter.
- D. Arrange storage to provide access for inspection. Periodically inspect to insure products are undamaged and are maintained under required conditions. Keep log showing date, time and problems, if any.
- E. Stone, masonry units and similar materials will be stored on platforms on dry skids and will be adequately covered and protected against damage.
- F. Provide substantial coverings, as necessary, to protect installed products from traffic and subsequent construction operations. Remove when no longer needed.

01710 FINAL CLEANING AND SITE RESTORATION

- A. The Contractor, within **one (1)** week of the inspection required to establish the Substantial Completion of the Project, or any portion thereof, will perform a final cleaning of all Work. The Contractor will leave the Project clean and ready for occupancy. If the Contractor fails to perform a final cleaning to the satisfaction of the Architect/Engineer and the Project Coordinator, the Agency may do so, and the cost thereof will be charged to the Contractor.
- B. This final cleaning will be complete in every manner, including but not limited to, the following:
 - 1. The removal of all defacements both new and existing including, but not limited to, graffiti, putty, paint and adhesive residue, streaks, stains, finger prints, erection marks and construction notes.
 - 2. The cleaning of all metal surfaces.
 - 3. The cleaning of all outside areas including building surfaces (brick walls, window panes, frames and sills), sidewalks, roads and grass areas.
 - 4. The cleaning of exposed and accessible concealed surfaces of the Project, including but not limited to walls, ceilings, carpeted surfaces, concrete flooring, mechanical and electrical fixtures, built-in equipment, etc..
 - 5. Flooring: Follow flooring manufacturer's initial cleaning procedure to remove any factory coating which acts as a protective layer against dirt during construction work. Apply manufacturer's recommended finish to prepare floor for occupancy.

- C. **Site Restoration:** The Contractor will restore all grass areas, sidewalks and paved areas damaged or destroyed by construction operations in accordance with Agency Standards.

01720 PROJECT RECORD DOCUMENTS

- A. "As-Built Drawings": Not applicable
- B. "Record Survey": Not applicable
- C. "Campus Master Survey Map": Not applicable.
- D. "Data Base Building Plan(s)": Not Applicable

01730 OPERATIONAL AND MAINTENANCE DATA

- A. Submit **two (2) sets** of Operational Manuals of each of the Project's systems in 3-ring loose-leaf binders, properly marked and indexed. Delete and remove from the manual all information not relevant to the purpose of the manual. Submit the above to the Architect/Engineer for approval, with all additional information that the Architect/Engineer may request and considers necessary for the proper servicing and maintenance of all equipment. The quality of all copies will be subject to approval by the Architect/Engineer.
- B. Manuals will include, but will not be limited to the following:
1. **Operating Procedures:**
 - a. Typewritten procedures indicating each mode of operation of each piece of equipment or system. Procedures will indicate the status of each component of a system in each operation mode.
 - b. Procedures will indicate names, symbol numbers, valve tags, circuit numbers, schematic control and wiring diagrams, locations of thermostats, manual starters, control cabinets and other controls of each system.
 - c. Emergency shut-down procedures for each piece of equipment in each system, both automatic and manual, as appropriate.
 2. **Maintenance Schedule:**
 - a. Provide a typewritten schedule describing the manufacturer's recommended schedules of maintenance and a specification of those maintenance procedures.
 3. **Catalog Cuts and Shop Drawings:**

- a. The catalog cuts will clearly indicate the exact model and type of each piece of equipment installed in the Project, including all options provided.
 - b. The catalog cuts will fully describe equipment, including physical, performance, electrical, mechanical and other characteristics. They will also include installation or erection diagrams.
 - c. The catalog cuts will indicate spare parts numbers and the name, address and phone number of the manufacturer, and the name, address and phone number of the manufacturer's local representative or service department.
- 4. Provide a typewritten list of all Subcontractors on the Project, including the name, address and phone number of all local representatives or service departments.
 - 5. All manuals will be indexed, with dividers separating each system or piece of equipment.
- A. The Contractor will orient and instruct maintenance personnel, designated by the Agency, in the operation of all equipment. The date and time of the meeting will be mutually agreed upon. The Contractor will provide qualified instructional personnel for as long as necessary, to fully orient and instruct those designated.

01740 WARRANTIES AND GUARANTEES

- A. The Contractor will guarantee all materials and warrant all workmanship for a period of **one (1) year** from the Date of Substantial Completion of the Project. Provide extended guarantees and warranties as specified in the Contract Documents, as per attached form.
- B. **Form of Guarantee/Warranty:** See Appendix C in APPENDICES.
- C. All required bonds will be by their respective Surety Companies, made out to Central Connecticut State University.
- D. All guarantees/warranties or bonds supplied by Subcontractors, Installers, Suppliers or Manufacturers will be countersigned by the General Contractor.

01800 CONFINED SPACE ENTRY

- A. **Confined Space Entry:** The Agency has established a permit-required, confined space entry program. Confined spaces that affect the Work of this Project, will be defined in accordance with the requirements of OSHA, 29 CFR 1910.146 Appendix A and the Agency's confined Space Entry Plan. In the event that the Contractor must perform work within a permitted "confined space" as defined by federal OSHA regulations or by the CCSU "Confined Space Entry Plan", the Contractor will comply with all safety and monitoring requirements imposed by OSHA and by the "CCSU Confined Space Entry

Plan" relative to work within the permitted confined space.

- B. All proposed entries must be reviewed and approved, in advance, by the Agency's Environmental Health and Safety Compliance Officer, Mr. Domenic Forcella, telephone number (860) 832-2499, prior to the Contractor's entry into a permitted confined space.
- C. All such compliance measures will be at the Contractor's expense and performed with the Contractor's own equipment. The Agency reserves the right to suspend the Contractor's operations for any violation of the above-mentioned confined space regulations.

01805 OSHA TRAINING

- A. (Effective October 1, 2006) Public Act 06-175 (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 ten hours in duration in construction safety and health approved by the federal Occupational Safety and Health Administration or, in the case of telecommunications employees, have completed at least ten hours of training in accordance with 29 CFR 1910. 268.

01810 OSHA COMPLIANCE/AIR-BORNE PARTICLES

- A. **Lead Paint: Not Applicable**
- B. **Asbestos: Not Applicable**

END OF SECTION

BUILDING CONTRACTOR REPORTING FORM

In order to receive final payment for services, all general contractors and their subcontractors must supply the information requested on this form and submit these form(s) with their final invoice (P.A. 93-288). Please duplicate this form and submit one for each contractor/subcontractor.

1. CENTRAL CONNECTICUT STATE UNIVERSITY

Project Title: MEDIA CENTER RELOCATION TO ELIHU BURRITT LIBRARY

Project Number: STATE PROJECT # BI-RC-397; CCSU PROJECT # 22-87

Purchase Order #:

2. Federal Employer Identification Number:

If FEIN Number is not available, provide Social Security Number.

Social Security Number:

If neither field is completed, please check the appropriate reason:

- | | |
|------------------------------------|-----------------------------|
| 1. Refused to supply FEIN _____ | 3. Not a U.S. citizen _____ |
| 2. FEIN has been applied for _____ | 4. Other reason _____ |

3. Connecticut Tax Registration Number:

4. Type of Work: Goods or Services Contract Construction Contract

5. Name of Business:

6. Business Address: _____ Street/PO Box

City _____ State _____ Zip Code _____

Telephone Number: (_____) _____

7. Remittance Address (If different):

Street/PO Box _____

City _____ State _____ Zip Code _____

8. Business Listed Above is: General Contractor Subcontractor

9. Name of Person Completing Form:

**MEDIA CENTER RELOCATION
TO ELIHU BURRITT LIBRARY
CCSU PROJECT NO: 22-87
August 5, 2016; 1 of 1**

CERTIFICATE OF COMPLIANCE

AGENCY: Central Connecticut State University

ADDRESS: 1615 Stanley Street, New Britain, CT 06050

COMMISSIONER or AUTHORIZED REPRESENTATIVE: Sal Cintorino
Assistant Chief Administrative Officer

PROJECT TITLE: S
Media Center Relocation to Elihu Burritt Library

PROJECT NUMBER: STATE PROJECT # BI-RC-397; CCSU PROJECT #22-87

PART "A" – DESIGN (Before bidding and when applicable for Building Permit):

THIS IS TO CERTIFY THAT to the best of my knowledge, information and belief the above-described project has been designed in substantial compliance with requirements of the State of Connecticut Basic Building Code and all other applicable codes as required by Chapter 541, Connecticut General Statutes.

Commissioner or Authorized Representative:
(Signature) **Date:**

Architect/Engineer:
(Signature) **Date:**

Registration Number:

PART "B" – CONSTRUCTION COMPLETION (Prior to Agency Occupancy):

THIS IS TO CERTIFY THAT to the best of my knowledge, information and belief the above-described project was built in accordance with the plans and specifications and approved change orders, and is in substantial compliance with all applicable codes as required by Chapter 541, Connecticut General Statutes.

Architect/Engineer:
(Signature) **Date:**

Registration Number:

General Contractor:
(Signature) **Date:**

(Below signature required for projects only when NOT exceeding threshold limits)

Commissioner or Authorized Representative:
(Signature) **Date:**

cc: DPS/OSBI, A/E, General Contractor, Agency File

**MEDIA CENTER RELOCATION
TO ELIHU BURRITT LIBRARY
CCSU PROJECT NO: 22-87
August 5, 2016; 1 of 1**

Contractor Letterhead

**Guarantee/Warranty
Central Connecticut State University
1615 Stanley Street
New Britain, CT 06050**

MEDIA CENTER RELOCATION TO ELIHU BURRITT LIBRARY

State Project Number: BI-RC-397

CCSU Project Number: 22-87

I (We) hereby guarantee (or warranty) the _____
_____ work on the Project referenced above
for a period of _____ year(s), from the Date of the Substantial Completion of
the Work, _____, 20____ against failures of workmanship and
materials, in accordance with the requirements of Section _____, Page
_____ Paragraph(s) _____, of the Contract Specifications.

Signed:
(By Authorized Agent)

(Typed or Printed Name)

Title:

Date:

CERTIFICATE OF SUBSTANTIAL COMPLETION

PROJECT NAME: MEDIA CENTER RELOCATION TO ELIHU BURRITT LIBRARY

DATE OF SUBSTANTIAL COMPLETION:

STATE PROJECT NUMBER: BI-RC-397

CCSU PROJECT NUMBER: 22-87

CONTRACTOR:

**Name
Address**

ENTIRE PROJECT OR DESIGNATED PORTION THEREOF:

TO WHOM IT MAY CONCERN:

The Date of the Substantial Completion of the Project, or designated portion thereof, is hereby defined as the date certified by the project Architect/Engineer as the date when construction is sufficiently complete, in accordance with the Contract Documents, so that the Agency can occupy or utilize the Project, or designated portion thereof, for the use for which it is intended.

You are advised that the above referenced Project, or designated portion thereof, is substantially complete and ready for use, **[except for the items listed on the attached PUNCH LIST dated _____.]** All guaranty and warranty periods shall commence on the Date of Substantial Completion specified above.

The Project, or designated portion thereof, is hereby returned to the possession of the Agency effective on the date of Substantial Completion, subject to the following conditions:

- 1) It is understood that the Agency's use of the Project, or designated portion thereof, in no way constitutes acceptance of any defective item specified in the [Inspection Report(s) dated _____, **OR** Final Inspection Report, or final acceptance of the Project.] The failure to include any item in the Report does not alter the responsibility of the contractor to complete all the Work in accordance with the Contract Documents.

**MEDIA CENTER RELOCATION
TO ELIHU BURRITT LIBRARY
CCSU PROJECT NO: 22-87
August 5, 2016; 1 of 2**

- 2) The Agency hereby assumes full responsibility for the proper maintenance of and for any and all damage to the Project, or designated portion thereof.
- 3) The Agency shall grant free access to the Contractor, or his agent, for the purpose of completing any unperformed and/or corrective work that may become necessary.

[The cost of this Project is \$ _____ to date.] **OR** [The total cost of this Project has increased from \$ _____ to \$ _____.]

The Agency's Business Office is requested to provide any necessary insurance coverage required to fully cover the facilities effective on the date of Substantial Completion specified above.

DEPARTMENT OF PUBLIC WORKS:

(Date)

Not Applicable

FOR THE CONSULTANT:

(Date)

FOR THE CONTRACTOR:

(Date)

CCSU COORDINATOR:

(Date)

CCSU FACILITIES MANAGEMENT:

(Date)

Original: Office of the University Architect, (file)

Cc: Associate Chief Administrative Officer

_____, Consultant

_____, Contractor

Business Office, CCSU

Project File

CCSU - CONTRACTOR CHANGE ORDER PROPOSAL WORKSHEET

General Contractor: _____
 Company Name (Typed or Printed)

 Signature

Change Order Proposal No.: _____
 Date: _____
 Project Name: _____

COP Description: _____

DPW Project No : _____
 CCSU Project No : _____

Section 1 Quantity	Unit	Description of Material and Equipment	Unit Cost	Lump Sum Cost	Insert "X" If Credit	(Quantity x Unit Cost OR Lump Sum) Total
			\$	\$		\$

Line #1 Subtotal Costs - Material and Equipment \$

Column A	B	C	D	E	F	G	H	I	J
Labor Classification	No. of Workers	Total Hours	Base Rate Per Hour	Taxable Benefits Per Hour (Cash)	Non-Tax. Benefits Per Hour (Plan)	Gross Pay for Prevailing Rate Job (D + E) x C	Total Cost Per Hour D + E + F	Insert "X" If Credit	Total Hourly Labor Cost C x H
						\$	\$		\$

Line #2 Labor Hourly Costs: Taxable: \$ Total: \$

Section 3 Taxes on Labor	%		%		%	Tax/Benefit % Total	% x Total Col G Sec 2: Cost
Social Security Tax:		% CT Unemployment Tax:		% Fed. Unemployment Tax:		%	\$
Workmen's Compensation Insurance						%	\$

Line #3 Subtotal Taxes and Compensation Insurance \$

Line #4 Total Labor and Materials (Total Lines #1 + #2 + #3) \$

Section 4	Overhead and Profit % Mark-up on Contractor's Own Work	Cost
\$0.00 to \$5,000	20%	\$15,001 to \$25,000 15%
\$5,001 to \$15,000	17%	\$25,001 and Greater 12%

Line #5 Total Mark-up on Contractor's Own Work \$

Line #6 Total Contractor Cost (Lines #4 + #5) \$

Section 5 - Trade	Name of Subcontractor (from attached proposed change order form(s))	Cost
		\$

Line #7 Subtotal Subcontractor Costs \$

Line #8 General Contractor's Mark-up on Subcontractor Work 6.00% \$

Line #9 Total Subcontractor Costs (Lines #7 + #8) \$

Section 6	Bond Fee (Final Change Order)	\$ Amount	% Allowed	Total
Line #10	Total of Project Change Orders			\$

Line #11 Total Proposed Change Order Amount (Lines #6 + #9 OR Line #10) \$

CCSU - SUBCONTRACTOR CHANGE ORDER PROPOSAL WORKSHEET

Sub-Contractor: _____
 Company Name (Typed or Printed)

 Signature

Change Order Proposal No.: _____
 Date: _____
 Project Name: _____

COP Description: _____

DPW Project No : _____
 CCSU Project No : _____

Section 1 Quantity	Unit	Description of Material and Equipment	Unit Cost	Lump Sum Cost	Insert "X" If Credit	(Quantity x Unit Cost OR Lump Sum) Total				
			\$	\$		\$				
Line #1	Subtotal Costs - Material and Equipment					\$				
	Column A	B	C	D	E	F	G	H	I	J
Section 2	Labor Classification	No. of Workers	Total Hours	Base Rate Per Hour	Taxable Benefits Per Hour (Cash)	Non-Tax. Benefits Per Hour (Plan)	Gross Pay for Prevailing Rate Job (D + E) x C	Total Cost Per Hour D + E + F	Insert "X" If Credit	Total Hourly Labor Cost C x H
				\$	\$	\$	\$	\$		\$
	Additional Items - see page 2 (Linked)									
Line #2	Labor Hourly Costs:				Taxable:	\$	Total:			\$
Section 3	Taxes on Labor	%		%				%	Tax/Benefit % Total	% x Total Col G Sec 2: Cost
	Social Security Tax:	%	CT Unemployment Tax:	%	Fed. Unemployment Tax:	%		%		\$
	Workmen's Compensation Insurance -----									\$
Line #3	Subtotal Taxes and Compensation Insurance									\$
Line #4	Total Labor, Materials and Taxes (Total Lines #1 + #2 + #3)									\$
Section 4	Overhead and Profit % Mark-up on Contractor's Own Work							% Allowed	Cost	
	\$0.00 to \$5,000	20%	\$0.00	\$15,001 to \$25,000	15%					\$
	\$5,001 to \$15,000	17%	\$0.00	\$25,001 and Greater	12%					\$
Line #5	Total Mark-up on Subcontractor's Own Work									\$
Line #6	Total Subcontractor Own Cost (Lines #4 + #5)									\$
Section 5	Trade	Name of Subcontractor (from attached proposed change order form(s))								Cost
										\$
Line #7	Subtotal Subcontractor Costs (No Overhead and Profit may be added on this figure)									\$
Line #8	Total of This Change Order (Lines #6 + #7)									\$

SUBCONTRACT AGREEMENT FORM

THIS AGREEMENT made this _____ day of _____, 20_____, by and between _____, a corporation organized and existing under the laws of _____ (a partnership consisting of _____) (an individual doing business as _____) hereinafter called the "Contractor" and _____, a corporation organized and existing under the laws of _____ (a partnership consisting of _____) (an individual doing business as _____) hereinafter called the "Subcontractor",

WITNESSETH that the Contractor and the Subcontractor for the considerations hereafter named, agree as follows:

- 1. The Subcontractor agrees to furnish all labor and materials required for the completion of all work specified in Section No _____ of the specifications for _____(Name of Subtrade)_____ and the plans referred to therein and addenda No._____, and _____ for the (Complete title of project and the project number taken from the title page of the specifications)_____ all as prepared by _____(Name of Architect or Engineer) _____for the sum of ____(\$_____) and the Contractor agrees to pay the Subcontractor said sum for said work. This price includes the following alternates:

Supplemental No. (s) _____, _____, _____, _____, _____, _____, _____, _____.

- (a) The Subcontractor agrees to be bound to the Contractor by the terms of the hereinbefore described plans, specifications (including all general conditions stated therein which apply to his trade) and addenda No. _____, _____, _____ and _____ and _____, and to assume to the Contractor all the obligations and responsibilities that the Contractor by those documents assumes to the _____(Awarding Authority)_____, hereinafter called the "Awarding Authority", except to the extent that provisions contained therein are by their terms or by law applicable only to the Contractor.
(b) The Contractor agrees to be bound to the Subcontractor by the terms of the hereinbefore described documents and to assume to the Subcontractor all the obligations and responsibilities that the Awarding Authority by the terms of the hereinbefore described documents assumes to the Contractor, except to the extent that provisions contained therein are by their terms or by law applicable only to the Awarding Authority.

- 2. The Contractor agrees to begin, prosecute and complete the entire work specified by the Awarding Authority in an orderly manner so that the Subcontractor will be able to begin, prosecute and complete the work described in this subcontract; and, in consideration thereof, upon notice from the Contractor, either oral or in writing, the Subcontractor agrees to begin, prosecute and complete the work described in this Subcontract in an orderly manner in accordance with completion schedules prescribed by the general contractor for each subcontract work item, based on consideration to the date or time specified by the Awarding Authority for the completion of the entire work.

3. The Subcontractor agrees to furnish to the Contractor, within a reasonable time after the execution of this subcontract, evidence of workers' compensation insurance as required by law and evidence of public liability and property damage insurance of the type and in limits required to be furnished to the Awarding Authority by the Contractor.
4. The Contractor agrees that no claim for services rendered or materials furnished by the Contractor to the Subcontractor shall be valid unless written notice thereof is given by the Contractor to the Subcontractor during the first forty (40) days following the calendar month in which the claim originated.
5. This agreement is contingent upon the execution of a general contract between the Contractor and the Awarding Authority for the complete work.

IN WITNESS WHEREOF, the parties hereto have executed this agreement the day and year first above-written.

SEAL

(Type in Name of Subcontractor here)

WITNESS: _____ By: _____
Its _____, Duly Authorized _____ Date _____

Print Name: _____

SEAL

(Type in Name of Contractor here)

WITNESS: _____ By: _____
Its _____, Duly Authorized _____ Date _____

Print Name: _____

++++END OF SECTION++++