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SECTION 00 020

ADVERTISEMENT-INVITATION TO BID

Sealed bids will be received by _____ until _____ on _____, at the Office of Apex Metal Fabrication, Inc., 177 Comfort Road, Palatka, Florida, at which time and place all bids received will be opened and tabulated, privately for furnishing all materials, labor and construction for:

**OFFICE ADDITION
APEX METAL FABRICATION, INC.
177 COMFORT ROAD
PALATKA, FLORIDA**

Any bid received after the specified time and date will not be considered. Bids will be tabulated and evaluated by the Owner.

No bid bond is required, however, Bidder is to guarantee that, if awarded the contract, Bidder will, within ten consecutive calendar days after written notice is given of such award, enter into a written contract with the Owner, in accordance with the accepted bid.

No bidder may withdraw his bid for a period of 30 days after the date set for the bid opening.

All work shall be done in accord with Drawings, Specifications and Contract Documents relative thereto, as prepared by Robert E. Taylor, AIA, Architect, PA, Drawings, Specifications and Contract Documents may be examined at the office of the Architect at 710 St. Johns Avenue, Palatka, Florida, 32177 (P.O. Box 267, Palatka, Florida 32178).

One (1) complete set of Drawings, Specifications and Contract Documents may be secured by Contractors from the Owner, **free of charge**. Contractors who desire more than one set of Drawings, Specifications and Contract Documents may obtain them by paying cost of duplication and handling, (\$2.00 per sheet for drawings or \$0.10 per page of specifications; **\$20.00 for a complete set** of drawings, specifications and contract documents) which will not be refundable.

Bidders qualifications must be satisfactory to the Owner. Owner reserves the right to waive informalities in any bid, to accept any bid they consider to be from the lowest responsible bidder and to reject any and all bids.

By: _____

Mr. Keven Walker, President

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SECTION 00 100

INSTRUCTIONS TO BIDDERS

SPECIFICATION TERMINOLOGY

DEFINITION OF TERMS: All definitions set forth in the AIA Document A105 – 2007 Standard Form of Agreement Between Owner and Contractor for a Residential or Small Commercial Project

OR

AIA Document A401 - 2007 Standard Form of Agreement Between Contractor and Subcontractor, AIA Document A201 - 2007 is adopted in this document by reference.

OR

Owner's or Contractor's Purchase Order.

or in other contract documents applicable to these Instructions to Bidders. Whenever in these specifications the following terms (or pronouns which replace these terms) are used, their intent and meaning shall be interpreted as follows:

OWNER: Mr. Keven Walker, President
Apex Metal Fabrication, Inc.
177 Comfort Road
Palatka, Florida

CONTRACTOR: Any individual, firm, partnership or corporation entering into an agreement to perform the work specified herein.

ARCHITECT: The firm of Robert E. Taylor, AIA, Architect, PA, Palatka, Florida acting directly or through a duly authorized representative or consulting engineer.

PROJECT REPRESENTATIVE: An authorized representative of Architect, assigned to assist Architect in carrying out his responsibilities at project site.

BIDDER: A person or entity who submits a bid.

SUB-BIDDER: A person or entity who submits a bid to a Bidder for materials or labor for a portion of the work.

BID (PROPOSAL): A complete and properly signed proposal to do the work or designated portion thereof for the sums stipulated therein, submitted in accordance with bidding documents.

BASE BID: Sum stated in Bid/Form of Proposal for which Bidder offers to perform work described in bidding documents as the base to which the work may be added or from which work may be deleted for sums stated in alternate bids.

ADDENDA: Written or graphic instructions issued by Architect prior to execution of Contract which modify or interpret Bidding Documents by additions, deletions, clarifications or corrections.

BIDDING DOCUMENTS:

DRAWINGS: Graphic representations of the work to be performed as prepared by Architect and his consultants, or reproductions thereof. Drawings consist of sheets: SD1.1, A1.1, A2.1, A3.1, A4.1, A4.2, A4.3, S1.1, PME1.1, PM1.1, and E1.1, for a total of eleven (11) Sheets, dated 04 June 2010.

SPECIFICATIONS: Broadly defined, specifications include all data bound together or referenced within Project Manual, including Advertisement-Invitation to Bid, Instructions to Bidders, sample bidding and Supplementary Conditions, Form of Proposal, detailed Technical Specifications and all Addenda.

Project Manual is entitled:

**OFFICE ADDITION
APEX METAL FABRICATION, INC.
177 COMFORT ROAD
PALATKA, FLORIDA**

QUALIFICATION OF BIDDERS

In order to be qualified, a Bidder must be able to present evidence that he/they and his/their listed Subcontractor is/are currently registered with, or holds/hold an unexpired certificate applicable to the class of building issued by Florida Construction Industry Licensing Board, in accordance with Chapter 489, Part I, Florida Statutes.

In order to be qualified if Bidder is a Corporation, it must be properly registered with the State of Florida, Department of State, Division of Corporations; and must hold a current State Corporate Charter Number in accordance with Chapter 608, Florida Statutes. Furthermore, the agreement will only be entered into with responsible Contractors, found to be satisfactory to the Owner, qualified by experience and in a financial position to do the work specified.

BIDDER'S REPRESENTATIONS: Each Bidder, by making his Bid, represents that:

He has read and understands Bidding Documents, and his Bid is made in accordance therewith.

He has visited site, has familiarized himself with local conditions under which work is to be performed and has correlated his observations with requirements of proposed contract documents.

His Bid is based upon materials, systems and equipment required by Bidding Documents without exception.

FAMILIARITY WITH LAWS: Bidder is required to be familiar with all Federal, state and local laws, ordinances, rules and regulations that in any manner affect Work. Ignorance on part of Bidder will in no way relieve him from responsibility. This project has been designed in accordance with Florida Building Code 2007 Edition with 2009 Revisions, which are hereby incorporated by reference and made part of these Construction Documents.

SALES TAX: Contractor is required to pay Florida sales and use taxes on all materials purchased for this project.

PROGRESS PAYMENTS: Owner will make monthly progress payments to Contractor as provided in the Agreement. Refer to Article 9, AIA A 201 General Conditions.

LOCAL LICENSES, PERMITS AND FEES: Contractor shall obtain and pay for all licenses, permits, inspections, service connections, etc. necessary for prosecution of the work; and shall make all work conform to all applicable codes, ordinances and regulations. The County requires all Contractors and Subcontractors to be properly licensed. A Building Permit shall be obtained by Contractor and paid for by Owner.

ALTERNATES: If Owner wishes to learn relative or additional construction cost of an alternative method of construction, an alternative use of a type of material or an increase/decrease in scope of the project, these items will be defined as Alternates and will be specifically described by Drawings and/or Specifications.

Alternates will be listed in proposal form in such a manner that Bidder shall be able to clearly indicate what sums he will add to (or deduct from) his Base Bid. "Apparent Low Bidder will be determined on the basis of the Base Bid and accepted Alternates. Alternates will be in order. If none of the Alternates are accepted Apparent Low Bidder will be determined on the Base Bid.

ADDENDA: In case Owner finds it expedient to supplement, modify or interpret any portion of Bidding Documents during bidding period, such procedure will be accomplished by issuance of written Addenda to Bidding Documents, which will be delivered, mailed or faxed to all prospective Bidders at respective addresses or telephone numbers furnished for such purposes. Receipt of addenda shall be acknowledged in proposal form.

INTERPRETATION OF BIDDING DOCUMENTS: Bidders and sub-bidders shall promptly notify Owner of any apparent ambiguity, inconsistency, or error which they may discover upon examination of Bidding Documents or of site and local conditions. No interpretation of meaning of Drawings, Specifications or other Bidding Documents and no correction of any apparent ambiguity, inconsistency or error therein will be made to any Bidder orally. Every request for such interpretations or supplemental instructions will be in form of written Addenda to Bidding Documents.

Only interpretation or correction so given by Architect in writing, shall be binding; and prospective Bidders are advised that no other source is authorized to give information concerning, or to explain or interpret Bidding Documents.

Complete sets of Bidding Documents shall be used in preparing bids; Owner/Architect assumes no responsibility for errors or misinterpretations resulting from use of incomplete sets of Bidding Documents.

EXAMINATION OF BIDDING DOCUMENTS AND SITE OF WORK: Bidders are required, before submitting their proposals, to visit site of proposed work and to completely familiarize themselves with nature and extent of work and any local conditions that may in any manner affect the work to be performed and equipment, materials and labor required. They are also required to examine carefully, Drawings, Specifications and other Bidding Documents, to inform themselves thoroughly regarding any and all conditions and requirements that may in any manner affect the work.

MATERIALS FIGURED IN BIDS: Where a particular system, product or material is specified by name, it will be considered as the standard basis for bidding and as the most satisfactory for its particular purpose in construction. Any other product or material that the Bidder considers equal in all respects may be submitted, under following conditions:

First: To insure a uniform basis for bidding, base submitted proposal on particular system, product or material specified or approved by Addendum prior to bidding. Low Bidder will be determined on this basis.

Second: Include in space provided in Form of Proposal at the time of submission, a list of particular systems, products or materials Bidder wishes to substitute and directly opposite each such item, amount he will deduct from his Base Bid if such substitution is approved by Owner and Architect prior to signing of a contract.

If no deduction from Base Bid is allowed by Bidder for such substitutions, he shall so state, opposite item involved. Substitutions so submitted shall include any and all adjustments of that or any other work affected thereby.

Such substitutions will be permitted and adopted only upon authorization of Owner and written approval of Architect.

TIME OF COMPLETION AND LIQUIDATED DAMAGES: This agreement will require a fixed time for completion of the work, with provisions for liquidated damages for failure to so complete. Refer to General and Supplementary Conditions for requirements for Time of Completion and Liquidated Damages.

SUBCONTRACTS: Special qualifications data may be required to be submitted on certain subcontractors. Refer to specific sections of the Specifications for any such requirements.

IDENTIFICATION OF BID: Bidder's proposal is to be clearly identified as the "Bid" for the work as identified on Advertisement-Invitation to Bid and Project Manual. Proposal will also bear Bidder's full name, address, phone and fax numbers.

PREPARATION AND SUBMISSION OF BIDS: Each Bidder shall copy his Bid/Form of Proposal on his own letterhead and shall indicate his Bid prices thereon, in proper spaces, for entire work and for alternates on which he bids. Any erasure or other correction in proposal may be explained or noted over signature of Bidder. Proposals containing any conditions, omissions, unexplained erasures, alterations, items not called for or irregularities of any kind, may be rejected by Owner.

Bid/Proposal shall be submitted IN ORIGINAL FORM with one copy. Each bid must give full business address of Bidder and must state whether he is an individual, a corporation, or a partnership. Proposal shall bear Bidder's full name, address, phone and fax numbers.

A proposal by a corporation must be signed with legal name and seal of corporation, followed by name of the State of its incorporation and manual signature and designation of an officer, agent, or other person authorized to bind corporation.

Proposals by partnerships shall show names of all partners and must be signed in partnership name by one of the partners. The partnership signature shall be followed by manual signature of partner signing.

Bid/Form of Proposal shall bear Contractor Certification Number issued to Bidder by Florida Construction Industry Licensing Board, in compliance with Chapter 489, Part 1, Licensing of Construction Industry, Florida Statutes, as applicable.

BID MODIFICATION: Bid modification will be accepted from Bidders if addressed as indicated in Advertisement-Invitation to Bid and if received prior to opening of bids. No Bid modification will be accepted after close of bidding has been announced. Modifications may be telegraphic or in other written or printed form. Modifications shall be submitted in separate sealed envelopes, or they may be written or printed on outside of sealed bid envelope. All Bid modifications must be signed by an Authorized Representative of Bidder.

WITHDRAWAL OF BIDS: Bids may be withdrawn on written or telegraphic request received from Bidders prior to time fixed for opening. Negligence on the part of Bidder in preparing Bid confers no right for withdrawal of Bid after it has been opened.

RECEIPT AND OPENING OF BIDS: Bids will be opened at the time and place stated in Advertisement-Invitation to Bid. Officer whose duty it is to open them will decide when specified time has arrived, and no Bids received thereafter will be considered. No responsibility will be attached to any officer for premature opening of a Bid not properly addressed and identified. Bidders who are selected will be contacted in writing and instructed on how to proceed.

REJECTION OF BIDS: Owner reserves the right to reject any and all Bids when such rejection is in their interest, and to reject the proposal of a Bidder who is not in a position to perform the contract.

DISQUALIFICATION OF BIDDERS: Reasonable ground for believing that a Bidder is interested in more than one proposal for same work will cause rejection of all proposals in which such Bidder is believed to be interested. Proposals in which prices are obviously unbalanced will be rejected.

AWARD OF CONTRACT: Individual contracts will be awarded as soon as possible to the selected, qualified Bidder, provided his Bid is reasonable and it is in the best interest of Owner to accept it.

Contractor/Owner reserves the right to waive any informality in Bids received when such waiver is in the interest of Owner.

Each Bidder shall, if so requested by Owner, present additional evidence of his experience, qualifications, and ability to carry out terms of the contract, including a financial statement.

AGREEMENT FORM: Form of agreement to be used for contract will be AIA Document A401, 2007 Edition, "Standard Form of Agreement Between Contractor and Subcontractor".

OR

Standard Form of Agreement Between Owner and Contractor AIA Document A105 - 2007 for a Residential or Small Commercial Project

OR

a Purchase Order.

SPECIFICATIONS

DIVISION: Specifications are divided into headings for convenience of Contractor. Contractor, however, will be held to furnishing a complete building project, according to meaning and intent of Drawings and Specifications, whether all items involved under each trade are mentioned in just one heading or in several headings.

PRECEDENCE: Should Drawings and Specifications conflict on any point, the work is to be done according to Specifications insofar as the quality of materials and workmanship is concerned; but Drawings shall govern insofar as the form or extent of the work are concerned. Should details and schedules shown on Drawings conflict on any point, the schedules prevail. Large-scale details prevail over small scale plans, and elevations and figured dimensions prevail over scaled dimensions. General Conditions and Supplementary Conditions govern over standard AIA General Conditions; but neither the General Conditions, Supplementary Conditions, nor standard AIA General Conditions govern over basic contract. Addenda and change order supersede only affected portions of documents.

GENERAL QUALITY AND STANDARDS: To facilitate rapid examination, detailed Specifications concerning basic requirements for labor, materials, equipment and/or incidentals to be used on project are included under various divisions in as brief a form as is consistent with clarity. Primary concern of detailed Specifications is for standards of performance expected for finished work.

Interests of Owner, General Contractor and others concerned with the work require inclusion of certain general governing requirements and standards, as a precaution against contingency and to provide for conditions under which construction and administration of the work will be carried out.

General Requirements for quality of the work, when not otherwise covered in more specific detail in the Specifications, will be governed by certain trade standards as described in the General Conditions or the technical specifications.

These Specifications consider the project as a whole and assume its completion under a general contract. Further, the scope of subcontracts and qualities of materials and labor supplied to the General Contractor by other areas are assumed to be matters governed by agreement between General Contractor and his Subcontractors and suppliers and not by agreement between Owner and any subcontractor or supplier.

Various sections of the construction specifications are intended to govern only the quality of work and/or materials incidental to the particular branch of work mentioned in the section title. Sections are not intended as itemizations of the work or materials to be furnished or to limit or define the scope of any subcontract or agreement to furnish material and labor.

Organization of the Specifications is for convenience only, and such organization implies no assumption by the Architect of the responsibility of arbitrator in establishing subcontract limits or in allotting portions of the work to various subcontractors.

Furnishing of all items of material, labor, equipment and/or incidentals necessary to completion of the work as a whole will be expected when such items are called for on Drawings by diagram, note or schedule; are listed in Specifications; or are reasonably inferred by either or a combination of both.

END OF SECTION

SECTION 00 310

BID/FORM OF PROPOSAL

(TO BE COPIED ONTO CONTRACTOR'S BUSINESS LETTERHEAD IN ORIGINAL FORM WITH ONE COPY)

BID/FORM OF PROPOSAL

Mr. Keven Walker, President
Apex Metal Fabrication, Inc.
177 Comfort Road
Palatka, FL 32177

Gentlemen:

The undersigned, having visited the Project Site of the proposed project and familiarized himself with local conditions and the nature and extent of the work, proposes to furnish all labor, material, equipment and incidentals necessary to construct the following Building project, in strict accord with Drawings, Specifications, and Contract Documents prepared therefore by Robert E. Taylor, AIA, Architect, PA,

**OFFICE ADDITION
APEX METAL FABRICATION, INC.
177 COMFORT ROAD
PALATKA, FLORIDA**

BASE BID

_____ \$ _____

SCOPE OF WORK / DOCUMENTS BID (List Sheet Numbers and Specification Sections)

TIME OF COMPLETION:

Contractor proposes to accomplish his discipline within _____ calendar days.

SEQUENCE OF CONSTRUCTION (What work must be done before you can start)

SUBSTITUTIONS: If following substitutions for specified proprietary products, systems or materials, or of products or materials not meeting all requirements of specifications:

Description, Model No. and Manufacturer of Item to be Substituted	Amount to be Deducted from Base Bid
_____	\$ _____
_____	\$ _____

NOTE: If no substitutions are indicated in this proposal, it is presumed that all products, systems and materials included in this bid are those specified or will meet all conditions of the specifications. Substitutions as listed above will not be considered in the determination of the low bid.

EXAMINATION OF THE DOCUMENTS: Undersigned further states that he has examined all contract documents for this Work, including Advertisement-Invitation to Bid.

RECEIPT OF ADDENDA: Undersigned acknowledges receipt of following Addenda:

Addendum No. _____ Dated _____

Addendum No. _____ Dated _____

IN WITNESS WHEREOF, the Bidder has hereunto set his signature:
this _____ day of _____, A.D. 20_____.

COMPANY NAME: _____

BY / TITLE: _____

SIGNATURE: _____

CONTRACTOR'S CERTIFICATION NO.: _____
(Where Applicable)

Full names and residences of persons and firms interested in foregoing proposal as principals are as follows:

END OF SECTION

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SECTION 01 010

SUMMARY OF THE WORK

1.1 PART 1 GENERAL

- A. Includes But Not Limited to:
1. Clearing and grading site within the "Limits of Construction/Clearing" including:
 - a. Tree and stump removal, vegetative striping and root removal.
 - b. Rough and fine grading.
 - c. Demolish and remove existing concrete sidewalk.
 2. Site Utilities include:
 - a. Removing existing water treatment system, well pump, and concrete block building.
 - b. Existing well to be properly terminated and capped.
 - c. Existing building water supply to be connected to new municipal water system.
 - d. Relocate existing lift station as shown on drawings.
 - e. Connect new sewerage drain to existing Onsite Sewage Treatment and Disposal System (OSTDS) system.
 - f. Site to be graded to sheet-flow surface water to existing WRA, modified and expanded to accommodate new construction.
- B. Site within "Limits of Construction/ Clearing" after clearing and striping to have top soil stock piled for later use.
1. Areas within "Limits of Construction/ Clearing" to be:
 - a. Graded/fine graded to receive landscaping, sidewalks and new construction.
 - b. Existing regular and handicap accessible parking spaces to be re-striped and new signage installed for handicap accessible space.
 - c. Construct concrete walkways, landings and slabs as shown on drawings.
 - d. Designated areas of site within "Limits of Construction/ Clearing" to be landscaped.
 - e. New canopies on east and west entrances.
 - f. Existing Mechanical Condensing Unit Equipment to be relocated on new concrete reinforced equipment pad. Construct new pad for new unit.
- C. Building construction:
1. New floors to be monolithic reinforced concrete.
 2. New exterior walls to be concrete masonry units with rigid insulation and furring strips with drywall at interior face; stucco on exterior face.
 3. Existing and new gable end wood siding to be covered with new stucco system.
 4. Non-load bearing interior walls to be wood frame with gypsum wallboard on each face.
 5. Ceilings at new Addition are to be knock-down texture over gypsum board fastened to bottom chord of new trusses.
 6. Existing gypsum board ceilings to have existing spray texture finish removed.
 - a. Existing ceilings to be patched and repaired to accommodate new recessed light fixtures.
 - b. Existing ceilings to be refinished with new knock-down texture.
 7. Roof structure at Addition to be pre-engineered wood trusses, with new fiberglass asphalt shingles and underlayments over plywood sheathing.
 8. Existing composition roofing and underlayments to be removed, sheathing checked for damage and replaced if required.
 - a. Existing plywood decking to be checked for proper nailing, re-nailed as required, before installing new composition shingles.

- b. New fiberglass asphalt shingles and underlayments to be installed.
 - 9. Existing aluminum soffits are to be removed and new pre-finished aluminum soffits, gutters and downspouts to be installed.
 - 10. New structural steel framed canopy with pre-finished metal roofing at east and west elevations.
 - 11. New R-30 fiberglass insulation for roof /ceiling assembly.
 - a. Insulation for sound attenuation in partition is open faced fiberglass R-13.
 - 12. Designated existing windows to be removed and new openings to be enlarged, walls patched and repaired to accommodate new and existing finishes.
 - 13. New countertop/cabinets with sink to be installed in Break Room.
- D. Doors and Windows:
- 1. New exterior door is to be insulated ferrous metal panel with lite and wood jambs.
 - 2. New interior doors are to be solid core flush doors, paint grade with wood jambs.
 - 3. New windows at exterior to be aluminum fixed or single-hung, insulated, tinted, glazing.
 - 4. New hardware is to be medium duty commercial quality with lever handles.
- E. Interior finishes:
- 1. Existing VCT and tile flooring to be removed and new integral colorant, textured, liquid seamless floor applied (or painted).
 - 2. New floors to be textured, stained concrete with resilient base.
 - 3. Ceramic tile floors and base w/ ceramic wall tiles at new Restroom and Shower.
 - 4. New wallboard with texture, painted. Existing walls to be re-painted.
- F. Accessories:
- 1. Restroom mirror, grab bars and toilet accessories.
 - 2. Fire extinguishers.
 - 3. Ceiling mounted Projection Screen.
- G. Plumbing Systems include:
- 1. New fixtures, fittings and trim connected to new building sewer.
 - 2. Plumbing piping to be Schedule 40 CPVC for supplies; schedule 40 PVC, DWV for waste.
- H. Mechanical systems include:
- 1. New HVAC system, complete with thermostatic controls, fiberglass ducts and flex-ducts, ceiling outlets, grills, associated piping, supports, fittings and devices for new Addition.
 - 2. Existing air handler to remain. Existing condensing unit to be relocated.
 - 3. Remove existing and install new exhaust fans with soffit discharge at existing restrooms.
 - 4. New exhaust fan with soffit discharge in new Restroom.
- I. Electrical work includes:
- 1. New electrical system of conduits, wiring fixtures, devices and trim connected to existing electrical panel.
 - 2. Existing ceiling light fixtures to be removed and replaced with new recessed fixtures.
 - 3. Existing telephone system to be removed and replaced with new system.
 - 4. Existing data system to be replaced. New wiring and devices in existing building and new Addition to connect to new system.

END OF SECTION

SECTION 01 700

CONTRACT CLOSE-OUT

PART 1 - GENERAL

1.1 DESCRIPTION

- A. Work included: Provide an orderly and efficient transfer of completed Work to Owner.
- B. Related work:
 - 1. Documents affecting Work of this Section include, but are not necessarily limited to, General Conditions, Supplementary Conditions and Sections in Division 1 of these Specifications.
 - 2. Activities relative to Contract close-out are described in, but not necessarily limited to, Paragraphs 4.2.9, 9.8 and 9.10 of the AIA A 201 General Conditions, Paragraph 12.5 of A 105 General Conditions and Article 11.9 of A 401 General Conditions.
 - 3. "Substantial Completion" is defined in Paragraph 9.8.1 of the AIA A 201 General Conditions.

1.2 QUALITY ASSURANCE

- A. Prior to requesting inspection by Owner /Architect, use adequate means to assure that the Work is completed in accordance with specified requirements and is ready for requested inspection.

1.3 PROCEDURES

- A. Substantial Completion:
 - 1. Prepare and submit the list required by first sentence of Paragraph 9.8.2 of the General Conditions.
 - 2. Within a reasonable time after receipt of the list, Owner/Architect will inspect to determine status of completion.
 - 3. Should Owner /Architect determine that the Work is not substantially complete:
 - a. Owner /Architect will promptly notify Contractor in writing, stating reasons therefore.
 - b. Contractor is to remedy deficiencies and notify Owner /Architect when he is ready for inspection.
 - c. Owner /Architect will re-inspect the Work.
 - 4. When Owner /Architect concurs that the Work is substantially complete:
 - a. Owner /Architect will prepare a "Certificate of Substantial Completion" on AIA form G704, accompanied by Contractor's list of items to be completed and corrected, as verified by Owner/Architect.
 - b. Owner /Architect will submit Certificate to Owner and to Contractor for their written acceptance of responsibilities assigned to them in Certificate.
- B. Final Completion:
 - 1. Prepare and submit notice required by the first sentence of Paragraph 9.10.1 of AIA A201 General Conditions.
 - 2. Verify that the Work is complete, including, but not necessarily limited to, the items mentioned in Paragraph 9.10.2 of AIA A 201 General Conditions.
 - 3. Certify that:

- a. Contract Documents have been reviewed;
 - b. Work has been inspected for compliance with Contract Documents;
 - c. Work has been completed in accordance with Contract Documents;
 - d. Equipment and systems have been tested as required and are operational;
 - e. Work is completed and ready for final inspection.
4. Owner /Architect will make an inspection to verify status of completion.
 5. Should Owner /Architect determine that the Work is incomplete or defective:
 - a. Owner /Architect will promptly notify Contractor, in writing, listing the incomplete or defective work.
 - b. Contractor is to remedy deficiencies promptly, and notify Owner /Architect when he is ready for re-inspection.
 6. When Owner /Architect determines that the Work is acceptable under the Contract Documents, he will request close-out submittals from Contractor.
- C. Close-out submittals are to are to be **IN DUPLICATE** and include, but are not necessarily limited to:
1. Project Record Documents (one copy) described in Section 01 720;
 2. Operation and Maintenance data (one copy each of "approved" shop drawings and submittal data) for items so listed in pertinent other Sections of these Specifications;
 3. Warranties, guarantees and bonds;
 4. Keys and keying schedule;
 5. Spare parts and extra stock of material;
 6. Evidence of compliance with requirements of governmental agencies having jurisdiction including, but not necessarily limited to:
 - a. Certificates of Inspection;
 - b. Certificates of Occupancy;
 7. Certificates of Insurance for products and completed operations (when applicable);
 8. Evidence of payment and release of liens;
 9. List of subcontractors, service organizations and principal vendors, including names, addresses and telephone numbers where they can be reached for emergency service at all times, including nights, weekends and holidays.
- D. Final adjustment of accounts:
1. If so required, Owner /Architect will prepare a final Change Order, showing adjustments to Contract Sum, which were not made previously by Change Orders.

1.4 INSTRUCTION

- A. Contractor is to instruct Owner's personnel of proper operation and maintenance of systems, equipment and similar items which were provided as part of the Work. Submit written certification signed by Owner, that he or his authorized representative have been instructed in operation and maintenance of aforementioned systems and equipment.

END OF SECTION

SECTION 01 710

CLEANING

PART 1 - GENERAL

1.1 DESCRIPTION

- A. Work included: Throughout construction period, maintain Site in a standard of cleanliness as described in this Section.
- B. Related work:
 - 1. Documents affecting work of this Section include, but are not necessarily limited to, General Conditions, Supplementary Conditions and Sections in Division 1 of these Specifications.
 - 2. In addition to standards described in this Section, comply with requirements for cleaning as described in pertinent other Sections of these Specifications.

1.2 QUALITY ASSURANCE

- A. Conduct daily inspections, and more often if necessary, to verify that requirements for cleanliness are being met.
- B. In addition to the standards described in this Section, comply with pertinent requirements of governmental agencies having jurisdiction.

PART 2 - PRODUCTS

2.1 CLEANING MATERIALS AND EQUIPMENT

- A. Provide required personnel, equipment and materials needed to maintain specified standard of cleanliness.

2.2 COMPATIBILITY

- A. Use only cleaning materials and equipment which are compatible with surface being cleaned, as recommended by the manufacturer of material.

PART 3 - EXECUTION

3.1 PROGRESS CLEANING

- A. General
 - 1. Retain stored items in an orderly arrangement allowing maximum access, not impeding traffic or drainage and providing required protection of materials.
 - 2. Do not allow accumulation of scrap, debris, waste material and other items not required for construction of this Work.
 - 3. Daily, and more often if necessary, completely remove all scrap, debris and waste material from Work Area.
 - 4. Provide adequate storage for all items awaiting removal from Job Site, observing requirements for fire protection and protection of ecology.

5. Do not allow areas of existing Building and Site which are to remain in use by Owner to become cluttered or obstructed by construction activity, storage, or debris.

B. Site

1. Daily, and more often if necessary, inspect site and pick up all scrap, debris and waste material. Remove such items to a place designated for their storage.
2. Weekly, and more often if necessary, inspect all arrangements of materials stored on site. Re-stack, tidy or otherwise service arrangements, to meet requirements of subparagraph 3.1, A, 1 above.
3. Maintain site in a neat and orderly condition at all times.

3.2 FINAL CLEANING

- A. "Clean", for the purpose of this Article, and except as may be specifically provided otherwise, shall be interpreted as meaning the level of cleanliness generally provided by skilled cleaners, using commercial quality building maintenance equipment and materials.

- B. Prior to completion of the Work, remove from job site all tools, surplus materials, equipment, scrap, debris and waste. Conduct final progress cleaning as described in Article 3.1 above.

C. Site

1. Unless otherwise specifically directed by Owner /Architect, broom clean paved areas on site and public paved areas adjacent to site.
2. Completely remove resultant debris.
3. Do not burn waste materials or build fires on site. Do not bury debris or excess materials on Owner's property.

D. Buildings

1. Exterior
 - a. Visually inspect exterior surfaces and remove all traces of soil, waste materials, smudges and other foreign matter.
 - b. Remove all traces of splashed materials from adjacent surfaces.
 - c. If necessary to achieve a uniform degree of cleanliness, hose down structure.
 - d. In the event of stubborn stains not removable with water, Owner /Architect may require light sandblasting or other cleaning, at no additional cost to Owner.
2. Interior
 - a. Visually inspect interior surfaces and remove all traces of soil, waste materials, smudges, and other foreign matter.
 - b. Remove all traces of splashed material from adjacent surfaces.
 - c. Remove paint droppings, spots, stains, and dirt from finished surfaces.
 - d. Thoroughly clean and disinfect plumbing fixtures and trim.
 - e. Replace "throw-away" filters with new or wash and clean "washable filters" in all mechanical equipment.
 - f. Sweep and mop floors, millwork and finish surfaces.
3. Glass Clean inside and outside.
4. Polished surfaces
 - a. To surfaces requiring routine application of buffed polish, apply polish recommended by manufacturer of material being polished.

- E. Schedule final cleaning as approved by Owner/Architect to enable Owner to accept a completely clean Work.

3.3 CLEANING DURING OWNER'S OCCUPANCY

- A. Owner will occupy portions of the Work during construction. Contractor to be responsible for interim and final cleaning shall be as determined by Owner/Architect in accordance with General Conditions of the Contract.

END OF SECTION

SECTION 01 720

PROJECT RECORD DOCUMENTS

PART 1 - GENERAL

1.1 DESCRIPTION

- A. Work included:
 - 1. Throughout progress of the Work, Contractor and Subcontractors are to maintain an accurate record of changes in the Contract Documents, as described in Article 3.1 below.
 - 2. Upon completion of the Work, transfer recorded changes to a set of Record Documents, as described in Article 3.2 below.

1.2 QUALITY ASSURANCE

- A. Accuracy of Records:
 - 1. Thoroughly coordinate changes within Record Documents, making adequate and proper entries on each page of Specifications and each sheet of Drawings and other Documents where such entry is required to show changes properly.
 - 2. Accuracy of records shall be such that future search for items shown in the Contract Documents may rely reasonably on information obtained from approved Project Record Documents.
- B. Make entries within 24 hours after receipt of information that a change has occurred.

C. Site Elements shall be surveyed by a Florida Licensed Land Surveyor.

1.3 SUBMITTALS

- A. Owner's approval of current status of Project Record Documents may be a prerequisite to Owner's approval of requests for progress payment and request for final payment under the Contract.
- B. Prior to submitting each request for progress payment, secure Owner/Architect's approval of current status of Project Record Documents.
- C. Prior to submitting request for final payment, submit final Project Record Documents to Owner/Architect and secure his approval.

1.4 PRODUCT HANDLING

- A. Subcontractors to maintain job set of Record Documents completely protected from deterioration and from loss and damage until completion of Work and transfer of all recorded data to final Project Record Documents.
- B. In the event of loss of recorded data, use means necessary to again secure data to Architect's approval.
 - 1. Such means shall include, if necessary in the opinion of Owner/Architect, removal and

- replacement of concealing materials.
2. In such case, provide replacements to standards originally required by the Contract Documents.

PART 2 - PRODUCTS

2.1 RECORD DOCUMENTS

- A. Job set - Promptly, following receipt of Owner's Notice to Proceed, secure from Owner/Architect at no charge to Contractor, one complete set of all Documents comprising the Contract.

PART 3 - EXECUTION

3.1 MAINTENANCE OF JOB SET

- A. Immediately upon receipt of job set described in Paragraph 2.1-A above, identify each of the Documents with the title, "RECORD DOCUMENTS - JOB SET".
- B. Preservation:
 1. Considering Contract completion time, probable number of occasions upon which the job set must be taken out for new entries and for examination and conditions under which these activities will be performed, devise a suitable method for protecting job set to approval of Architect.
 2. Do not use job set for any purpose except entry of new data and for review by Owner/Architect, until start of transfer of data to final Project Record Documents.
 3. Maintain job set at site of the Work, as designated by Owner/Architect.
- C. Making entries on Drawings:
 1. Using an erasable colored pencil (not ink or indelible pencil), clearly describe changes by graphic line and note as required.
 2. Date all entries.
 3. Call attention to entries by a "cloud" drawn around area or areas affected.
 4. In the event of overlapping changes, use different colors for overlapping changes.
- D. Make entries on other pertinent Documents as approved by Owner/Architect.
- E. Conversion of schematic layouts:
 1. In some cases on Drawings, arrangements of conduits, circuits, piping, ducts and similar items are shown schematically and are not intended to portray precise physical layout.
 - a. Final physical arrangement is determined by Contractor, subject to Owner/Architect's approval.
 - b. However, design of future modifications of facility may require accurate information as to final physical layout of items which are shown only schematically on Drawings.
 2. Show on job set of Record Drawings, by dimension accurate to within one inch, center line of each run of items such as are described in subparagraph 3.1-E-1 above.
 - a. Clearly identify item by accurate note such as "cast iron drain", "galv. water" and the like.
 - b. Show, by symbol or note, vertical location of item ("under slab", "in ceiling plenum",

- "exposed" and the like).
- c. Make all identification sufficiently descriptive, that it may be related reliably to the Specifications.
 3. Owner/Architect may waive requirements for conversion of schematic layouts where, in Owner/Architect's judgement, conversion serves no useful purpose. However, do not rely upon waivers being issued, except as specifically issued in writing by Owner/Architect.
- F. Purpose of final Project Record Documents is to provide factual information regarding all aspects of the Work, both concealed and visible, to enable future modification of the Work to proceed without lengthy and expensive site measurement, investigation and examination.
1. Attest to accuracy and completeness of "Record Drawings" by affixing the name of Contractor and signature of Contractor or his authorized representative to Drawings; and add date of substantial completion on first sheet of set.

END OF SECTION