

**CMU PROJECT NAME**

**PREVAILING WAGE PROJECT**

**Bidding Schedule:**

|  |  |
| --- | --- |
| **Issue for Bid:** | **Date, Year** |
| **Mandatory Pre-Bid Meeting** | **Date, Year, 1:00 PM** |
| **Bid Due Date:** | **(Tues. or Thurs.)Date, Year, 2:30 PM** |
| **Projected Award Date:** | **Date, Year** |

**Engineering Contact:**

|  |  |
| --- | --- |
| **Central Michigan University** | |
| Project Manager Name | (989) 774 - XXXX |
| Project Manager | (XXX) XXX – XXXX (Mobile) |
| Central Michigan University | (989) 774 – 6187 (Fax) |
| CSB 2XX | [XXXXX@cmich.edu](mailto:XXXXX@cmich.edu) |
| Mount Pleasant, Michigan 48859 |  |

|  |  |
| --- | --- |
| **A/E Company** | |
| Project Architect/Manager Name | (XXX) XXX – XXXX (Office) |
| Title | (XXX) XXX – XXXX (Fax) |
| Street Address |  |
| City, State, ZIP |  |
| Email Address |  |

**SECTION 00 1000 – INVITATION TO BID AND BID INSTRUCTIONS**

**FROM:**

* 1. **The Owner (hereinafter referred to as Owner):**

Central Michigan University

University Engineering & Planning Department

Combined Services Building 206

Mt. Pleasant, Michigan 48859

* 1. **And the Architect (hereinafter referred to as Architect or A/E):**

**Company Name**

Address

Attn: \_\_\_\_\_

* 1. **ISSUE DATE: Date**
  2. **TO: POTENTIAL BIDDERS**

1. Your firm is invited to submit an offer to the Owner for the (Project Name).
2. Add Contractor information

Invited Contractors are welcome to distribute documents as necessary.

1. The project includes but is not limited to:

**Summary description of work.**

**Please refer to plans and specifications for a complete scope of work.**

1. Bid Documents for a Stipulated Sum contract are available at the following:
2. **A/E Firm Name**

Address

Contact Information

1. **The Following Plan** **Rooms:**
2. **Builders Exchange of Grand Rapids & Western Michigan** 678 Front Ave. NW, Suite 330, Grand Rapids, MI 49504, P:(616) 949-8650, Contact: Hailey Fletcher, E: projects@grbx.com.
3. **Builders Exchange of the Kalamazoo Area** 3431 E. Kilgore, Kalamazoo, MI 49001-5513, P: (269) 349-2507, F: (269) 349 – 9306, Contact: Pam Carey, E: [pam@builder-exchange.com](mailto:pam@builder-exchange.com)
4. **Builders Exchange of Lansing & Central Michigan** 1240 E. Saginaw St., Lansing, MI 48906, P: (517) 372 – 8930, F: (517) 372 – 5022, Contact: Leslie Vargas, E: [bids@bxlansing.com](mailto:vargas@bxlansing.com).
5. **Builders Exchange of Northwest Michigan** Traverse City, MI., 1373 Barlow Street, STE #4, Traverse City, MI 49686, P: (231) 946 – 5531, F: (231) 947 – 5344, Contact: Ann Kelly, E: [info@bxtvc.com](mailto:ajohns@bxtvc.com).
6. **Construction Association of Michigan** 43636 Woodward Ave., Bloomfield Hills, MI 48302, P: (248) 972 – 1000, F: (248) 972 – 1136, Contact: Heather Carrier, E: [tricitybx@gmail.com](mailto:tricitybx@gmail.com).
7. **Tri-City Builders Exchange Saginaw Michigan** 334 S. Water St., Saginaw, MI 48607, P: (989) 754 – 4872, F: (989) 752 – 7109, Contact Heather Carrier – [tricitybx@gmail.com](mailto:tricitybx@gmail.com)
8. **Central Michigan Plan Room** 2026 Independence Drive, Mt. Pleasant, MI 48858, P: (989) 775 – 7747, F: (989) 775 – 7748, Contact: Carmelina Crisci, E: [carmi@hbacm.com](mailto:carmi@hbacm.com).
9. A/E of record has drawings available for download at the following website xxx.com
10. A pre-bid meeting (PM shall indicate if it shall be mandatory) will be held on ***Date, at 1:00 PM*** on **(INSERT LOCATION)** CMU’s Mount Pleasant campus. Representatives of the Architect and Owner will be in attendance. Information relevant to the Bid Documents may be recorded in an Addendum, issued to Bid Document recipients.
11. CMU will only accept bids from Contractors who have a current approved pre-qualification status. Please reply to this invitation prior to the pre-bid meeting with your intent to submit a bid via email to the CMU Project Manager.
12. The Owner reserves the right to reject any and all submissions without explanation, either in whole or in part; to waive informalities and/or to negotiate separately in any matter whenever it is deemed in the sole opinion of the Owner to be in its best interest.
13. Upon receipt of Bid Documents verify that documents are complete.
14. Immediately notify the Owner AND Architect in writing upon finding discrepancies or omissions in the Bid Documents.
15. Bid Documents are made available only for the purpose of obtaining offers for this project. Their use does not grant a license for other purposes.
16. Bidders will be required to provide bid security in the form of a Bid Bond for 5% of their entire bid amount. The successful bidder will also be required to furnish performance, labor, and material payment bonds.
17. This project will be constructed under a unified contract held by the General Contractor with the Owner, which will include all construction trades required to complete the work as shown and specified in the contract documents. Segregated Bids will not be accepted.
18. Amendments to the submitted offer will be permitted if received in writing prior to bid closing and if endorsed by the same party or parties who signed and sealed the offer.
19. It is the intention of the Owner that the construction of this project will start no later than seven (7) working days following award of Contract or Letter of Intent to award contract.
20. There will be a public bid opening at the time of the bid due date and time in the University Engineering and Planning Department located in the Combined Services Building, Room 206.
21. Selection Criteria for this project will be based on the lowest base bid and Owner defined alternates.
    1. **STANDARD BID FORM INCLUSION REQUIRMENTS**
22. Submit your offer on the Bid Form provided, fully filled out along with all supplements unless directed otherwise. Bidders mat supplement this form as appropriate. The Bidder shall submit the following Supplements as part of the bid submission:
23. The Contractor shall pay sales, consumer, use and similar taxes for the work provided by the Contractor which are legally enacted when bids are received or negotiations concluded, whether or not yet effective or merely scheduled to go into effect.
24. The Contractor will be responsible for all permits.
25. Execute bid fully and properly by filling in the Bid Form furnished in Section 00 4100 of this document. Submit in triplicate on the forms provided, in a sealed envelope to this office on or before the time and date set for the opening of the bids.
26. In accordance with State of Michigan Act 10 of 2023 Prevailing Wages.
    1. **BID FORM SIGNATURE REQUIREMENTS**
27. The Bid Form shall be signed by the bidder, as follows:
28. Sole Proprietorship: Signature of sole proprietor in the presence of a witness who will also sign. Insert the words “Sole Proprietor” under the signature. Each signature must be witnessed.
29. Partnership: Signature of all partners in the presence of a witness who will also sign. Insert the word “Partner” under each signature. Signature of one partner shall be accompanied by a certified copy of the power of attorney authorizing the individual signing to bind all partners. If bid is signed by all partners, no authorization is needed.
30. Corporation: Signature of a duly authorized signing officer(s) in their normal signatures. Insert the officers capacity in which the signing by officials acts, under each signature. Affix the corporate seal. If the bid id signed by officials other than the president and secretary of the company, or the president/secretary/treasurer of the company. A copy of the by-law resolution of their board of directors authorizing them to do so, must also be submitted with the Bid Form in the bid envelope.
31. Joint Venture: Each party of the joint venture shall execute the Bid Form under their respective seals in a manner appropriate to such party as described above, similar to the requirements of a Partnership.
    1. **BID INELIGIBILITY**
32. Bids that are unsigned, improperly signed or sealed, conditional, illegible, obscure, contain arithmetical errors, erasures, alterations, or irregularities of any kind, may at the discretion of the Owner, be declared unacceptable.
33. Bid Forms, Appendices, and enclosures which are improperly prepared may, at the discretion of Owner, be declared unacceptable.
34. Failure to provide security deposit, bonding or insurance requirements may, at the discretion of Owner, invalidate the bid.
35. Failure to meet the Owners pre-qualification criteria may, at the discretion of the Owner, invalidate the bid.
    1. **INQUIRIES/ADDENDA**
36. Direct questions to the CMU Project Manager via fax at (989) 774-XXXX, or email at [XXXXX@cmich.edu](mailto:XXXXX@cmich.edu). Send a copy of all questions to A/E Firm Name, Contact Name, Contact Title via fax (989) XXX-XXXX or email at XXXXX.com
37. Contractual Language and Clarifications: CMU will not negotiate contract language following the opening of bids. Therefore, the Contractor shall review and address any and all exceptions to contractual language with written requests for clarification to Central Michigan University prior to 4:00 p.m. April 30, 2013.
38. Addenda may be issued during the bidding period. All Addenda become part of the Contract Documents. Include resultant costs in the Bid Amount.
39. Verbal answers are not binding on any party.
40. Clarifications requested by bidders must be in writing not less than 7 days before date set for receipt of bids. The reply will be in the form of an Addendum, a copy of which will be forwarded to known recipients.
    1. **MINORITY AND WOMEN OWNED SUBCONTRACTORS AND SUPPLIERS**
41. Bidders are encouraged to utilize the service of minority and women owned subcontractors and suppliers where possible in the pursuance of this project.
    1. **Definitions**
42. Bid Documents: Contract Documents supplemented with Invitation to Bid, Instructions to Bidders, Information Available to Bidders, Bid Form Supplement, Bid Forms and Appendices identified.
43. Contract Document: Defined in AIA XXXXXXXX, as amended by Owner including issued Addenda.
44. Bid, Offer, or Bidding: Act of submitting an offer.
45. Bid Amount: Monetary sum identified by the Bidder in the Bid Form.
    1. **CONTRACT DOCUMENTS IDENTIFICATION**
46. The Contract Documents are identified as Central Michigan University – 20XX Project Name Project, as prepared by A/E Firm Name, and as identified in the Project Manual.
    1. **DURATION OF OFFER**
47. Your offer is required to be submitted under a condition of irrevocability and forfeiture of your entire bid security for a period of 60 days after submission.
48. Upon acceptance by the University, an executed copy of the contract will be returned to the Contractor as their official notice of award. The Contract, however, shall not be in force until the Contractor has complied with all of the requirements of insurance and bonds.
    1. **BASIS OF AWARD**
49. Basis of award will be the lowest base bid, with the ability to complete the work within the timeline listed herein.

**1.14 PRE-CONSTRUCTION MEETING**

1. Before the start of construction, a pre-construction meeting shall be held. It shall be the Contractor’s responsibility to arrange said meeting as soon as notification of award has been made by the University, Coordinate location of the meeting with the University Project Manager. Once the Work is started, it shall proceed to completion without delay.

**END OF SECTION 00 1000**

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**DIVISION 00 DOCUMENTS**

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SECTION 00 4100.10 SUPPLEMENT A – LIST OF UNIT PRICES

SECTION 00 4100.20 SUPPLEMENT B – LIST OF ALTERNATES

SECTION 00 5000 FORM OF AGREEMENT – AIA DOCUMENT TO BE INSERTED, PM TO SPECIFY

SECTION 00 7000 GENERAL CONDITIONS – AIA DOCUMENT TO BE INSERTED

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**DIVISION 01 – GENERAL REQUIRMENTS**

SECTION 01 1000 SUMMARY

SECTION 01 2000 NOT USED

SECTION 01 3000 ADMINISTRATIVE REQUIREMENTS

SECTION 01 4000 QUALITY REQUIREMENTS

SECTION 01 5000 TEMPORARY FACILITIES AND CONTROLS

**INSERT ALL APPLICABLE TECHNICAL SPECIFICATION SECTIONS HERE**

INSERT DRAWING INDEX HERE.

**END OF SECTION 00 2000**

**SECTION 00 3000 – INFORMATION AVAILABLE TO BIDDERS**

**EXISTING REPORTS AND SURVEYS**

* 1. **SUBSURFACE INVESTIGATION REPORT**

1. A copy of a geotechnical report with respect to the building site is included with this document:
2. Title: Geotechnical Report
3. Date: XXXX
4. Prepared by: XXXXXXX
5. This report identifies properties of below grade conditions and offers recommendations for the design of foundations, prepared primarily for the use of Architect.
6. The recommendations described shall not be construed as a requirement of this Contract, unless specifically referenced in the Contract Documents.
7. This report, by its nature, cannot reveal all conditions that exist on the site. Should subsurface conditions be found to vary substantially from this report, changes in the design and construction of foundations will be made, with resulting credits or expenditures to the Contract Sum accruing to Owner.
   1. **TOPOGRAPHIC SURVEY**
8. A copy of a topographic survey with respect to the project site is included with this document: with site/civil drawings.
9. Title: Topographic Survey
10. Date: XXXXXXX
11. Prepared by: XXXXXX
12. This survey identifies grade elevations prepared primarily for the use of Architect in establishing new grades and identifying natural water shed.

**END OF SECTION 00 3000**

**00 4100 – BID FORM**

**THE PROJECT AND THE PARTIES**

* 1. **TO: Central Michigan University (Owner)**

Attention: Project Manager Name

Project Manager

Central Michigan University

UEP CSB 2XX

Mount Pleasant, MI 48859

* 1. **FOR:** Project Name
  2. **DATE:** (BIDDER TO ENTER DATE)
  3. **SUBMITTED BY:** (BIDDER TO ENTER NAME AND ADDRESS)

Bidder’s Full Name:

Address:

City, State, Zip:

Phone No:

Fax No:

Email Address:

* 1. **BID AMOUNT**

1. Having examined the Place of Work and having read and understood all requirements referred to in the Bidding and Contract documents for the above mentioned project we, the undersigned, hereby offer to enter into a contract to perform the Work and furnish all labor, materials, equipment, incidents and methods necessary for the proper execution and timely completion of the Work for the Sum of: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Dollars ($\_\_\_\_\_\_\_\_\_\_\_\_\_), in lawful money of the United States of America.
2. All applicable sales, consumer use and similar taxes for the work provided by the Contractor which are legally enacted when the bids are received or negotiations concluded, whether or not yet effective or merely scheduled to go into effect.
3. All Cash and Contingency Allowances are included in the Bid Sum.
4. The Amount $\_\_\_\_\_\_\_\_\_ is included in the Base bid for providing a Material and Labor Payment and Performance Bond. On bids of $50,000.00 and greater, the Contractor shall furnish in an acceptable form, surety bonds in the amount of 100% of the Contractor sum as security for the faithful performance of this Contract and for the payment of all persons performing labor and furnishing materials in connection with this Contract. The cost of the aforesaid bonds shall be paid by the contractor.
   1. **BID SECURITY**
5. Accompanying the Bid, as required by the Instruction to Bidders, Section 00 1000, is a bid security in the form of (Bidder to cross out all but one) a Certified Check or a Bid Bond drawn on a bank based in the United States in the Amount of: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dollars ($\_\_\_\_\_\_\_\_), equal to 5 percent of the base bid, made payable to the Owner, which it is agreed, shall be retained as liquidated damages, not as a penalty, if the undersigned fails to execute the Contract in conformity with the form of Contract incorporated in the proposed Contract Documents and fails to furnish required bonds within seven (7) days after date of issuance of written notice of selection for the award of a Contract to the undersigned.
   1. **BASIS OF AWARD**
6. Basis of award will be the lowest base bid, with the ability to complete the work within the timeline listed herein.
   1. **ACCEPTANCE**
7. This offer shall be open to acceptance and is irrevocable for sixty (60) days from the bid closing date.
8. If this bid is accepted by Owner within the time period stated above, we will:
9. Execute the Agreement within seven days of receipt of Notice of Award.
10. Furnish the required bonds within seven days of receipt of Notice of Award.
11. Commence work within seven days after written Notice to Proceed of this bid.
12. If this bid is accepted within the time stated, and we fail to commence the Work or we fail to provide the required Bond(s), the security deposit shall be forfeited as damages to Owner by reason of our failure, limited in amount to the lesser of the face value of the security deposit or the difference between this bid and the bid upon which a Contract is signed.
13. In the event our bid is not accepted within the time stated above, the required security deposit shall be returned to the undersigned, in accordance with the provisions of the Instruction to Bidders; unless a mutually satisfactory arrangement is made for its retention and validity for an extended period of time.
    1. **CONTRACT TIME**
14. If this Bid is accepted, we will complete the work as required in the following milestone schedule:

|  |  |
| --- | --- |
| Projected Start Date | Date, Year |
| Substantial Completion | Date, Year |

**1.10 CONTRACT SUM AND LIMITATION OF DAMAGES**

1. CONTRACT: Upon acceptance by the University, an executed copy of the contract will be returned to the Contractor as their official notice of award. The Contract, however, shall not be in force until the Contractor has complied with all of the requirement of insurance and bonds.
2. The University agrees to pay and the Contractor agrees to accept the sum set forth in the Contractors Proposal, as its bid, accepted by the University, as full compensation for all labor, supervision, equipment, home office and field overhead, materials, administrative and incidental expense required in executing all of the work contemplated in this contract and set forth in the plans and specifications. Including all loss or damage arising out of the work, as impacted by the elements or from hidden obstructions, and delay or other difficulties, which may not be covered elsewhere.

**1.11 LIQUIDATED DAMAGES AND COMPLETION OF WORK**

1. If awarded this contract, the Contractor agrees that time is an essential condition of the contract and will fully complete all construction work on or before the substantial completion date. Should the Contractor fail to complete all construction work by the specified substantial completion, it is agreed that the following sums WILL BE DEDUCTED from the contract amount for each and every calendar day the work is incomplete.
2. $XXXX per calendar day from Substantial Completion Date.
3. It is also understood and agreed that this DEDUCTION from the contract is not a penalty but represents Liquidated Damages suffered by the Owner and is so fixed on a per diem basis because of the extreme difficulty in ascertaining the true and full amount of damages the Owner will sustain in the work under this contract is not complete by the stated date.

**1.12 CHANGES TO THE WORK**

* 1. When the Architect establishes that the method of valuation for Changes in the Work will be net cost (actual cost of labor and materials, including insurance and taxes, plus subcontractor’s mark-up and less all discounts.) plus a percentage fee in accordance with General Conditions, our percentage fee that will not exceed the following:

1. 10% percent overhead and profit on the net cost of our own work.
2. 5% percent on the cost of work done by any Subcontractor limited to first and second tier subcontracts.
   1. On work deleted form the Contract, our credit to the Owner shall be:
3. 100% percent on the estimated cost of our own work.
4. 100% percent on the estimate cost of work deleted by any Subcontractor limited to first and second tier subcontracts.

**1.13 ADDENDA**

1. The following Addenda have been received. The modifications to the Bid Documents noted below have been considered and all costs are included in the Bid Sum.

|  |  |  |  |
| --- | --- | --- | --- |
| Addendum # |  | Dated: |  |
| Addendum # |  | Dated: |  |
| Addendum # |  | Dated: |  |
| Addendum # |  | Dated: |  |

**1.14 BID FORM SUPPLEMENTS**

1. The following Supplements are attached to this Bid Form and are considered an integral part of this Bid Form:
2. Supplement A – Unit Prices
3. Supplement B – Owner Requested Alternates

**1.15 BID FORM SIGNATURES**

1. Name of person, partnership, or corporation submitting bid (Check One)
2. ( ) An Individual
3. ( ) A Partnership
4. ( ) A Corporation organized and existing under the laws of the State of Michigan

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

(Bidder – print the full name of your firm)

Was hereinto affixed in the presence of:

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

(Authorized signing officer, Title)

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

(Authorized signing officer, Title)

**END OF BID FORM**

**SECTION 00 4100.10 – SUPPLEMENT A – LIST OF UNIT PRICES**

**PARTICULARS**

* 1. The following is the list of Unit Prices referenced in the bid submitted by:

(Bidder) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TO (Owner) Central Michigan University

Dated \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and which is an integral part of the Bid Form.

**UNIT PRICES LIST**

* 1. The following Unit Prices shall be used

1. Unit Price No. 1 – Fill Material $ \_\_\_\_\_\_\_\_\_\_\_ CuYd.
2. Unit Price No. 2 – Disposal of surplus and waste soils $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_CuYd.
3. Unit Price No. 3 – Asphalt Paving $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_SqFt.

**END OF SECTION 00 4100.10**

**SECTION 00 4100.20 – SUPPLEMENT B – LIST OF ALTERNATES**

**PARTICULARS**

* 1. The following is the list of Alternates referenced in the bid submitted by:

(Bidder) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TO (Owner) Central Michigan University

Dated \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and which is an integral part of the Bid Form.

1. Alternates quoted on Bid Forms will be reviewed and accepted or rejected at Owner’s options. Accepted alternatives will be identified in the Owner-Contractor Agreement.
2. Coordinate related work and modify surrounding work to integrate the Work of each alternate.
3. Include in alternate price all materials, parts, and accessories required for a complete installation, regardless of whether they are mentioned in the alternate description.

**ALTERNATES LIST**

* 1. The following amounts shall be added to or deducted from the Bid Amount; if no change in price is required, indicate no change.

1. Alternate No. 1 – Deletion of walkway canopy at child development center:

(Deduct) $\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Alternate No. 2 – Deletion of Storage Sheds:

(Deduct) $\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Alternate No. 3 – Deletion of casework at reading nook:

(Deduct) $\_\_\_\_\_\_\_\_\_\_\_\_\_

**END OF SECTION 00 4100.20**

**SECTION 00 5000 – FORM OF AGREEMENT**

* 1. AIA Document A101 – 2017, “Standard Form of Agreement between Owner and contractor – where the basis of payment is a Stipulated Sum” as Amended by Owner, forms the basis of the Contract between the Owner and Contractor **or** A121-2018 Standard Form of Master Agreement Between Owner and Contractor where Work is provided under multiple Work Orders as amended by Owner, A121 Exhibit A and A221-2018 Work Order for Use with Master Agreement Between Owner and Contractor.

**AMENDMENTS TO AGREEMENT FORM**

* 1. The contractor shall review the attached contract and its amendments and resolve any issues with the university in writing not less than 7 days before date set for receipt of bids.

**END OF SECTION 00 5000**

**SECTION 00 7000 – GENERAL CONDITIONS**

**FORM OF GENERAL CONDITIONS**

* 1. The General Conditions included in these Contract Documents are to set forth various requirements of the University before and after award of Contract. The General Conditions along with Instructions to bidders shall establish the responsibility and relationship of all parties involved in the Contract.
  2. The work under this Contract is subject to all the requirements of the “General Conditions of the Contract for Construction”, AIA Document A201, 2017 Edition as Amended by Owner.
  3. AIA Document A201, General Conditions of the Contract for Construction, 2017 Edition as Amended by Owner. Is the General Conditions between the Owner a Contractor and a draft copy is bound within.

**END OF SECTION 00 7000**

**SECTION 00 9000 – PREVAILING WAGE RATES**

**PART 1 GENERAL**

1. **PREVAILING WAGE RATES**
   1. Prevailing wage and fringe benefit rates: The rates of wages and fringe benefits to be paid to each class of mechanics by Bidder and all of their subcontractors shall be not less than the wage and fringe benefit rates prevailing in the locality in which the work is to be performed, in accordance with State of Michigan Act 10 of 2023.
   2. Every contractor and subcontractor shall keep posted on the construction site in a conspicuous place, a copy of all prevailing wage and fringe benefit rates prescribed in the contract and shall keep an accurate record showing the name and occupation of and the actual wages and benefits paid to each construction mechanic employed by him in connection with said contract. this record shall be available for reasonable inspection by the Department of Labor & Economic Growth.
   3. The state, by written notice to the contractor and the sureties of the contractor known to the State, may terminate the contractor's right to proceed with that part of the contract for which less than the prevailing rates of wages and fringe benefits have been or will be paid, and may proceed to complete the contract by separate agreement with another contractor or otherwise, and the original contractor and their sureties shall be liable to the State for any excess cost occasioned thereby. Any person, firm or corporation or combination thereof, including the officers of any contracting agent, violating the provisions of the act is guilty of a misdemeanor.
   4. In case there is an omission of any trade from the list of wage rates and fringe benefit to be paid to each class of mechanics by the contractor, it shall be understood that the trades omitted shall also be paid not less than the wage and fringe benefit rates prevailing in the locality in which the work is to be performed.
   5. This project is in the City of Mt. Pleasant in Isabella County. If a township is required to determine the prevailing wage, Union Township must be selected.
   6. Contractors and subcontractors are required to have available at the request of the Owner certified payroll records of the workers employed on the above referenced construction project per State of Michigan Act 10 of 2023 Prevailing Wages.
2. **Attached are the prevailing wage rates in effect at the time of preparation of these specifications, the contractor is responsible to verify the prevailing wage rates in effect at time of bid submittal.** 
   1. Verify with State of Michigan Department DTMB [www.michigan.gov/wagehour](http://www.michigan.gov/wagehour)

**PART 2 PRODUCTS - NOT USED**

**PART 3 EXECUTION - NOT USED**

**END OF SECTION 00 9000**

**SECTION 01 1000 – SUMMARY**

**PART 1 GENERAL**

* 1. **PROJECT**

1. Project Name: CMU Project Name
   1. Project Manager: Project Manager Name
2. The University will designate a person, referred to in the contract documents as Project Manager, who will be authorized to perform the following functions on behalf of the University;
   1. Interpret the contract, including technical interpretations of the drawings and specifications, if necessary with the assistance of the architect or engineer, upon inquiry from the Contractor;
   2. Inspect work with regard to its quality and conformity with the plans and specifications and tests the work in each part thereof;
   3. Reject any defective or non-conforming part of the work;
   4. Request and accept proposals for changes in the work as herein provided;
   5. Evaluate the progress of the work;
   6. Receive and authorize Contractors applications for payments;
   7. Accept the work or any part thereof; and
   8. Otherwise act of the University in the administration of the contract.
3. Architect’s Name: (A/E Firm Name)
4. The Project Includes . . . (project scope summary).
   1. **CONTRACT DESCRIPTION**
5. Contract Type: A single prime contract based on a Stipulated Price as described in document 00 5000 – Agreement.

**Freedom of Information Act**

Owner is a constitutionally created body of the State of Michigan. Owner is required to comply with Freedom of Information Act (FOIA). In the event that Owner receives FOIA request requiring the disclosure of this agreement or any accompanying documents Owner considers public records, Contractor understands that this is a mandatory disclosure compelled by law. Further, the disclosure of this agreement shall not be considered a breach of the agreement by Owner.

* 1. **INFORMATION TECHNOLOGY INSTALLATION**

1. Owners own forces will perform work related to the provision of the Information Technology requirements of this project. These operations will occur simultaneous to the work under this contract.
2. Cooperate fully with owners forces so work related to the information technology contract may be carried out smoothly, without interfering with or delaying work under this Contract.
3. General Contractors will be responsible for coordinating the work of this contract with the work performed by the Information Technology Installers. Coordination shall include, but not be limited to receiving input from Owner forces regarding the project critical path schedule, inclusion of the Information Technology installers in subcontractor meetings and response to RFI’s submitted by the Information Technology installers.
   1. **OWNER OCCUPANCY**
4. Owner intends to continue to occupy adjacent portions of the existing building site during the entire construction period.
5. Cooperate with Owner to minimize conflict and to facilitate Owner’s operations.
6. Schedule the Wok to accommodate Owner occupancy of adjacent structures.
7. All Work must be conducted so as to cause absolute minimum of interference with and inconvenience to Owner’s continuing operations.
8. All construction operations must be conducted as required to insure complete safety to all persons (Owner’s personnel, Contractor’s personnel and others) who may on site or adjacent to work.
9. Entrances to and exits from existing buildings must be protected, kept free of restrictions or obstructions and maintained in full use at all times.
10. All use by Contractor, subcontractors, suppliers, deliveryman, etc. of Owner’s property (buildings and site) must be restricted to those areas designated by owner for such use. Contractor must obtain permission from Owner before beginning any use of property.
11. Provide adequate safeguards for control of dust and moisture during construction. Close coordination with Owner for these environmental controls is mandatory.
    1. **CONTRACTOR USE OF SITE AND PREMISES**
12. Construction Operations: Limited to areas noted on drawings.
13. Access to site will be discussed at Pre-Bid and Preconstruction Meetings.
14. Construction Signs: Provide signs adequate to direct suppliers, visitors, etc. as specified on the civil drawings.
    * 1. Do not install, or allow to be installed, signs other than specified sign(s) which Owner has approved for installation on site.
      2. Only one contractor sign will be permitted on the site. It is to be no more than 62 square feet in area. The university shall approve graphic content. Graphic content shall include an illustration of the construction project, title of the project, and name of the construction contractor, name of the architect and principal consultants, funding source. No other project, design firm, or subcontractor signs will be permitted. Location of the sign shall be determined by the design architect and is subject to approval by the University. No other signs advertising company names will be permitted.
      3. Lawn and Site Protection: To extent possible, do not use lawn areas during construction project. When lawns are used, immediate repair is required. Delay of repair until end of project will not be permitted. After use, lawn and ruts are to be filled in with quality top-soil and re-seeded, to match surrounding conditions.
15. Provide access to and from site as required by law and by Owner:
16. Time Restrictions:
    1. Limit conduct to especially noisy work to hours of 7:00 am to 7:00 pm.
17. Utility Outages and Shutdown:
    * 1. Limit disruption of utility services to hours agreed upon by the Owner.
      2. Prevent accidental disruption of utility services to other facilities.
      3. Perform utility shutdowns required for electrical work only during scheduled campus shutdown dates in May and August.
      4. Provide Owner with a written plan for all utility shutdowns with work assignments and schedule, shutdown minimum of two (2) weeks prior to the planned shutdown.
    1. **SECTION NUMBER FORMAT**
18. Section Numbers: CSI Master Format 04 System. Example:
19. Section 01 1000 – Summary
    1. **CONTRACT DOCUMENTS**
20. Contractors are directed to use indicated dimensions for determining material quantities and for other reasons. No additional monies will be allowed due to Contractors using “scaling instruments” to determine material quantities or for other reasons.
    1. **REGULATORY REQUIRMENTS – PERMITS, FEES, NOTICES AND LICENSE**
21. The following regulations are applicable to this project:
22. 2013 Michigan Boiler Code
23. 2015 Michigan Building Code
24. 2015 Michigan Mechanical Code
25. 2015 Michigan Plumbing Code
26. 2015 Michigan Rehabilitation Code
27. 2010 ADA Standards for Accessible Design
28. Barrier Free Design Law – State of Michigan
29. NFPA – 101 Life Safety Code, 2012 Edition. Residence Halls and Instructional Facilities
30. 2017 Michigan Electrical Code Rules
31. 2010 State of Michigan Elevator Law (Regulations and Code)
32. NFPA 102-2011, Standard for Grandstands, Folding and Telescopic Seating, Tents, and Membrane Structures
33. ICC 300-2007 Bleachers, Folding and Telescopic Seating, and Grandstands
34. Regulation of Air Pollution Control Commission State of Michigan, and the Federal Clean Air Act (42 U.S.C. 1857C – 8 (1)).
35. State of Michigan Occupational Safety Standards Act.
36. Soil Erosion and Sedimentation Public Act 347 of 1972 as amended.
37. Environmental Impact Statement Executive Order 1974-4
38. State Fire Hazard Plan Executive Order 1977-4
39. State of Michigan Safe Drinking Water Act Public Act 339 of 1974
40. 2015 State of Michigan Energy Code.
41. State of Michigan Right-To-Know Law
42. City of Mt. Pleasant street and utility standards where work involves a city street.
43. Code Listing: any reference to standards of any society, institute, association, or governmental agency which is part of building code which is in effect for this project; this project shall comply with edition date published in referenced edition of building code.
44. Edition in use and accepted by municipality (or agency) where project is located.
45. Non-Code Listings: Any reference to standards of any society, institute, association, or governmental agency, not part of applicable building code for this project, shall be in effect at time of opening bids unless otherwise stated in this specification.
46. Submit copies of all permits, licenses, and similar permissions obtain and receipts for fee paid to the Owner directly.
47. Utility Tie-Ins: Shall be arranged with local utility company and other involved parties for minimum interruption of service.
48. Shutdown of existing systems shall be limited to minimum time required and scheduled with other involved parties. Provide two days written notice of shutdown to Contractor and Owner.
49. Inspections of installed work shall be performed by the governing authority as arranged for by the Subcontractor. Work shall not be covered until approved.
    1. **HAZARDOUS MATERIALS ADVISORY**
50. For all hazardous material related work, refer to AIA Contract Document A201-2017, General Conditions of the Contract for Construction.
51. This building where project work is being completed was built before 1978.
    1. **CMU WORK RESTRICTIONS**
52. Site access shall be through designated routes or temporary roads as designated by the University’s Project representative and as shown on the drawings.
53. Utility Damage: Any contractor causing damage to underground utilities shall be responsible for all costs required to repair or replace the damaged utility.
54. Walks and Drives: Contractor must keep existing walks and drives swept and free of sand and dirt during construction. Provide means to keep construction dirt off of streets.
55. Pedestrian and vehicle access through, around or at the perimeter of the project must be maintained at all times. It is the responsibility of the design firm to determine needs, the method to accomplish the need, and to include the means in the design documents.
56. Receiving of materials: CMU will not accept drop-shipped items for any contractor at its Central Receiving. Contractor could be charged for costs associated with misdirected deliveries.

**PART 2 PRODUCTS**

* 1. **PRODUCT REQUIREMENTS**

1. All materials and equipment provided shall be new and of quality equal to or higher than that required by Contractor Documents.
2. In every case, requirements established by Contract Documents shall be considered a minimum with will be accepted. Where strength of material(s) is a factor, all item furnished must have at least strength, carrying capacity and durability of item specified.
3. Terms “or equal”, “as approved”, or “as approved equivalent”, etc., as used in specifications or on drawings mean that the Architect shall have prerogative to approve or reject a material, procedure, etc. which may be proposed for substitution for that which is named and/or shown.
4. Any reference to a specific brand and/or model is intended to establish quality, operating characteristics, size or type. Products of equal or better quality, operating characteristics, or type are acceptable.
5. Do not use products having any of the following characteristics:
6. Made using or containing CFC’s or HCFC’s
7. EXCLUSIONARY STATEMENT FOR BUILDING CONSTRUCTION/RENOVATION MATERIALS: Building materials/products used for renovations or replacement purposes are to be asbestos and lead-free. Asbestos and lead-free is to be defined as materials that contain 0% asbestos or lead. Contractors are to be prepared to submit data to verify the absence of asbestos and lead.
8. PURCHASE AND WARRANTY OF CUSTOM AND/OR PROPRIETARY PRODUCTS:
9. If the Contractor, either directly or through any of its subcontractors, material suppliers, and/or vendors (for purposed of the paragraph only “Provider”), incorporates into a University facility or sells the University other equipment comprising, in whole or in part, custom designed products or components, including controls or computer software programs (“Products”), claimed by the Provider or Contractor to be proprietary, the Contractor shall:
10. Warrant the Products free from defects and perform, at no additional charge to the University, all repairs, including parts and labor necessary to render the Products operational up to that performance initially called for by specification, for the useful life of the Products or for the warranted period tendered, whichever is shorter; and
11. Maintain the Products, at whatever charge the parties may agree to before installation of the products, for the useful life of the Products, and in the absence of such prior agreement as to maintenance charges, at no cost; or
12. Deposit with the University the design documents, plans, technical specifications and source code, where necessary and applicable, even if claimed proprietary by the Provider, so the University, with or without the Provider or assistance from others, would be fully capable of repairing and properly maintaining the products.
    1. **SUBSTITUTION PROCEDURES**
13. Substitutions Before Award of Contract
14. Bidder supplier may submit a proposed change to the Architect/Engineer for approval prior to seven (7) days before bid submission. Approval or rejection of each proposed substitution or other change shall be at the discretion of Architect/Engineer. If proposed change is approved, Architect will issue written statement certifying same.
15. Substitution Procedure
16. No claim regarding unsuitability or unavailability of any material will be entertained unless such claims were made in writing stating proposed alternate materials and submitted with original bid. Furthermore, no substitution of materials other than those agreed upon prior to signing of contract will be permitted.
17. Instructions to Bidders specify time restrictions for submitting requests for substitutions during the bidding period. Comply with requirements specified in this section.
18. Substitutions may be considered when a product becomes unavailable through no fault of the Contractor.
19. Document each request with complete data substantiating compliance of proposed substitution with Contract Documents.
20. A request for substitution constitutes a representation that the submitter:
    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 completed with no additional cost to Owner.
    4. Waives claims for additional costs or time extension which may subsequently become apparent.
    5. Will reimburse Owner and Architect for review or redesign services associated with re-approval by authorities.
21. 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 by authorities.
22. Data Required with Substitution Request: Provide at least the following data:
    1. Identify product by specification section and paragraph number.
    2. Manufacturer’s name and address, trade name and model number of product (if applicable), and name of fabricator or supplier (if applicable).
    3. Complete product data. Including, but not limited to, Material, Dimensions, Finishes, etc.
    4. Description of changes that will be required in other work or products if the substitute product is approved.
23. 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. Burden of proof is on proposer.
    3. The architect will notify Contractor in writing of decision to accept or reject request.
24. If proposed change is not approved, or if voluntary alternate is not accepted, material product or procedure named in specifications or shown on drawings MUST be provided.
    1. **OWNER MATERIALS: (IF APPLICABLE)**
25. The Owner has the following materials to be used on this project:
    * 1. (Product Material):
    1. Product description, amount, etc.
26. These materials will be made available to the Contractor for installation in this project. Contractor is responsible for coordinating delivery arrangements, as well as the installation of the above products to comply with the requirements within this specification.
27. Refer to Division xx Sections for additional information.
    1. **SPARE PARTS AND MAINTENANCE PRODUTS**
28. Provide spare parts, maintenance, and extra products of types and in quantities specified in individual specification sections.
29. Deliver to and place in location as directed; obtain receipt prior to final payment.
    1. **MATERIAL ATTIC STOCK**
30. Material
    * 1. Amount required.

**PART 3 EXECUTION**

* 1. **OWNER’S ADMINISTRATIVE POLICIES**

Contractor and its employees shall follow all of Owner’s administrative policies and guidelines while on the Owner’s property. A list of Owner’s administrative policies can be found: https://www.cmich.edu/offices-departments/general-counsel/policies-procedures-guidelines-index

Contractor recognizes that some polices may be added or revised after the signing of this agreement. In the event, Contractor agrees to follow new and revised policies.

* 1. **CAMPUS HEALTH AND SAFTEY REQUIREMENTS**

1. Beginning July 1, 2014 SMOKING/TOBACCO IS NOT PERMITTED ON CMU’s CAMPUS. REFER TO CMU’s TOBACCO-FREE POLICY.
2. Sexual harassment of any of the Owner’s personnel or construction personnel will not be allowed.
3. Provide temporary supports as required to prevent movement and structural failure.
4. Contractors will provide for their employees any required specialized safety equipment such as safety belts, safety goggles or shields, hearing protection, etc. it will be the responsibility of each employee to use this equipment as job conditions so merit.
5. The Contractor shall not permit sale or use of alcoholic beverages, illegal drugs or controlled substance—all as defined by the laws of the State where project is located—on or about project site, nor shall Contractor allow any person under the influence of any of these substances to remain on premises.
6. Jobsite shall be kept in a clean condition and orderly manner, clear of debris.
7. No heavy duty mobile equipment shall be left unattended while running.
8. Notify General Contractor of ALL accident, no matter how minor. Contractors are to submit accident reports for ALL accidents using a written accident report form.
9. The Contractor is responsible for:
   * 1. Taking all known and available measures and employing all techniques for the protection of the site, work in progress, and/or materials and equipment stored on site from damage, injury or loss from the elements, vandalism, theft or accelerated degradation or depreciation.
     2. Putting into place and continuously managing a meaningful and effective safety program, coordinated among all subcontractors with the Contractor’s personnel, knowledgeable, trained, and experienced and actively employing safety education, risk recognition and avoidance, all OSHA and MIOSHA requirements, signage, tooling, personal protection devices and periodic inspections of all working conditions on site. The Contractor shall inspect, record and enforce for violations. The Contractor shall not rely upon or assume any specialized safety knowledge or experience on that part of the University.
     3. Complying with the Williams-Steiger Occupational Safety and Health Act of 1970 (OSHA), the Michigan “Occupational Safety and Health Act”, Act 154 of the Public Acts of 1974 (MIOSHA), and all revisions contained therein. Compliance is a condition of this Contract for all construction, alteration and/or repair, include painting and decorating. No Contractor shall require or permit any laborer on mechanic employed in the performance of the Contract, to work in surroundings or under working conditions that are unsanitary, hazardous, or dangerous to their health.
     4. All contracts must also comply with Central Michigan University’s current Confined Space Entry Program and Procedures as required by MIOSHA when entering or planning to enter any confined space. A copy can be obtained from the University’s Project Manager for this Project.
     5. All contractors must also comply with Central Michigan University’s current Energy Control Program- Lockout/Tagout Procedures, especially Appendix Z, when they are maintaining or servicing any type of energized equipment. The entire procedure is available for your review in the University Engineering and Planning office. For information; the contact person referred to in the procedures is the project manager for the job in question. A copy of the overall program table of contents of Appendix Z can be obtained from the University’s Project Manager for this Project.
     6. Hot Work Program
   1. All contractors must comply with Central Michigan University’s current **HOT WORK PROGRAM**. The procedure is available for your review in the University Engineering and Planning Office (UEP Office). Form is attached at the end of this section. Completed Hot Work Permit (and associated check list) will be prominently displayed onsite and forwarded to the project manager, prior to hot work being accomplished.
      1. Underground/Excavation Program
   2. Anyone performing any type of digging on the Central Michigan University campus is responsible to: **call MISS DIG at 1-800-482-7171.**
   3. You must call MISS DIG a minimum of **three working days** (excluding weekends) prior to the start of work.
   4. Individuals contracting MISS DIG shall provide a clear description of the area to be marked and the name and phone number of a field contact should follow-up be required.
   5. The contractor shall provide the CMU project manager with the MISS DIG ticket number when it is obtained and prior to digging.
   6. Locating underground facilities is not an exact science; therefore, the actual location of underground facilities could vary slightly, either way from the position of the markings. Any utilities damaged will be repaired or replaced to CMU standards at full cost to the contractor/excavator.
   7. If you dig **within six (6) feet** on either side of the utility, you are required to **hand dig to locate the buried utility.** This requirement is in addition to any requirements issued by MISS DIG regardless if the utility is owned by CMU or a public utility.
   8. If existing markings locating underground utilities or lines are knocked down or faded, the contractor or CMU employee performing the work shall re-contact MISS DIG and request re-staking / re-marking.
   9. MISS DIG will notify the CMU Facilities Management Service Center and the CMU Information Technology Department so that marking of CMU owned utilities will occur on the Central Michigan University Mount Pleasant Campus.
      1. Utility Shutdown Procedures
      2. See attached form for the University shut down procedure form. The utility shutdown plan is required during construction and maintenance of CMU Utilities. This plan is an effort to provide for a safe and reliable utility shutdown and restart. This plan shall be submitted a minimum of **two (2) weeks** prior to utility shutdown to ensure approvals and coordination.
   10. **UNDERGROUND UTILITY MAPPING PROCEDURE**
10. Ground penetrating radar or non-destructive excavation by means of hand digging / soft digging (i.e. use of a vacuum truck) to locate the exact locations of existing utility lines and services shall be included. The cost of these services shall be included in the contractors bid proposal.
11. During the installation of underground utilities the CAD/GIS Manager shall be notified when the installation of Manholes, Valves, Clean-outs, Catch basins, utility line crossing, Etc. will be occurring. This can be completed by either a phone call or by completing the GPS Request form. A minimum of **two (2) hours** advanced notice is required.
12. If during the construction a utility is found which did not appear on the plans immediately contact the CAD/GIS Manager to arrange for GPS location.
13. Use the attached “GPS Request Form” for submitting request to the University CAD/GIS manager for GPS locating.
    1. **PROGRESS CLEANING**
14. The Contractor shall at all times keep the premises free from accumulations of waste materials or rubbish caused by their employees or work and at the completion of the work Contractor shall remove all their waste, tools, equipment, staging and surplus materials from the structure and grounds and leave their work clean and ready for use.
15. Maintain areas free of waste materials, debris, and rubbish. Maintain site in a clean and orderly condition.
16. Remove debris and rubbish from the pipe chases, plenums, attics, crawl spaces, and other closed or remote spaces, prior to enclosing this space.
17. Broom and vacuum clean interior areas prior to start of surface finishing, and continue cleaning to eliminate dust.

1. Collect and remove waste materials, debris, and trash/rubbish from site periodically and dispose off-site; do not burn or bury.
2. Keep the site and the work free of waste materials and debris.
   * 1. Keep hazardous and unsanitary materials in containers separate from other waste.
3. Clean areas in which work is to be done to level of cleanliness necessary for proper execution of that work.
   * 1. Where dust would impair execution of work, broom and vacuum clean the entire interior area and keep clean.
4. Keep installed work clean, and clean again when soiled by other operations.
   * 1. Provide periodic cleaning as required to prevent damage due to soiling.
     2. Remove liquid spills promptly.
   1. **DEMONSTRATION AND INSTRUCTION**
5. Demonstrate operation and maintenance of products to Owner’s personnel two weeks prior to date of Substantial Completion.
6. Demonstrate start-up, operation, control, adjustment, trouble-shooting, servicing, maintenance, and shutdown of each item of equipment at scheduled time, at equipment location.
7. For equipment or systems requiring seasonal operation, perform demonstration for other season within six months.
8. Provide a qualified person who is knowledgeable about the Project to perform demonstration and instruction of owner personnel.
9. Utilize operation and maintenance manuals as basis for instruction. Review contents of manual with Owner’s personnel in detail to explain all aspects of operation and maintenance.
10. Prepare and insert additional data in operations and maintenance manuals when need for additional data becomes apparent during instruction.
    1. **FINAL CLEANING**
11. At closeout time, clean or re-clean entire work to normal level for “first class” maintenance/cleaning of building projects of a similar nature. Remove non-permanent protection and labels, polish glass, clean exposed finishes, touch up minor finish damage, clean or replace filters of mechanical systems, remove debris and broom clean non-occupied spaces, sanitize plumbing/food service facilities, clean light fixtures and replace burned-out/dimmed lamps, sweep and wash paved areas, police yards and grounds, and perform similar cleanup operations needed to produce a “clean” condition as judged by Architect/Engineer.
12. Remove materials and equipment which are not part of the work and all debris from the site prior to substantial completion.
    * 1. Remove all surplus materials which are to remain property of the contactor; obtain the owner’s instructions as to disposition of surplice material remaining on site and deliver store, or dispose of as directed.
      2. Remove protective coverings.
      3. Remove temporary facilities.
13. Dispose of debris:
14. Do not burn or bury debris on the site.
15. Do not dispose of volatile wastes in storm or sanitary drains.
16. All material, equipment, rubbish and/or debris removed from the project site shall be extracted, transported, and disposed of in compliance with all local, State and federal laws and regulations.
17. All payment applications for any funds due from the activities stated in the preceding subparagraph shall be accompanied by a sworn statement attesting that the extraction, transportation, and disposal of material, equipment, rubbish and/or debris from the project site was done in total compliance with all local, State, and federal laws and regulations.
18. In spaces to be occupied, remove dirt, stains, and other foreign substances from all accessible surfaces and remove nonpermanent labels.
19. In spaces not normally occupied, remove debris and surface dust and wipe equipment clean removing excess lubrication, paint, and other foreign substances.
20. Remove paint and other coatings from permanent labels and from mechanical and electrical equipment nameplates.
21. Leave the project clean and ready for occupancy.
22. Execute final cleaning prior to final project assessment.
23. Clean areas to be occupied by Owner prior to final completion before Owner occupancy.
24. Clean interior and exterior glass, surfaces exposed to view; remove temporary labels, stains, and foreign substances, polish treatment and glossy surfaces, vacuum carpeted and soft surfaces.
25. Clean equipment and fixtures to a sanitary condition with cleaning materials appropriate to the surface and material being cleaned.
26. Clean filters of operating equipment.
27. Clean debris from roofs, gutters, downspouts, and drainage systems.
28. Clean site; sweep paved areas, rake clean landscaped surfaces.
29. Remove waste, surplus materials, trash/rubbish, and construction facilities from the site; dispose of in legal manner; do not burn or bury.
30. No final payment will be made until final clean-up is accomplished and inspection is made by Architect and Owner, accompanied by Contractor.

**END OF SECTION 01 1000**

**SECTION 01 3000 – ADMINISTRATIVE REQUIREMENTS**

**PART 1 GENERAL**

1. **PROJECT COORDINATION**
2. Cooperate with the Project Manager is allocation of mobilization areas of site; for field offices and sheds, for site and building access, traffic, and parking facilities.
3. During construction, coordinate use of site and facilities through the Project Manager.
4. Comply with Project Manager’s procedures for intra-project communications; submittals, reports and records, schedules, coordination drawings, and recommendations; and resolution of ambiguities and conflicts.
5. Comply with instructions of the Project Manager for use of temporary utilities and construction facilities.
6. Coordinate field engineering and layout work under instructions of the Project Manager.
7. Make the following types of submittals to Architect and copy the Project Manager.
8. Requests for interpretation.
9. Requests for substitution.
10. Shop drawings, product data, and samples.
11. Test and inspection reports.
12. Manufacturer’s instruction and field reports.
13. Applications for payment and change order requests.
14. Progress schedules.
15. Coordination drawings.
16. Closeout submittals.
17. The Contractor shall coordinate their activities with the activities of other contractors.
18. Inform each party involved, in writing, of procedures required for coordination. Include requirements for giving notice, submitting reports and attending meetings.
19. Inform the owner when coordination of their work is required.
20. Coordinate scheduling, submittals, and work of the various sections of the Project Manual to ensure efficient and orderly sequence of installation of interdependent construction elements, with provisions for accommodating items installed later.
21. Notify affected utility companies and comply with their requirements.
22. Verify that utility requirements and characteristics of new operating equipment are compatible with building utilities. Coordinate work of various sections having interdependent responsibilities for installing, connecting to, and placing in service, such equipment.
23. Coordinate space requirements, supports, and installation for mechanical and electrical work which are indicated diagrammatically on Drawings. Follow routing shown for pipes, ducts, and conduit, as closely as practicable; place runs parallel with lines of building. Utilize spaces efficiently to maximize accessibility for other installations, for maintenance, and for repairs.
24. In finished areas except as otherwise indicated, conceal pipes, ducts, and wiring within the construction. Coordinate locations of fixtures and outlets with finish elements.
25. Coordinate completion and clean-up of work of separate sections.
26. After owner occupancy of premises, coordinate access to site for correction of defective work and work not in accordance with Contract Documents, to minimize disruption of Owner’s activities.

**PART 2 PRODUCTS – NOT USED**

**PART 3 EXECUTION**

1. **PROGESS MEETINGS**
2. Schedule and administer meetings throughout progress of the work at weekly intervals unless otherwise approved by the Owner.
3. Meeting Schedule: Timing, scheduling and location to be determined at preconstruction meeting.
4. Make arrangements for meetings, prepare agenda with copies for participants, and preside at meetings.
5. Attendance Required: Owner/ Architect:
6. Representative from Contractor’s main office.
7. Project superintendent.
8. Major subcontractors and suppliers that are currently active; or who will become active in the next two weeks. An acceptable alternate is Owner attendance at a weekly meeting with the Contractor and their subcontractors with an agenda similar to the one included below.
9. Others who the General Contractor determines have an interest in the agenda.
10. Those required to attend progress meetings, but fail to do so, will face the possibility of dismissal from their task, and others being brought in to carry out the work.
11. At the first progress meeting, present an established complete construction schedule defining the critical path.
12. Agenda: Prepare and distribute the agenda prior to meetings; cover the following topics when applicable:
13. Review minutes of previous meetings.
14. Review of work progress since last meeting.
15. Review work planned during succeeding work period; a two week look ahead.
16. At least twice a month, review the complete project schedule focusing on any changes that have impacted the critical path and plans to assure the substantial completion date is met.
17. Review all field observations, problems, and decisions that are open or have been identified and addressed since the last meeting. Input to the observation log list shall include observations including but not limited to those made by the Contractor, Architect, Owner and consultants including but not limited to the inspection and testing agency. Reference Section 4000, 3.1 Control of Installation, B.
18. Identification of problems which impede planned progress.
19. Review submittal status including submittals that are due to the Architect in the upcoming two weeks, submittals being addressed by the Architect and when a response from the Architect is required, and submittals that have been addressed since the last meeting.
20. Review of off-site fabrication and delivery schedules.
21. Review open RFIs and when a response is required; and a summary of those that have been addressed since the last meeting.
22. Approved and pending change order status report
23. Cumulative total of Cost of the Work to date including compensation and reimbursable expenses, if any.
24. Review plan review, permit(s), tests and inspection status and address of comments.
25. Review sustainable design objective status.
26. Other business relating to work.
27. If a Commissioning Agent is a part of the organization of this project, add the following:
28. Overview of commissioning manual and updates.
29. Commissioning schedule and functional testing progress.
30. Construction issues regarding commissioning.
31. Record minutes and distribute copies within five days after meeting to participants, with one copy to Architect, Owner, participants, and those affected by decisions made.
32. **PRE CONSTRUCTION MEETING**
33. A preconstruction meeting will be held at a time and place designated by the Owner, for the purpose of identifying responsibilities of the Owner’s and the Architect’s personnel and explanation of administrative procedures.
34. Before the start of construction, a pre-construction meeting shall be held in the University Engineering and Planning Department Office with the successful bidder. It shall be the Contractor’s responsibility to arrange said meeting as soon as notification of award has been made by the University. Once the work is started, it shall proceed to completion without delay.
35. Attendance Required:
36. Owner.
37. Architect.
38. Contractor.
39. Each prime contractor and their superintendents.
40. Major subcontractors, suppliers, and fabricators.
41. Others interested in the work.
42. Agenda:
43. Execution of Owner-Contractor Agreement.
44. Submission of executed bonds and insurance certificates.
45. Distribution of Contract documents.
46. Submission of list of Subcontractors, list of products, schedule of values, and progress schedule.
47. Permits Required
48. Designation of personnel representing the parties to Contract, and subcontractor, and Architect.
49. Procedures and processing of field decisions, submittals, substitutions, applications for payments, proposal request, change orders, and contract closeout procedures.
50. Scheduling.
51. Use of areas of the site.
52. Delivery and storage.
53. Safety.
54. Security.
55. CMU Emergency Management Central Alert System
56. Cleaning up.
57. Subcontractor procedures relating to:
58. Submittals.
59. Change orders.
60. Applications for payment.
61. Record documents.
62. Review open Action Items list.
63. Site Mobilization
64. Use of premises by Owner and Contractor.
65. Owner’s requirements
66. Construction facilities and controls provided by Owner.
67. Temporary utilities provided by Owner.
68. Survey and building layout.
69. Security and housekeeping procedures.
70. Schedules.
71. Application for payment procedures.
72. Procedures for testing.
73. Procedures for maintaining record documents.
74. Requirements for start-up of equipment.
75. Inspection and acceptance of equipment put into service during construction period.
76. Record minutes and distribute copies within two days after meeting to participants, with two copies to Architect, Owner, participants, and those affected by decisions made.
77. **PRE-INSTALLATION MEETINGS**
78. When required in individual specification sections, convene a pre-installation meeting at the site prior to commencing work of the section.
79. Require attendance of parties directly affecting, or affected by, work of the specific section.
80. Notify Architect five days in advance of meeting date.
81. Prepare agenda and preside at meeting:
82. Review conditions of examination, preparation and installation procedures.
83. Review coordination with related work.
84. Record minutes and distribute copies within two days after meeting to participants, with two copies to Architect, Owner, participants, and those affected by decisions made.
85. **CONSTRUCTION PROGRESS SCHEDULE**
86. Within three (3) days after date established in Notice to Proceed, submit preliminary schedule defining planned operations for the first 60 days of Work, with a general outline for remainder of Work.
87. If preliminary schedule requires revision after review, submit revised schedule within 10 days.
88. Within 5 days after review of preliminary schedule, submit draft of proposed complete schedule for review.
89. Include written certification that major contractors have reviewed and accepted proposed schedule.
90. Include manpower loading for all major construction activities.
91. Within 5 days after joint review, submit complete schedule.
92. Submit updated schedule with each Application for Payment.
93. **REQUESTS FOR INTERPRETATION (RFIs)**
94. Procedure: Immediately on discovery of the need for interpretation of the Contract Documents, and if not possible to request interpretation at Project meeting, prepare and submit an RFI in the form specified.
95. RFIs shall originate with Contractor. RFIs submitted by entities other than Contractor will be returned with no response.
96. Coordinate and submit RFIs in a prompt manner so as to avoid delays in Contractor’s work or work of subcontractors.
97. Content of the RFI: Include a detailed, legible description of item needing interpretation and the following:
98. Project name.
99. Date.
100. Name of Contractor.
101. Name of Architect.
102. RFI number, numbered sequentially.
103. Specification Section number and title and related paragraphs, as appropriate.
104. Drawing number and detail references, as appropriate.
105. Field dimensions and conditions, as appropriate.
106. Contractor’s suggested solution(s). If Contractor’s solution(s) impact the Contract Time or the Contract Sum, Contractor shall state impact in the RFI.
107. Contractor’s signature.
108. Attachments: Include drawings. Descriptions, measurements, photos, product data, shop drawings, and other information necessary to fully describe items needing interpretation.
109. Supplementary drawings prepared by Contractor shall include dimensions. Thicknesses, structural grid references, and details of affected materials, assemblies, and attachments.
110. Software-Generated RFIs: Software-generated form with substantially the same content as indicated above.
111. Attachments shall be electronic files in Adobe Acrobat PDF format.
112. Architect’s Action: Architect will review each RFI, determine action required, and return it. Allow seven (7) working days for Architect’s response for each RFI. RFIs received after 1:00 p.m. will be considered as received the following working day.
113. The following RFIs will be returned without action:
114. Requests for approval of submittals.
115. Requests for approval of substitutions.
116. Requests for coordination information already indicated in the contract documents.
117. Requests for adjustments in the Contract time or the Contract Sum.
118. Requests for interpretation of Architect’s actions on submittals.
119. Incomplete RFIs or RFIs with numerous errors.
120. Architect’s action may include a request for additional information, in which case Architect’s time for response will start again.
121. Architect’s action on RFIs that may result in a change to the Contract Time or the Contract Sum may be eligible for Contractor to submit Change Proposal according to Division 01 Section “Contract Modification Procedures.”
122. If Contractor believe the RFI response warrants change in the Contract Time or the Contract Sum, notify Architect in writing within 10 days of receipt of the RFI response.
123. On receipt of Architect’s action, update the RFI log and immediately distribute the RFI response to affected parties. Review response and notify Architect within seven days if Contractor disagrees with response.
124. RFI Log: Prepare, maintain, and submit a tabular log of RFIs organized by the RFI number. Submit log weekly. See attached sample of log. Architect to provide successful bidder with electronic copy of log for Contractors upkeep.
125. **CONTRACT MODIFICATION PROCEDURES**
126. Submit name of the individual authorized to receive change documents and who will be responsible for informing others in Contractor’s employ or Subcontractors of changes to the work.
127. When requested in writing, the Contractor shall provide sufficient information for evaluation of proposed changes within 14 calendar days.
128. Proposal Request (Bulletin): Architect may issue a document which includes a detailed description of a proposed change with supplementary or revised Drawings and specifications, a change in Contract Time for executing the change and the period of time during which the requested price will be considered valid Contractor shall prepare and submit a fixed price quotation within 14 days.
129. A bulletin or proposal request is issued after ward of contract to inform Contractor of certain proposed modifications in the work. It is not an authorization to make any changes in the work. The applicable provision for the contract documents shall govern all work. Approved items will be followed by a Change Order, to adjust the appropriate contract amounts.
130. The Contractor will fill in the dollar amount of the ass or the deduct for each of the items listed. The Contractor shall complete an itemized cost breakdown for each of the items listed. The itemization shall include units of labor and material plus overhead and profit.
131. Each trade contractor shall review the entire bulletin, including work of other trades, for revisions or clarifications regarding their own work. Any revision that causes a change to their contract but is not specifically mentioned in this bulletin should be brought to the attention of the Contractor in writing.
132. Contractor may propose a change by submitting a request for change to Architect, describing the propose change its full effect on the Work, with a statement describing the reason for the change, and the effect on the Contract Sum and Contract Time with full documentation and a statement describing the effect on Work by separate or other contractors. Document any requested substitutions in accordance with Section 01 6000.
133. Computation of Change in Contract Amount:
134. For change requested by Architect for work failing under a fixed price contract, the amount will be based on Contractor’s price quotation.
135. For change requested by Contractor, the amount will be based on the Contractor’s request for a change order as approved by Architect.
136. For pre-determined unit prices and quantities, the amount will based on the fixed unit prices.
137. For change ordered by Architect without a quotation from Contractor, the amount will be determined by Architect based on the Contractor’s substantiation of costs as specified for Time and Material work.
138. Substantiation of Costs: Provide full information required for evaluation.
139. Contractors shall not use cost scheduled (such as MCA – Mechanical Contractors Association) in determining total cost for extras. The subcontractor’s estimate shall be based on past experience of time and material to perform the work shall be used, if a time and material contract, the actual time it took to perform the work. A cost schedule may be used as a guide, however it shall not to be the sole source for preparing a cost for an extra.
140. Provide the following information for every change proposal request:
141. The amount of change in the contract sum, if any.
142. The amount of change in the contract time, if any, with explanation.
143. Cost breakdown, using schedule of values line items, separated into material and labor costs, additions and deletions, and with overhead and profit handled in the same manner as specified for the schedule of values.
144. The period of time within which the proposed changes in contract sum or time will be valid.
145. On request, provide following data:
146. Quantities of products, labor, and equipment.
147. Taxes, insurance and bonds.
148. Overhead and profit.
149. Justification for any change in Contract Time.
150. Credit for deletions from Contract, similarly documented.
151. Support each claim for additional costs with additional information:
152. Origin and date of claim.
153. Dates and times work was performed, and by whom.
154. Time records and wage rates paid.
155. Invoices and receipts for products, equipment, and subcontractors, similarly documented.
156. For Time and Material work, submit itemized account and supporting data after completion of change, within time limits indicated in the Conditions of the Contract.
157. Execution of Chang Orders: Architect will issue Change Orders for signatures of parties as provided in the Conditions of the Contract on AIA G701.
158. After execution of Change Orders, promptly revise Schedule of Values and Application for Payment forms to record each authorized Change Order as a separate line item and adjust the Contract Sum.
159. Promptly revise progress schedules to reflect any change in Contract Time, revise sub-schedules to adjust times for other items of work affected by the change, and resubmit.
160. Promptly enter changes in Project Record Documents.
161. **DEPARTMENT OF MANAGEMENT AND BUDGET MONTHLY REPORT (WHEN IDENTIFIED AND REQUIRED IN PROJECT CONTRACT DOCUMENTS)**
162. Provide monthly progress reports complying with the monthly progress report requirements of the Michigan Department of Management and Budget – Facilities Administration (DMB-FA). Reports shall include the following:
163. Copies of meeting minutes.
164. Copies of approved change orders.
165. Copies of all field orders.
166. Descriptions of any other changes to the final construction documents.
167. Other information as required by the DMB-FA, major Project Design Manual, Appendix 4, Attachment E.
168. Provide reports to the Project Manager by the 15th of the moth for the month preceding.
169. Provide above information and in accordance with the DMB-FA, Major Project Design Manual, Appendix 4, Attachment.
170. **LEED PROGRESS REPORTS (WHEN IDENTIFIED AND REQUIRED IN PROJECT CONTRACT DOCUMENTS)**
171. Concurrent with each Application for Payment, submit reports comparing actual construction and purchasing activities with LEED action plans for the following:
172. Credit MR 2.1 and 2.2: Waste reduction progress reports complying with Division 01 Section “Construction Waste management and Disposal”.
173. Credit MR 4.1 and 4.2: Recycled content.
174. Credit MR 5.1 and 5.2: Regionally manufactured materials and regionally extracted, harvested, or recovered materials.
175. **SECURITY PROCEDURES**
176. Each contractor shall:
177. Limit access to the site to persons involved in the work.
178. Provide security for all tools, equipment, devices, etc. Required or otherwise used for construction of this project, and for all materials which have been paid for by the Owner but not yet incorporated into the new construction.
179. Secure completed work as required to prevent loss.
180. **COORDINATION DRAWINGS**
181. Provide information required by Project Specifications for preparation of coordination drawings.
182. Review drawings prior to submission to Architect.
183. **SUBMITTAL PROCEDURES**
184. Submit a comprehensive submittal schedule as an insert in the submittal of the construction schedule or integrated into the construction schedule.
185. Transmit each submittal with contractor’s standard transmittal.
186. Submittals will be accepted from the General Contractor only. Submittals received from other entities will be returned without review or action.
187. Include referenced specification section.
188. Sequentially number the transmittal form. Revise submittals with original number and a sequential alphabetic suffix.
189. Identify Project, Contractor, Subcontractor or supplier; pertinent drawing and detail number, and specification section number, as appropriate on each copy.
190. Apply Contractor’s stamp, signed or initialed certifying that review, approval, verification of products required, field dimensions, adjacent construction work, and coordination of information is in accordance with the requirements of the work and contract documents.
191. Deliver submittals to Architect at business address.
192. Schedule submittals to expedite the project, and coordinate submission of related items.
193. Deliver each informational submittal prior to start of the work involved, unless the submittal is of a type which cannot be prepared until after completion of the work; submit promptly.
194. If a submittal must be processed within a certain time in order to maintain the progress of the work; state so clearly on the submittal.
195. For each submittal for review, allow 15 days excluding delivery time to and from the Contractor.
196. All a minimum of 1 week for processing of resubmittals.
197. If a submittal must be delayed for coordination with other submittals not yet submitted, the architect may at their option wither return the submittal with no action or notify the contractor of the other submittals which must be received before the submittal can be reviewed.
198. Identify variations from contract documents and product or system limitations which may be detrimental to successful performance of the completed work.
199. Provide space for Contractor and architect review stamps.
200. When revised for resubmission, identify all changes made since previous submission.
201. Distribute copies of reviewed submittals as appropriate. Instruct parties to promptly report any inability to comply with requirements.
202. Submittals not requested will not be recognized or processed.
203. Submittals will be reviewed, marked with appropriate action, and returned.
204. Architect will review submittals as appropriate. Instruct parties to promptly report any inability to comply with requirements.
205. Stamped “action” markings:
206. “Reviewed” action: Submittal has been reviewed for compliance with construction documents, no additional action necessary.
207. “Furnish as Corrected” action: Submittal – according to Architect’s review markings – has been reviewed and marked up for compliance with construction documents.
208. “Revise and Resubmit” action: Revise the submittal or prepare a new submittal complying with the comments made. Do not proceed with work items as shown on the submittal until a “revised and resubmitted” submittal has been review for compliance with construction documents by the Architect.
209. “Reject” and “Submit Specific Item” action: Prepare a new submittal complying with specified requirements. Do not proceed with work items related to submittal until new submittal has been approved by the Architect.
210. **SUBMITTALS FOR REVIEW**
211. When the following are specified in individual sections, submit them for review:
212. Product Data.
213. Submit manufacturer’s standard printed data sheets.
214. Identify the particular product being submitted; submit only pertinent pages.
215. Identify applicable options and accessories.
216. Show compliance with the specific standards referenced.
217. Show compliance with specified testing agency listings; show the limitations of the labels or seals.
218. Identify dimensions which have been verified by field measurement.
219. Shop Drawings.
220. Drawn to scale and scale noted on drawings.
221. Names of specific products and materials used.
222. Field measurements that have been taken, at accurate scale.
223. Details, identified by contract document sheet and detail numbers.
224. Coordination requirements; show relationship to adjacent or critical work.
225. Reproductions of contract documents are not acceptable as shop drawings.
226. Space for architect’s action marking shall be adjacent to the title block.
227. Sample for Selection.
228. Provide samples that are the same as propose product.
229. Provide sufficient quantity to properly illustrate full range of color, texture, or other variation that may be expected in finished work.
230. Tag with the following information: name of Architect, project title, contractor manufacturer, and supplier, and brand name or number identification, pattern color or finish designation.
231. Review and Coordinate submittals prior to submission to Architect.
232. Submit to Architect for review for the limited purpose of checking for conformance with information given and the design concept expressed in the contract documents.
233. Samples will be reviewed only for aesthetic, color, or finish selection.
234. After review, provide copies and distribute in accordance with SUBMITTAL PROCEDURES article below and for record documents purposes described in Section 01 7000- Execution Requirements.
235. Refer to attached copy of the Schedule of Submittals for a summary of submittals required for this project. This schedule is provided for convenience only and does not alleviate the Contractor of the responsibility for complying with submittal requirements of each section.
236. **FIRE HAZARD CLASSIFICATION SUBMITTALS**
237. Fire hazard classifications for materials as specified in the technical specification shall be those established by publication in Current Building Materials List published by Underwriters’ Laboratories, Inc., or certified to by notarized affidavit from Southwest Research Institute, or other agency acceptable to the State

Construction Code Commission.

1. Compliance: Where compliance is established by publication in Building Materials List, Trade Contractor shall so represent in writing to the Contractor.
2. Affidavit:
3. Where compliance is to be established by affidavit, Trade Contractor shall submit properly notarized affidavit that the material has been tested in accordance with requirements of ASTM E84, ASTM E119, or other specified standard, and found to quality for the specified classifications.
4. The affidavit for testing is to be certified by the manufacturer for material and by the installer for installation.
5. Affidavit shall state the name of the testing agency.
6. Six copies of affidavits and other representations of compliance shall be submitted to the Contractor at time of shop drawing or sample submittal, whichever comes first.
7. **FIRE MARSHAL AFFIDAVITS**
8. The requirements specified hereinafter refer to compliance with Codes and regulations of governing authorities referred to in Section 01 1000 “Summary”.
9. Submit in triplicate, notarize affidavits for the products required as specified in the various technical sections of the specifications. Affidavits shall be submitted to the appropriate Office of Fire and Safety field office responsible for the project. Affidavit shall be signed and notarized, an in the following format:
10. AFFIDAVIT
11. This is to clarify that, (Name of Product) which was or will be furnished to (Company making Application of Product) for (Job or Project Name and Address) is the same in all respects in content, and specifications for mixing and/or application as the specimen tested by (Name of Lavatory) on their project or test number (Test Number) dated (Date of Test).
12. Flame Spread \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
13. Fuel Contributed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
14. Smoke Developed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
15. **SUBMITTALS FOR INFORMATION**
16. When the following are specified in the individual sections, submit them for information:
17. Design data.
18. Certifications.
19. Test reports.
20. Inspection reports.
21. Manufacturer’s instructions.
22. Manufacturer’s field reports.
23. Permits, Licenses and Certifications: For the Owner’s records, submit copies of permits, licenses, certifications, inspection reports, releases, jurisdictional settlements, notices, receipts for fee payments, judgments, and similar documents, correspondence, and records established in conjunction with compliance with standards and regulations bearing upon performance of the work.
24. Submit for Architect’s knowledge as contract administrator or for Owner.
25. **NUMBER OF COPIES OF SUBMITTALS**
26. Documents for Review: All drawings submitted shall be drawn to scale and scale noted on drawings.
27. Small Size Sheets, not larger than 8-1/2 x 11 inches: Submit the number of copies which the Contractor requires, plus two copies which will be retained by the Architect plus one copy to be retained by Owner.
28. Larger sheets, not larger than 24 x 36 inches: Submit the number of copies which Contractor requires, plus two copies which will be retained by the Architect.
29. Larger Sheets, not larger than 36 x 48 inches: submit the number of opaque reproductions which Contractor requires, plus two copies which will be retained by Architect.
30. Documents for Information: Submit two copies
31. No copies will be returned unless action is required.
32. Documents for Project Closeout: Make two reproduction of submittal originally reviewed. Submit one extra of submittals for information.
33. Sample: Submit the number of samples which the Contractor requires, plus two samples which will be retained by the Architect.
34. Retained samples will not be returned to Contractor unless specifically so stated.
35. **DOCUMENTS FOR PROJECT CLOSEOUT**
36. When the following are specified in individual sections, submit them at project closeout:
37. Project record documents.
38. Operation and maintenance data.
39. Warranties.
40. Bonds.
41. Affidavits of fire ratings for all finish materials and products as required by the State of Michigan.
42. Other types as indicted.
43. Submit for Owner’s benefit during and after project completion.
44. All documents required for project closeout shall also be submitted electronically, in Adobe PDF format, and bookmarked per CSI 2004 format.
45. Entry of LEED data into USGBC System.
46. **PROJECT RECORD DOCUMENTS**
47. General Contractor shall mark a set of prints so as to keep an accurate, on-going record of all deviations from the approved design drawings and specifications which may occur in the work as actually constructed. Give particular attention to information on concealed work which might be difficult to identify or measure and record at a later date. Mark up whichever drawing is most capable of showing the actual “field” condition fully and accurately; however, if shop drawings are used for mark-up, record a cross-reference at the corresponding location on the working drawings.
48. Where the actual work differs from that shown on the drawings, mark this set to show the actual work.
49. Mark location of concealed items before they are covered by other work.
50. Mark either record contract drawings or chop drawings, whichever are best suited to show the change.
51. Note related change-order number where applicable.
52. General Contractor shall not use record set of drawings for construction purposed unless set can be kept reasonably clean and net. If necessary (Architect to be sole judge), contractor shall purchase from Architect/Engineer a new set of blue/black-line prints near completion of job for purpose of transferring change notations from job prints to new set of record prints. This set will constitute “Record Documents”.
53. Maintain record documents in a secure location at the site while providing for access by the Contractor and the architect during normal working hours.
54. Job superintendent shall himself maintain set of record document submittal or this task shall be assigned to some other responsible person.
55. Record information as soon as possible after it is obtained.
56. Record the following types of information on all applicable record documents these documents shall include Drawings and Specifications:
57. Addenda, note identification numbers if applicable.
58. Change orders and other modification to the Contract, note identification numbers if applicable.
59. Final approved shop drawings, product data, and samples.
60. Dimensional changes.
61. New and revised details.
62. Measured depths of foundations in relation to finish first floor datum.
63. Measured horizontal and vertical locations of underground utilities and appurtenances, referenced to permanent surface improvements.
64. Actual sizes and routing of ducts, piping and conduits.
65. Revisions to electrical circuits.
66. Actual equipment locations.
67. Measured locations of internal utilities and appurtenances concealed in construction, referenced to visible and accessible features of the Work.
68. New information which may be useful to the Owner, but which was not shown in either the contract documents or submittals.
69. Legibly mark and record at each product section description of actual products installed, including the following:
70. Manufacturer’s name and product model and number.
71. Product substitutions or alternates utilized.
72. Changes made by Addenda and modifications.
73. Keep drawings in labeled, bound sets.
74. Mark with red erasable pencil.
75. Mark work of separate contracts with different colors of pencils.
76. Incorporate new drawings into existing sets, as they are issued.
77. Where record drawings are also required as part of operation and maintenance data submittals, copy marks to another opaque print obtained from the architect.
78. Transmittal to Owner:
79. Collect, organize, label, and package ready for reference.
80. Label document with “PROJECT RECOR DOCUMETNS – This document has been prepared using information furnished by “\_\_\_\_” (insert the contractor’s name), and the date of preparation.
81. Submit to the Architect for transmittal to the Owner, unless otherwise indicated.
82. Final payment will not be made until all record documents are properly completed and delivered to the Architect for transmittal to Owner.
83. Ensure entries are complete and accurate, enabling future reference by Owner.
84. Record Drawings and Shop Drawings: Legibly mark each item to record actual construction.
85. **OPERATION AND MAINTENANCE DATA**
86. For Each Product or System: List names, addresses and telephone numbers of Subcontractors and suppliers, including local source of supplies and replacement parts.
87. Product Data: Mark each sheet to clearly identify specific products and component parts, and data applicable to installation. Delete inapplicable information.
88. Drawings: Supplement product data to illustrate relations of component parts of equipment and systems, to show control and flow diagrams. Do not use Project Record Documents as maintenance drawings.
89. Typed Text: As required to supplement product data. Provide logical sequence of instructions for each procedure, incorporating manufacturer’s instructions.
90. **OPERATION AND MAINTENANCE DATA FOR MATERIALS AND FINISHES**
91. For Each Product, Applied Material, and Finish:
92. Product data, with catalog number, size, composition, and color and texture designations.
93. Information for re-ordering custom manufactured products.
94. Instructions for Care and Maintenance: Manufacturer’s recommendations for cleaning agents and methods, precautions against detrimental cleaning agents and methods, and recommended schedule for cleaning and maintenance.
95. Moisture protection and weather-exposed products: Include product data listing applicable reference standards, chemical composition, and details of installation. Provide recommendations for inspections, maintenance, and repair.
96. Additional information as specified in individual product specification sections.
97. Provide a listing on Table of Contents for design data, with tabbed fly sheet and space for insertion of data.
98. **OPERATION AND MAINTENANCE DATA FOR EQUIPMENT AND SYSTEMS**
99. For Each Item of Equipment and Each System:
100. Description of unit or system, and component parts.
101. Identify function, normal operating characteristics, and limiting conditions.
102. Include performance curves, with engineering data and test.
103. Complete nomenclature and model number of replaceable parts.
104. Panelboard Circuit Directions: Provide electrical service characteristics, controls and communications; typed.
105. Include color coded wiring diagrams as installed.
106. Operating Procedures: Include start-up. Break-in, and routine normal operating instructions and sequences. Include regulation, control, stopping, shut-down, and emergency instructions. Include summer, winter, and any special operating instructions.
107. Maintenance Requirements: Include routine procedures and guide for preventative maintenance and troubleshooting; disassembly, repair, and reassembly instructions; and alignment, adjusting, balancing, and checking instructions.
108. Provide servicing and lubrication schedule, and list of lubricants required.
109. Include manufacturer’s printed operation and maintenance instructions.
110. Include sequence of operation by controls manufacturer.
111. Provide original manufacturer’s parts list, illustrations, assembly drawings, and diagrams required for maintenance.
112. Provide control diagrams by controls manufacturer as installed.
113. Provide Contractor’s coordination drawings, with color coded piping diagrams as installed.
114. Provide charts of valve tag numbers, with location and function of each valve, keyed to flow and control diagrams.
115. Provide list of orginial manufacturer’s spare parts, current prices, and recommended quantities to be maintained in storage.
116. Include test and balancing reports.
117. Additional Requirements: As specified in individual product specification sections.
118. **OPERATION AND MAINTENANCE MANUALS**
119. Prepare instruction and data by personnel experienced in maintenance and operation of described products.
120. Prepare data in the form of an instructional manual.
121. Binders: Commercial quality, 8-1/2 x 11 inch three ring binders with durable plastic covers; 3 inch maximum ring size, with pocket folders for folded sheet information. When multiple binders are

used, correlate data into related consistent groupings. Mark the appropriate identification on both front and spine of each binder.

1. Cover: Identify each binder with typed or printed title OPERATION AND MAINTENANCE INSTRUCTIONS; identify title of Project; identify subject matter of contents.
2. Provide tabbed dividers for each separate product and system, with typed description of product and major component parts of equipment.
3. Text: Manufacturer’s printed data, or typewritten data on 24 pound paper.
4. Drawings: Provide with reinforced punched binder tab. Bind in with text; fold larger drawings to size of text pages.
5. Arrange content by systems under section numbers and sequence of Table of Contents of this Project Manual.
6. Contents: Prepare a table of Contents for each volume, with each product or system description identified, in three parts as follows:
7. Part 1: Directory, listing names, addresses, and telephone numbers of Architect, Contractor, Subcontractors, and major equipment suppliers.
8. Part 2: Operation and maintenance instructions, arranged by system and subdivided by specification section. For each category, identify names, addresses, and telephone numbers of Subcontractors and Suppliers.
9. Significant design criteria.
10. List of equipment.
11. Parts list for each component, with ordering data.
12. Product data giving equipment and function description, with normal operation characteristics and limiting conditions.
13. Starting, operating, and troubleshooting procedures.
14. Emergency instructions.
15. Cleaning and maintenance requirements and procedures.
16. External finish maintenance requirements.
17. List of maintenance materials required.
18. List of special tools required.
19. Recommended quantity of spare parts to be maintained in storage.
20. Wiring diagrams.
21. Local source of replacements, replaceable parts and supplies.
22. Operating instructions.
23. Maintenance instruction for equipment and systems.
24. Maintenance instructions for special finishes, including recommended cleaning methods and materials, and special precautions identifying detrimental agents.
25. Part 3: Project documents and certificates, including the following:
26. Shop drawings and product data.
27. Air and water balance reports.
28. Certificates.
29. Photocopies of warranties and bonds.
30. Provide a listing in Table of Contents for design data, with tabbed dividers and space for insertion of data.
31. Table of contents: Provide title of Project; names, addresses, and telephone numbers of Architect, Consultants, and Contractor with name of responsible parties; schedule of products and systems, indexed to content of the volume.
32. All documentation required above shall also be submitted electronically, in Adobe PDF Format, and bookmarked per CSI 2004 format.
33. Final payment will not be made until all record documents are properly completed and delivered to Architect for transmittal to Owner.

**END OF SECTION 01 3000**

**SECTIO 01 4000 – QUALITY REQUIREMENTS**

**PART 1 GENERAL**

1. **RELATED SECTIONS**
2. Section 01 6000 – Product Requirements: Requirements for material and product quality.
3. Section 00 7000 – General Conditions: Performance bond and labor and material payment bonds, warranty, and correction of work.
4. Section 01 3000 – Administrative Requirements: Submittals procedures, shop drawings, product data, and sample.
5. Section 01 7000 – Executive Requirements: Contract closeout procedures.
6. Section 01 4340 – Mockups and field Quality Control Testing.
7. Individual Product Sections: Specific requirements for operation and maintenance data.
8. Individual Product Sections: Warranties require for specific products or Work.
9. **REFERENCES**
10. ASTM C 1021 – Standard Practice for Laboratories Engaged in Testing of Building Sealants; 2001.
11. ASTM C 1077 – Standard Practice for Laboratories Testing Concrete and Concrete Aggregates foe Use in Construction and Criteria for Laboratory Evaluation; 2003a.
12. ASTM C 1093 – Standard Practice for Accreditation of Testing Agencies for Unit Masonry; 1995 (Reapproved 2001).
13. ASTM D 3740 – Standard Practice for Minimum Requirements for Agencies Engaged in the Testing and/or Inspection of Soil and Rock as Used in Engineering Design and Construction; 2001.
14. ASTM E 329 – Standard Specification for Agencies Engaged in the Testing and/or Inspection of Materials Used in Construction; 2003.
15. ASTM E 543 – Standard Practice for Agencies Performing Nondestructive Testing; 2002.
16. **SUBMITTALS**
17. Testing Agency Qualifications:
18. Prior to start of Work, submit agency name, address, and telephone number, and names of full time registered Engineer and responsible officer.
19. Submit copy of report of laboratory facilities inspection made by NIST Construction Materials Reference Laboratory during most recent inspection, with memorandum of remedies of any deficiencies reported by the inspection.
20. Manufacturer’s Field Reports: Submit reports for Architect’s benefit as contract administrator or for Owner.
21. Submit report in duplicate within 30 days of observation to Architect for information.
22. Submit for information for the limited purpose of assessing conformance with information given and the design concept expressed in the contract documents.
23. **REFERENCES AND STANDARDS**
24. The following documents are considered to be part of the contract and must be accessed by the Contractor at the websites listed below.

Central Michigan University Design Standards located at: Central Michigan University Design Standards published at: <https://www.cmich.edu/offices-departments/finance-administrative-services/facilities-management/university-engineering-and-planning/design-standards>

1. **SPECIAL INSPECTIONS**
2. The contractor will be required to coordinate the testing schedule, timing, etc. Testing shall include the following types of construction.
3. Concrete constructions.
4. Structural steel constructions.
5. Masonry wall constructions
6. Steel bar joists.
7. Shop constructed steel frames and steel truss nits.
8. Cold Formed Metal framing.
9. Shop constructed wood frames, wood truss and wood joists units.
10. Applied Fireproofing.
11. Refer to attached Testing and Inspection schedule for additional information on testing and inspection responsibilities.
12. **TESTING AND INSPECTION AGENCIES**
13. The Contractor shall create scope of work, issue testing bid documents and make recommendations to the Owner. The Owner will issue and hold contract with the testing agency.

The following is a list of acceptable agencies:

1. Driesenga & Associates

7989 Mackinaw trail

Cadillac, MI 49601

P: (616) 775-7769

F: (616) 775-XXXX

1. Materials Testing Consultants

693 Plymouth Ave. NE

Grand Rapids, MI 49546

P: (616) 465-5469

F: (616) 456-5758

1. McDowell & Associates

3730 James Savage Rd

Midland, MI 48642

P: (989) 496-3610

F: (989) 496-3190

1. Professional Service Industries, Inc.

45749 helm St

Plymouth, MI 48170

P: (734) 453-7900

F: (734) 453-0724

1. Pro-MED Engineering Services, Inc.

109 E. Lincoln St.

Grand Ledge, MI 48837

P: (517) 627-8532

F: (517) 627-2562

1. Soil & Materials Engineers, Inc.

1501 W. Thomas St.

Bay City, MI 48706

P: (989) 684-6050

F: (989) 684-0210

1. Employment of agency in no way relieves Contractor of obligation to perform Work in accordance with requirements of Contract Documents.
2. Contractor Employed Agency:
3. Testing agency: Comply with requirements of ASTM E 329, ASTM E 543, ASTM C 1021, ASTM C 1093 and ASTM D 3740.
4. Inspection agency: Comply with requirements of ASTM D 3740 and ASTM E 329.
5. Laboratory Staff: Maintain a full time registered Engineer o staff to review services
6. Testing Equipment: calibrated at reasonable intervals either by NIST or using an NIST established Measurement Assurance Program, under a laboratory measurement quality assurance program.
7. Refer to applicable specification sections for Inspection schedule and additional information on testing and inspection responsibilities.
8. **COORDINATION**
9. Cooperate with other entities performing quality control activities.
10. Provide samples of materials and design criteria as indicated and when requested.
11. **SEQUENCING**
12. The Contractor shall coordinate quality control activities to avoid delay and to make it unnecessary to uncover work for testing or inspection.
13. No claims for extension of time or additional costs will be allowed due to testing activities.

**PART 2 PRODUCTS – NOT USED**

**PART 3 EXECUTION**

1. **CONTROL OF INSTALLATION**
2. Monitor quality control over suppliers, manufacturers, products, services, site conditions, and workmanship, to produce Work of specified quality.
3. The Contractor shall maintain and manage an observation log of all quality control issues including input from the Contractor, Architect, Owner, and consultants including but not limited to the inspection and testing agency with the exception of the Commissioning Agent. A separate commissioning log will be maintained and managed by the Commissioning Agent. The intent is to ensure al construction is completed in a good and workmanlike manner, to the industry standards of quality, fit, and finish, and in accordance with all legal requirements and the Contract Documents.
4. Comply with manufacturers’ instructions, including each step in sequence.
5. Keep a record of instructions and recommendations which supplement or conflict with the manufacturer’s written instructions.
6. Should manufacturers’ instruction conflict with Contract Documents, request clarification from Architect before proceeding with the project.
7. Comply with specified standards as minimum quality for the Work except where more stringent tolerances, codes, or specified requirements indicate higher standards or more precise workmanship.
8. Have Work performed by persons qualified to produce required and specified quality.
9. Verify that field measurements are as indicated on shop drawings or as instructed by the manufacturer.
10. Secure products in place with positive anchorage devices designed and sized to withstand stresses, vibration, physical distortion, and disfigurement.
11. **MOCK-UPS**
12. Tests will be performed under provision identified in this section and identified in the respective product specification sections.
13. Assemble and erect specified items with specified attachment and anchorage devices, flashings, seals and finishes.
14. Accepted mock-ups shall be a comparison standard for the remaining Work.
15. Where mock-up has been accepted by Architect and is specified in product specification sections to be removed, remove mock-up and clear area when directed to do so.
16. Refer to Division 01 Section “Mockups and Field Quality Testing” for additional requirements related to mock-ups and field testing.
17. **TESTING AND INSPECTION**
18. See individual specification sections and Division 01 Section “Mock-ups and Field Quality Testing for additional information regarding field testing. Refer to attached Testing and Inspection schedule for additional information on testing and inspection responsibilities.
19. Inspections: If any laws, ordinances, rules, regulations or orders of any public authority having jurisdiction require any portion of the Work to be inspected, tested or approved, the Contractor doing the work shall be responsible for arranging, providing, and paying for such inspections testing or approval requirements.
20. Testing Agency Duties:
21. Test samples of mixes submitted by Contractor.
22. Provide qualified personnel at site. Cooperate with Architect and Contractor in performance of services.
23. Perform specified sampling and testing of products in accordance with specified standards.
24. Ascertain compliance of materials and mixes with requirements of Contract Documents.
25. Promptly notify Architect and Contractor of observed irregularities or non-conformance of Work or products.
26. Perform additional tests and inspections required by Architect.
27. Attend preconstruction meetings and progress meetings.
28. Submit reports of all tests/inspections specified.
29. Limits of Testing/Inspection Agency Authority:
30. Agency may not release, revoke, alter, or enlarge on requirements of Contract Documents.
31. Agency may not approve or accept any portion of the Work.
32. Agency may not assume any duties of Contractor.
33. Agency has no authority to stop the Work.
34. Contractor Responsibilities:
35. Deliver to agency at designated location, adequate samples of materials proposed to be used which require testing, along with proposed mix designs.
36. Cooperate with laboratory personnel, and provide access to the Work and to manufacturers’ facilities.
37. Provide incidental labor and facilities:
38. To provide access to Work to be tested/inspected.
39. To obtain and handle samples at the site or at source of Products to be tested/inspected.
40. To facilitate tests/inspections.
41. To provide storage and curing of test sample.
42. Notify Architect and laboratory 24 hours prior to expected time for operations requiring testing/inspection services.
43. Employ services of an independent qualified testing laboratory and pay for additional samples, tests, and inspections required by Contractor beyond specified requirements.
44. Arrange with Owner’s agency and pay for additional samples, tests, and inspections required by Contractor beyond specified requirements.
45. Re-testing required because of non-conformance to specified requirements shall be performed by the same agency on instructions by Architect. Payment for re-testing will be charged to the Contractor by deducting testing charges from the Contract Price.
46. Test Reports: After each test/inspection, promptly submit two copies of report to Architect and to Owner.
47. Submit copies directly to governing authorities when so directed.
48. Include:
49. Date issued
50. Project title and number.
51. Name of inspector.
52. Date and time of sampling or inspection.
53. Identification of product and specifications section
54. Location in the Project.
55. Type of test/inspection.
56. Date of test/inspection.
57. Results of test/inspection.
58. Conformance with Contract Documents.
59. When requested by architect, provide interpretation of results.
60. Test reports are submitted for Architect’s knowledge as contract administrator or for the Owner, for information for the limited purpose of assessing conformance with information give and the design concept expressed in the Contract Documents.
61. **MANUFACTURERS’ FIELD SERVICES**
62. When specified in individual specification sections, require material or product suppliers or manufacturers to provide qualified staff personnel to observe site conditions, conditions of surfaces and installation, quality of workmanship, start-up of equipment, test, adjust and balance of equipment as applicable, and to initiate instructions when necessary.
63. Submit qualifications of observer to Architect 30 days in advance of required observations.
64. Observer subject to approval of Architect.
65. Observer subject to approval of Owner.
66. Report observations and site decisions or instructions given to applicators or installers that are supplemental or contrary to manufacturers’ written instructions.
67. **DEFECT ASSESSMENT**
68. Replace Work or portions of the Work not conforming to specified requirements.
69. If, in the opinion of Architect, it is not practical to remove and replace the Work, Architect will direct an appropriate remedy or adjust payment.
70. **PROTECTION AND REPAIR**
71. When work is uncovered during quality control activities, provide protection from damage.
72. Correct work damaged by quality control activities; where repair is indicated as an unacceptable method, replace the work.

**END OF SECTION 01 4000**

**SECTION 01 5000 – TEMPORARY FACILITIES AND CONTROLS**

**PART 1 GENERAL**

1. **DEFINITIONS**
2. Temporary Facilities: Construction, fixtures, fittings, and other built items required to accomplish the work but which are not incorporated into a finished work.
3. Temporary Utilities: A type of temporary facility; primary sources of electric power, water natural gas supply, etc., obtained from public utilities, other main distribution systems, of temporary sources constructed for the project, but not including the fixtures and equipment served.
4. Temporary Services: Activities required during construction which do not directly accomplish the work.
5. Construction Equipment: A type of temporary facility, consisting of fixed equipment use to accomplish the work, determined by the method the contractor chooses to accomplish the work.
6. **SUBMITTALS**
7. Reports of inspections, test, and approvals for the installation and use of construction facilities, which are made or given by public authorities.
8. Copies of permits required by public authorities.
9. **QUALITY ASSURANCE**
10. Comply with requirements of governing authorities, as to type, quantity, location, and use of temporary facilities and services.
11. Comply with requirements of public utilities affected.
12. **PROJECT CONDITION**
13. The “General Contractor” shall maintain control regarding the installation, connections to and maintenance of equipment used in providing temporary services to the site. The “using contractor” shall make arrangements with the General Contractor for services used during course of project until permanent system of building is in operation.
14. The General Contractor shall coordinate the connections to the Owner’s existing energy systems to be used for temporary and/or permanent system usage. The Owner will pay for energy used from the existing systems.
15. The General Contractor shall regulate and control the use of all utilities so as to not needlessly waste water or energy without proper regard for conservational or ecological consideration.
16. The contractor requiring easements shall obtain easements where required.
17. That contractor shall pay all necessary fees for required easements, and said fees shall be included in contractor’s proposal amount.
18. Each permanent facility used for construction purposes shall be operated, maintained, and protected during such use by the original installer.
19. Specified warranties shall not be reduced or voided by temporary use.
20. **SEQUENCING AND SCHEDULING**
21. Remove facilities before substantial completion.
22. **TEMPORARY UTILITIES – GENERAL**
23. Water and electrical energy will be made available only as they presently exist. Provide and pay for such connections to, extensions from, and means of using these utilities as ay be required.
24. **TEMPORARY ELECRICITY**
25. Cost: By Owner.
26. Connect to Owner’s existing power service.
27. Do not disrupt Owner’s need for continuous service.
28. Exercise measures to conserve energy.
29. Provide temporary electric feeder from existing building electrical service at location as directed.
30. Complement existing power service capacity and characteristics as required.
31. Provide power outlets for construction operations, with branch wiring and distribution boxes located as required. Provide flexible power cords as required.
32. Provide main service disconnect and over-current protection at convenient location and meter.
33. Permanent convenience receptacles may be utilized during construction.
34. Provide adequate distribution equipment, wiring, and outlets to provide single phase branch circuits for power and lighting.
35. Provide 20 ampere duplex outlets, single phase circuits for power tools for every 500 sq. ft. of active work area.
36. Provide 20 ampere, single phrase branch circuits for lighting.
37. Electrical Trades shall provide temporary service for light and power required for construction by all trades until permanent system is in operation. All materials, procedures, installations, etc. shall be in full compliance with requirements of Part 17, Electrical Standards, of Rules for Construction Safety issued pursuant to Michigan Occupational Safety and Health Act.
38. Provide 120/240V, single phrase, three-wire service and branch wiring per O.S.H.A. Lighting Standard, Subpart D, Rule 1926.56 (a) and (b) for 120V lighting and small tool power outlets throughout building addition.
39. General lighting, consisting of 150 watt (minimum) lamps and weatherproof sockets, and power outlets, consisting of 120 volt pendant type cord connectors for fractional horsepower electrical tools, shall be installed. However, incandescent lighting will be kept to a minimum for proposes of energy conservation. All incandescent lighting should be dimmed 10% to increase lamp life. Incandescent lamps shall be 125-volt inside frosted. Fluorescent fixtures or compact Fluorescent are preferred by the University. Commercial fluorescent fixtures shall be all metal with hinged shielding louver or lens. Hinges shall operate and release without deforming louver.
40. Interior lighting shall be shielded so as not to spill off the construction site.
41. Lamp holders shall be rubber covered, hard-usage type with soldered pigtail connections properly taped and threaded sockets.
42. Provide maintenance service for temporary power and lighting facilities (including lamps) during regular working hours. Any additional maintenance service required during overtime work, on Saturdays, Sundays, or holidays shall be arranged for and paid by Trades requiring same.
43. If any Tradesman require additional extensions in order to properly complete their work, they shall furnish their own cords, lamps, connectors, etc. as their needs require.
44. All construction power tools shall be fed from temporary power source only.
45. Electrical trades shall provide temporary connections for testing or operating permanent new fan motors, pumps, burners, unit heaters, motors, and similar units, when temporary heat or ventilation is required during construction.
46. After installation of permanent lighting system, it may be used for construction lighting as required.
47. Temporary feeder cables from main disconnects to panels shall be routed through building and securely fastened to structure. Care should be taken to incorporate temporary feeder with permanent line, if possible.
48. Complete installation shall be in compliance with all applicable codes. Electrical Contractor’s estimate will allow removal and salvage of temporary service when it is no longer required.
49. **TEMPORARY LIGHTING FOR COSTRUCTION PURPOSES**
50. Temporary Lighting shall comply with CMU Design Standards, Division 26 – Electrical.
51. Permanent building lighting may be utilized during construction.
52. Maintain site walkway lighting as indicated on Drawings.
53. **WEATHER PROTECTION (IF REQUIRED BY CONTRACT DOCUMENTS)**
54. All temporary enclosures, heating devices, fuel, etc. and all labor and services required therefore to protect materials in storage, work in progress and completed construction from damage to defacement due to any usual or unusual condition(s) of weather prior to time that building is completely and permanently enclosed (all exterior building construction – walls, doors, windows, louvers, roofs, etc. – 100% complete and weathertight) shall be considered “Weather Protection”.
55. General Contractor shall provide and maintain weather protection as may be required by all trades to properly protect work from damage during construction. Heat shall be maintained around clock (24 hours per day, seven days per week) as necessary to fully meet contract requirements.
56. **TEMPORARY HEATING (IF REQUIRED BY CONTRACT DOCUMENTS)**
57. All heating requirements for construction after building is completely and permanently enclosed (see WEATHER PROTECTION) and prior to acceptance or occupancy of building by Owner shall be classified temporary heat.
58. Except as provided in paragraphs following the General Contractor shall provide all temporary heat required for proper and timely completion of total project. This shall include temporary space heaters with vent pipes, adequate controls, fuel, attendants, supervision, etc.
59. Except as required by specific finish trades specifications, temperature within building shall be maintained at not less than 50 degrees F during working hours and at not less than 40 degrees F at all other times. General Contractor shall provide six (6) project thermometers, one (1) outside and five (5) inside building. These shall be used by Owner, Architect/Engineer, and Contractor to monitor temperature heating period.
60. Mechanical Trades shall provide early use of all or part of permanent heating system for supplementary heating subject to approval by Architect/Engineer.
61. NOTE: Term “Mechanical Trades” as used in the Section means Contractor (or subcontractor) for Building Mechanical Work.
62. When permanent heating equipment is used for temporary heating, all units shall be fitted with disposable type filters which shall be changes at regular intervals as directed by Architect/Engineer. At end of temporary heating period and prior to being turned over to Owner, heating units shall be thoroughly cleaned and permanent filters installed. Mechanical tradesman shall be responsible for operation, maintenance, cleaning, and warranty of these units during temporary heating period.
63. Owner will pay fuel bills for temporary heat provided by permanent heating system (only). Owner will not pay for fuel used in temporary heating devices.
64. Provide heating devices and heat as needed to maintain specified conditions for construction operations.
65. Maintain minimum ambient temperature of 50 degrees F in areas where construction is in progress, unless indicated otherwise in specifications.
66. Owner’s existing heat plant may be used.
67. Exercise measures to conserve energy.
68. Enclose building prior to activating temporary heat.
69. Provide separate metering and reimburse Owner for cost of energy used.
70. Prior to operation of permanent equipment for temporary heating purposes, verify that installation is approved for operation, equipment is lubricated and filters are in place. Provide and pay for operation, maintenance, and regular replacement of filters and worn or consumed parts.
71. **TEMPORARY COOLING (IF REQUIRED BY CONTRACT DOCUMENTS)**
72. Provide cooling devices and cooling as needed to maintain specified conditions for construction operations.
73. Maintain maximum ambient temperature of 80 degrees F in areas where construction is in progress, unless indicated otherwise in specifications.
74. Owner’s existing cooling plant may be used.
75. Exercise measures to conserve water.
76. Enclose building prior to activing temporary cooling.
77. Provide separate metering and reimburse Owner for cost of energy used.
78. Prior to operation of permanent equipment for temporary cooling purposes, verify that installation is approved for operation, equipment is lubricated and filters are in place. Provide and pay for operation, maintenance, and regular replacement of filters and worn or consumed parts.
79. **TEMPORARY VENTILATION**
80. Existing ventilation equipment may not be used.
81. **TEMPORARY WATER SERVICE (IF REQUIRED BY CONTRACT DOCUMENTS)**
82. Contractor requiring service shall make necessary arrangements with the Owner for use of water adequate for construction operations. All “arrangements” are to be included in base bid proposal.
83. Provide and maintain suitable quality water service for construction operations at time of project mobilization.
84. Connect to existing water source.
85. Exercise measures to conserve water.
86. Provide separate metering.
87. Extend branch piping with outlets located so water is available by hoses with threaded connections. Provide temporary pipe insulation to prevent freezing.
88. Piped water service:
89. Do not use permanent piping system to distribute non-potable water.
90. Connect to existing water main.
91. Provide meter and shut-off valve.
92. Disinfect temporary piping before use.
93. Take precautions to prevent damage due to leaks and spills inside building.
94. Connection shall include valve pit, valves, metering, piping, etc., necessary to comply with requirements of supplier, and shall conform to all applicable requirements of Federal, State, and Municipal regulations and authorities having jurisdiction. Distribution center shall be located in work area so as to provide maximum utility and minimal interference with execution of work.
95. Supply of hoses, barrels or other equipment necessary to move water to work locations shall be responsibility of subcontractor requiring water. General Contractor may at their own discretion and expense install service lines from distribution center to site locations where major quantities of water will be required, if such lines are used try to position same so as to avoid interference with execution of work.
96. Maintain service until building service is usable and acceptable to Owner’s representative. Any damage to faucets or other items of building service, when use id permitted, shall be repaired.

Damaged units shall be replaced without cost to Owner and to satisfaction of Owner’s Representative.

1. At completion of use: remove all lines, valves and other items, and arrange for backfilling of excavations for lines, pits, etc., as part of site restoration work for each particular areas.
2. **TELEPHONE SERVICE/DATA SERVICE (IF REQUIRED BY CONTRACT DOCUMETNS)**
3. Maintain and pay for facsimile service, data and a dedicated telephone line to field office at time of project mobilization.
4. **BARRIERS (IF REQUIRED BY CONTRACT DOCUMENTS)**
5. Provide barriers to prevent unauthorized entry to construction areas, to allow for owner’s use of site and to protect existing facilities and adjacent properties from damage from construction operations and demolition.
6. Provide barricades and covered walkways required by governing authorities for public rights-of-way and for public access to existing building.
7. Provide protection for plants designated to remain. Replace damaged plants.
8. Protect non-owned vehicular traffic, stored materials, site, and structures from damage.
9. **FENCING (IF REQUIRED BY CONTRACT DOCUMENTS)**
10. Construction: Commercial grade chain link fence.
11. Provide fence around construction site to match existing construction fence; equip with vehicular and pedestrian gates with locks as required to secure necessary ingress and egress from site.
12. **EXTERIOR ENCLOSURES (IF REQUIRED BY CONTRACT DOCUMENTS)**
13. Provide temporary insulated weather tight closure of exterior openings to accommodate acceptable working conditions and protection for Products, to allow for temporary heating and maintenance of required ambient temperatures identified in individual specification sections, and to prevent entry of unauthorized persons. Provide access doors with self-closing hardware and locks.
14. **SECURITY**
15. Provide security and facilities to protect Work, existing facilities, and Owner’s operations from unauthorized entry, vandalism, or theft.
16. Coordinate with Owner’s security program.
17. **VEHICULAR ACCESS AND PARKING**
18. Coordinate access and haul routes with governing authorities and Owner.
19. Provide and maintain access to fire hydrants, free of obstructions.
20. Provide means of removing mud from vehicle wheels before entering streets.
21. Designated existing on-site roads may be used for construction traffic.
22. The Contractor shall be subject to all campus motor vehicle regulations and procedures while performing work under this Contract.
23. Vehicles belonging to Contractors working on an active Central Michigan University project displaying a company logo do not need to acquire a parking permit. All vehicles used by the Contractor and their employees, that do not display a company logo, must adhere to the University Vendor Parking Permit Policy. Vendor Parking Permits are issued online by CMU Parking Services Self Service Portal: <https://parking.cmich.edu> .
24. Contractors shall park in designated Central Michigan University parking lots. Contractors shall not park in handicap parking space unless they also display a valid handicap parking permit.
25. Vehicles used for delivery of materials may be parked at the building site service area for unloading and loading purposes only.
26. Vehicles shall not be parked on the “critical path” which serves persons with disabilities and other pedestrians, unless approved by the Project Manager, communicated to the campus community by

the project manager and attended (by a person or guard to warn) or that has both visual and low auditory alarms.

1. It is understood that Contractors may need to drive/park on sidewalks, stripped areas etc. for the purpose of loading or unloading. However Contractors are expected to minimize the number of times this is done and the length of time they are parked there. Whenever possible Contractors shall avoid driving on the sidewalks and use alternate methods (e.g. hand buggies) to transfer materials. If driving on the sidewalk is required to access a building the Contractors shall unload material and tools and then move their vehicle to a designated Central Michigan University parking lot.
2. Contractors are expected to protect CMU sidewalk, sprinkler systems and landscape; and shall repair any damage that occurs due to vehicles owned by the Contractor and their employees.
3. Failure to use designated parking lots or areas or to follow rules will result in “Parking Citations” being issued for which the Contractor shall be solely responsible.
4. **WASTE REMOVAL**
5. Provide waste removal facilities and services as required to maintain the site in clean and orderly condition.
6. Provide containers with lids. Remove trash from site at minimum on a weekly basis. Comply with Contract Documents and project Specifications.
7. If materials to be recycled or re-used on the project must be stored on-site, provide suitable non-combustible containers; locate containers holding flammable material outside the structure unless otherwise approved by the authorities having jurisdiction.
8. Open free-fall chutes are not permitted. Terminate closed chutes into appropriate containers with lids.
9. **FIELD OFFICES (IF REQUIRED BY CONTRACT DOCUMENTS)**
10. Office: Weathertight, with lighting, electrical outlets, heating, cooling equipment, and equipped with sturdy furniture, drawing rack and drawing display table.
11. Provide space for Project meetings, with table and chairs to accommodate 12 persons.
12. Provide separate private office similarly equipped and furnished, for use of Architect and Owner’s representative.
13. Locate offices within the project fence lines.
14. **REMOVAL OF UTILITIES, FAILITIES, AND CONTROLS**
15. Remove temporary utilities, equipment, facilities, materials, prior to Substantial Completion inspection
16. Remove all temporary fencing including that installed under demolition contract to secure site.
17. Remove all erosion control measures including those installed under the previous demolition package.
18. Remove temporary underground installations to a minimum depth of 2 feet. Grade site as indicated.
19. Clean and repair damage caused by installation or use of temporary work.
20. Restore existing facilities used during construction to original condition.

**PART 2 PRODUCTS**

1. **MATERIALS**
2. General: Provide materials which are both suitable for the use and durable enough to withstand the use and abuse to be expected.
3. Temporary Heating Units: UL or FM labeled for the fuel used; do not use gasoline-burning open burning, or solid fuel heaters or salamanders.
4. Use equipment that is known to be safe and that will not damage work in progress.
5. **PROTECTIVE FACILITIES**
6. Contractor and each subcontractor shall at all times exercise every precaution for prevention of fire(s). Further, each shall make timely and adequate provisions for protection and safety of persons and property in event of fire.
7. Fire Protection Facilities: Provide at least the temporary facilities required by the authorities having jurisdiction.
8. Fire extinguishers to be installed in the completed building shall not be used during construction.
9. Contractor and each subcontractor shall provide fire protection for their work. They shall furnish fire extinguishers and/or other firefighting devices, equipment, etc., of types and in such quantities as required.
10. Whenever work of particularly hazardous mature is being done, party doing such work shall provide additional and/or special fire protection as may be required.
11. Electrical arc welding and flame cutting equipment must be approved by Owner before they may be used within building. Hen welding or flame cutting is permitted, Contractor shall provide fulltime stand-by watchman, with fire-extinguisher mounted on cart or other means of transportation located immediately adjacent to work and ready for immediate use.
12. Gas welding equipment **MAY NOT BE USED**. Gasoline torches or burners will not be permitted. When welding or flame cutting is permitted, contractor doing work shall provide full time stand-by watchmen with fire extinguisher mounted on cart or other means of transportation located immediately adjacent to work and ready for immediate use.
13. All combustible trash, refuse, etc., MUST be removed from site and legally disposed of after each day’s work.
14. **EMPLOYEE FACILITIES**
15. Toilet Facilities: General Contractor shall provide temporary toilet at his project site for all work trades personnel.
16. Facilities shall be maintained in accordance with all applicable regulations, they shall be regularly cleaned and sanitize for duration of construction period.
17. Workmen will not be permitted to use new toiler facilities in the Owner’s building.
18. Owner will not permit use of toilet facilities in existing buildings, unless otherwise stated.
19. First Aid Facilities:
20. The General Contractor shall provide and maintain temporary first aid facilities a required by OSHA, and other Federal, State, and local authorities, laws, ordinances regulations, etc.
21. **STORAGE AND LAY-DOWN AREAS**
22. Storage Facilities:
23. General Contractor and major sub-contractors (Mechanical and Electrical) shall provide suitable shed or trailer for storage and protection of tools and materials. All location of storage facilities are subject to final approval of Owner.
24. Lay-Down and Storage Area:
25. The Contractor will NOT be permitted to use the Owner’s areas adjacent to the defined contract site.
26. **CONSTRUCTION HOISTS:**
27. Provide temporary hoists, stairs, ladders, staging and similar items required for safe and efficient performance of work by all personnel of Contractor, subcontractors and separate Contractors

engaged in quality control or similar operations connected with work. Maintain all such items in good condition and operating efficiently at all times during course of work. All such items shall conform to all applicable Federal and State Laws and Municipal ordinances, etc.

1. Do not overload any part of structure so as to endanger its safety during hoisting operation. This is particularly applicable to roof surface, during hoisting operations.
2. Take special precautions to prevent damage to building walls during hoisting of materials, equipment, etc. Provide substantial wood boxing over finished sheet metal coping or parapet flashings, stone or precast copings and similar items.
3. Provide wood boxing for full height of door frame jambs for doors in exterior walls where opening will be used for passage of materials, equipment or access of personnel. Secure boxing in place by ties or screws into adjacent construction but which will not permanently mar finished surfaces. Provide wood boxing for full height of jambs of all window openings which are used for passage of materials or equipment, secured as noted above at doors.
4. Provide flameproof tarpaulins or other acceptable fire-resistant materials to cover and protect full height and affected width of finished walls at hoisting locations. Be responsible for all costs resulting from damage caused by failure to comply with this provision.

**PART 3 EXECUTION – NOT USED**

**END OF SECTION 01 5000**