PROJECT MANUAL AND SPECIFICATIONS

RENOVATIONS TO TYLER BEACH HOUSE

EASTERN POINT ROAD
GROTON, CONNECTICUT
January 30, 2018

BL Companies

Architecture
# Project Manual and Specifications

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CITY OF GROTON
INVITATION TO BID
RENOVATIONS TO THE TYLER BEACH HOUSE
CITY OF GROTON, CT

The City of Groton will receive sealed bids at the Office of the Purchasing Agent, 295 Meridian Street, Groton, Connecticut 06340, until 2:00PM on February 23, 2018. The bids will not be opened publicly. All bid documents will be available once a contract is awarded.

There will be a mandatory pre-bid meeting at the site on February 9, 2018 at 10:00 am.

All questions/RFI’s are to be submitted to BL Companies no later than 12:00 pm on February 16, 2018.

All work is to be scheduled for completion by June 10, 2018.

This is a prevailing wage project; the contracting Agency Certification Form and wages rates are included in the bid package.

Dated this the 30th of January 2018.

City of Groton

Ronald Yuhas Jr.
Director of Finance
CONDITIONS OF THE CONTRACT

The general rules and conditions outlined below apply to all purchases authorized by the City of Groton. The conditions outlined become a formal part of each Invitation to Bid unless otherwise specified. All Bidders are expected to fully inform themselves as to the conditions, requirements and specifications before submitting bids. Failure to do so will be at the Bidder's own risk.

The terms and conditions outlined in the Invitation to Bid become part of the formal contract following award, unless specified otherwise.

BIDDING PROCEDURE

1.1 Bidder shall submit eight (8) complete sets of the bid documents and all supporting material, unless otherwise stated in the Invitation to Bid. All appropriate blanks shall be completed. The signer of the bid shall initial any interlineations, alteration or erasure on the specification document. Bidders shall not change the Proposal Form nor make additional stipulations on the specifications document.

1.2 Bid prices shall be submitted on the Proposal Form included in the bid document.

1.3 The Base Bid is the sum stated in the bid for which the Bidder offers to perform the work or provide merchandise or equipment described in the bid package as the base, to which work or materials may be added or from which work or materials may be deleted from sums stated in alternate bids.

1.3 Conditional bids are subject to rejection in whole or in part. A conditional bid is defined as one which limits or modifies any of the terms and conditions and/or specifications of the Invitation to Bid.

1.4 Alternate bids will not be considered unless specifically requested in the original bid package. An alternate bid is defined as one which is submitted in addition to the Bidder’s Base Bid set forth in the Invitation to Bid. City shall have the right to accept alternates in any order or combination, unless otherwise specifically provided in the bid documents, and to determine the low Bidder on the basis of the sum of the Base Bid and alternates accepted.

1.5 Unit prices will not be considered unless specifically requested in the original bid package. Unit price is defined as an amount proposed by Bidders, stated on the Proposal Form, as a price per unit of measurement for material or services added to or deducted from the base bid by
appropriate modification, if estimated quantities of work required by the
contract documents are increased or decreased.

1.6 Each bid must be legible (no pencil), include the full name, business and
e-mail address, and telephone number of the Bidder and be signed in ink
by the Bidder.

1.7 A bid by a firm or organization other than a corporation must include the
name and address of each member.

1.8 A duly authorized representative of a Bidder entity must sign the bid and
any applicable bond(s) in the name of such entity. Such representative
must attest that he/she is duly authorized to bind such entity or submit
a corporate resolution or limited liability/partnership consent evidencing
such authority.

1.9 Bids received after the time and date established for receiving bids will be
rejected.

1.10 At bid opening all bids are publicly opened and received. The bids will be
considered unverified and subject to further review for acceptance/disqualification. The City shall prepare a bid summary by the
City of Groton, which summary shall be available to all Bidders upon the
request.

1.11 Estimated quantities may be listed as part of a bid package in order to
assist Bidders, but Bidders are reminded that actual quantities ordered may
vary from figures listed and the City will not be held liable for any
difference. On “as required” bids, acceptance of this bid will bind the City
to pay for, at unit price only, quantities ordered and delivered. The City
will not be required to accept delivery of any balances unordered as of the
contract expiration date.

1.12 Bidders shall submit catalogues, descriptive literature and detailed
drawings, fully detailing features, designs and construction necessary to
fully describe the material or work proposed in the bid.

2.1 Bid security will be forfeited to the City as full liquidated damages, but
not as a penalty, for any of the following reasons:

2.1.1 If the Bidder fails to deliver the equipment or merchandise in full
compliance with the accepted proposal and specifications.

2.1.2 If the Bidder fails or refuses to enter into a contract on forms provided by
the City, and/or if the Bidder fails to provide sufficient bonds or
insurance within applicable time periods set forth in the bid package.

2.2 The surety company executing the bond must be licensed to do business in
the state, or the bond must be countersigned by a company so licensed.
The bond must be signed by an official of the surety company and
 corporate seal must be affixed over his/her signature. Signatures of two
witnesses for both the principal and surety must appear on the bond, as
required by law. A power of attorney for the official signing the bond for
the surety company must be submitted with the bond.

CLARIFICATION OF SPECIFICATIONS/ADDENDA
3.1 Bidders shall promptly notify the Purchasing Manager of any ambiguity, inconsistency or error, which they may discover upon examination of the specification documents.

3.2 Bidders desiring clarification or interpretation of the specification documents shall make a written request which must reach the Purchasing Department by **Thursday September 14, 2017** at noon. Failure to request a clarification or interpretation within said time frame shall be deemed a waiver of the right to assert these issues and claims in the future.

3.3 Interpretations, corrections and changes made to the specification documents will be made by written addenda.

3.4 Oral interpretations or changes to the specifications documents made in any other manner, will not be binding on the City and Bidders will not rely upon such interpretations or changes.

3.5 Addenda are written instruments issued by the City prior to the bid opening date, which modify or interpret the specification document by addition, deletion, clarification or correction.

3.6 It is the Bidder’s responsibility to check for addenda prior to submitting proposals.

3.7 Copies of addenda will be made available for inspection at the office of the Purchasing Department, which is located in Finance office.

3.8 No addenda will be issued later than forty-eight (48) hours prior to the bid opening date, except addenda withdrawing the Invitation to bid or addenda which includes postponement of the bid.

3.9 Bidders shall ascertain prior to submitting their bid that they have received all addenda issued, and they shall acknowledge receipt of addenda on the Proposal Form. It is the sole responsibility of the Bidders to monitor the City website and DAS, if applicable to determine if addendums have issued.

**BIDDER REPRESENTATION**

4.1 Each Bidder by signing and submitting a bid, represents that the Bidder has read and understands the specifications documents and all addendums, and the bid has been made in accordance therewith.

4.2 Each Bidder for services further represents that the Bidder has visited the site and has become familiar with and is satisfied as to the general, local and site conditions that may affect cost, progress, performance, furnishing and completion of the services. Bidder acknowledges that it is solely responsible for investigating and satisfying itself as to all actual and existing site conditions.

4.3 Bidder recognizes and agrees that the City is subject to the Freedom of Information Act of the Connecticut General Statutes and, as such, any information contained in or submitted with or in connection with Bidder’s bid is subject to disclosure if required by law or otherwise. Bidder expressly waives any claims that Bidder or any of its successors and/or
assigns has or may have against the City or any of its directors, officers, employees or authorized agents as a result of any such disclosure.

4.4 Bidder recognizes and agrees that the City shall have the right to inspect and audit the records of the Contractor as they pertain to this bid.

SUBSTITUTIONS

5.1 Wherever in the specifications or Bid Proposal form brand names, manufacturer, trade name, or catalog numbers are specified, it is for the purpose of establishing standard of required function, dimension, appearance and quality to be met by any proposed substitution.

5.2 No substitution will be considered prior to receipt of bids unless written request for approval has been received by City at least by the date and time set forth in Section 3.2. It is the Bidder’s responsibility to identify any alternate items offered in the bid, and prove to the satisfaction of the City that said item is equal to, or better than, the product specified. Bidder shall identify the manufacturer and brand name of each proposed alternate, plus a complete description of the alternate items including illustrations, performance test data and any other information necessary for an evaluation. The Bidder must indicate any variances by item number from the specification document. Bidder must fully explain the variances from the specification document, since brochure information may not be sufficient. City reserves the right to approve as an equal or to reject as not being equal any article the Bidder proposes to furnish which contains major or minor variations from the specifications requirements. Any deviation from the City’s specifications not previously submitted as required by the above will be grounds for rejection of the material and/or equipment.

SAMPLES

6.1 When samples are required from Bidders, the samples may be retained by the City of Groton until the delivery of contracted items by the awarded Bidder and with respect to the rejected Bidders, upon notification of such rejection. Bidders shall be responsible for delivery and removal of samples, at Bidders’ sole cost. All samples are to be marked samples and delivered to Groton. The package must indicate the name of the Bidder, item enclosed and bid number. Failure to adequately identify samples as indicated may be considered sufficient grounds for rejection of the bid.

BID AWARD

7.1 Any variations from specifications and/or recommended options must be clearly indicated and/or explained and the final decision of acceptance or rejection is that of the City Purchasing Agent.
7.2 The City of Groton reserves the right to accept any quotation or to reject any bid or any part of any bid should it deem it to be in its own best interest to do so.

7.3 If delivery time exceeds the delivery time stated in your quotation, the City of Groton reserves the right to require written and/or verbal confirmation from the supplier and/or manufacturer.

7.4 It is the City’s intent to award this Contract to the lowest responsible and qualified bidder. The City reserves the right, for any reason or for no reason, to reject any Bid or all Bids, to negotiate with any or all Bidders, to waive any informalities, irregularities or omissions in any bids received or to afford any Bidder an opportunity to remedy any informality or irregularity if in the opinion of the City it is in the best interest of the City to do so.

MISCELLANEOUS CONTRACT TERMS

8.1 **Delivery.** Bidder shall state on its Proposal Form the date upon which it can make delivery of all equipment or merchandise. Time is of the essence. All bids shall be based upon inside delivery of the equipment or merchandise F.O.B. at the location specified by the City. The City reserves the right to cancel orders or any part thereof, without obligation, if delivery is not made within the time(s) specified on the proposal form. Such failure to deliver shall authorize the City to purchase replacement articles of comparable grade from third party supplier(s). On all such purchases, Bidder shall reimburse the City $100 a day for any expenses incurred in excess of contract prices or the City may deduct such amount from amounts owed the defaulting contractor. Such substitute purchases shall be deducted from contract quantities. If in the best interest of the City, the City reserves the right to use or consume articles delivered which are substandard in quality, subject to an adjustment in price to be determined by the City.

8.2 **Termination of Contract.** Contracts shall remain in force for the period within which the Bidder must perform as set forth in the proposal, unless (i) there have been satisfactory deliveries prior to expiration; or (ii) an extension has been agreed upon as evidenced by a contract extension executed by Bidder and the City.

8.3 **Assignment.** Bidder shall not assign or transfer this contract or its obligations hereunder without the consent of the City, which consent may be withheld in the City’s sole discretion.

8.4 **Default.** The contract may be terminated by the City by written notice of default to the contractor upon non-performance or breach of the contract terms. The awarded Bidder shall be obligated to pay the City for all losses, damages, costs and expenses, including the cost of re-procurement, and attorney’s fees incurred defending claims arising from such default and in seeking recovery of all such costs and expenses from Bidder and/or its surety. Upon a termination for cause, the City shall have no further
obligation to issue payments to the Contractor until resolution of the dispute.

8.5 **Conflict.** To the extent any of the contract terms set forth in sections 13.1 through 13.4 conflict with the terms of the form Contract entered into by the parties, the Contract terms shall control.

**COMPLIANCE WITH LAWS**

9.1 The Bidder shall comply with all federal, state and local laws and regulation and shall procure all necessary license and permits, pay all charges and fees and give all notice necessary and incident to the due and lawful performance of the contract and bid process. Such laws shall include, without limitation, the following:

a. **Non-Discrimination and Affirmative Action.** Contractor, in performing under this contract, shall not discriminate against any worker, employee or applicant, or any member of the public, because of race, creed, color, age, marital status, sexual orientation, national origin, ancestry, sex, mental retardation or physical disability, including but not limited to blindness, unless it is shown by the contractor that such disability prevents performance of the work involved in any manner prohibited by the laws of the United States or the State of Connecticut, nor otherwise commit an unfair employment practice. Contractor further agrees that this article, (and any additional provisions required by law), will be incorporated by contractor in all contracts entered into with suppliers of materials or services contractors and sub-contractors and all labor organizations, furnishing skilled, unskilled and craft union skilled labor or who may perform any such labor or services in connection with this contract. The following principles and requirements of Equal Opportunity and Affirmative Action, as incorporated herein, will be incorporated into "Equal Opportunity - Non-Discrimination Clause" are hereby deemed to be included in all City bid documents, purchase orders, lease and contracts entered into with the City. The principles of Affirmative Action are addressed in the 13th, 14th and 15th Amendments of the United States Constitution, Civil Rights Act of 1964, Equal Pay Act of 1963, Title VI and VII of the 1964 United States Civil Rights Act, Presidential Executive Orders 11246, 11375, 11478 (nondiscrimination under federal contracts), Act 1, Section 1 and 20 of the Connecticut Constitution, Governor Grasso's Executive Order Number 11, Governor O'Neill's Executive Order Number 9, the Connecticut Fair Employment Practices Law (Sec. 46a-60-69) of the Connecticut General Statutes (CGS), Connecticut Code of Fair Practices (46a-70-81), Deprivation of Civil Rights (46a-58 (a)(d) ),
Public Accommodations Law (46a-63-64), Discrimination against Criminal Offenders (46a-80), definition of blind (46a-51(1)), definition of Physically Disabled (46a-51 (15)), definition of Mentally Retarded (46a-51-13 ), cooperation with the Commission on Human Rights and Opportunities (46a-77), Sexual Harassment (46a-60 (a)-8), Connecticut Credit Discrimination Law (360436 through 439), Title 1 of the State and the Local Fiscal Assistance Act 1 1972.

If a project is funded in whole or in part by State funds, CGS Sections 46a-68c through 46a-68k apply to contractors. These Sections trigger affirmative action plan requirements for contractors and the filing of compliance reports with the State by contractors.

b. **Executive Orders.** The contract may be subject to the provisions of Executive Order No. Three of Governor Thomas J. Meskill, promulgated June 16, 1971, concerning labor employment practices, Executive Order No. Seventeen of Governor Thomas J. Meskill, promulgated February 15, 1973, concerning the listing of employment opening and Executive Order No. Sixteen of Governor John G. Rowland promulgated August 4, 1999, concerning violence in the workplace, all of which are incorporated into and are made a part of the contract as if they had been fully set forth in it. The contract may also be subject to Executive Order No. 7C of Governor M. Jodi Rell, promulgated July 13, 2006, concerning contracting reforms and Executive Order No. 14 of Governor M. Jodi Rell, promulgate April 17, 2006, concerning procurement of cleaning products and services, in accordance with their respective terms and conditions.

c. **Connecticut’s Prevailing Wage Law Provision.** If applicable, the contractor must be in full compliance with CGS Section 31-53 and 31-53(a) which applies to each contract for the construction, remodeling, refinishing, refurbishing, rehabilitation, alteration, or repair of any public works project by the state or its agents, or by any political subdivision of the State, CGS Section 31-53 (g) provides monetary thresholds which must be met before the law is applicable. In accordance with CGS Section 31-53, projects are subject to the payment of minimum prevailing wages where the total cost of all work to be performed by all contractors and subcontractors in connection with new construction of any public works project is $400,000 or more and where the total cost of all work to be performed by all contractors and subcontractors in connection with any remodeling, refinishing, refurbishing, rehabilitation, alteration or repair of any public works project is $100,000 or more. For qualifying projects, all contractors and subcontractors shall submit to the Finance Department certified
weekly payrolls for all contracts meeting the stated monetary limits. The certified payrolls shall be submitted to the Finance Department with the contractor’s monthly certificate for payment. The contractor should familiarize themselves with all aspects of the provisions under state law in order to ensure full compliance.

d. **Occupational Safety and Health Administration Requirements.**
According to CGS, Section 31-53b (a) each contract entered into on or after July 1, 2007, for the construction, remodeling, refinishing, refurbishing, rehabilitation, alteration or repair of any public building project by the state or any of its agents, or by a political subdivision of the state or any of its agents, where the total cost of all work to be performed by all contractors and subcontractors in connection with the contract is at least $100,000 shall contain a provision requiring that, not later than thirty days after the date such contract is awarded, each contractor furnish proof to the Labor Commissioner that all employees performing manual labor on or in such public building, pursuant to such contract, have completed a course of at least ten hours in duration in construction safety and health approved by the federal Occupational Safety and Health Administration or, in the case of telecommunications employees, have completed at least ten hours of training in accordance with 29 CFR 1910.268. The aforesaid provisions shall be deemed to be incorporated into the Contract with the City. The contractors should familiarize themselves with all aspects of state law and any applicable regulations pertaining to these requirements in order to ensure full compliance.

e. **Payment Bond/Performance Bond State Law Requirements.**
CGS Section 49-41, known as the Little Miller Act, requires that the City ensure that payment bonds a/k/a labor and materials bond in the amount of the contract are provided for public works projects over $100,000. When a contract for construction, alteration, remodeling, repair or demolition of any public building is estimated to cost more than $500,000 additional laws/requirements apply. The contractors should familiarize themselves with all aspects of state law and any applicable regulations pertaining to these requirements in order to ensure full compliance.

f. **State of Connecticut Contractor Prequalification Program.**
CGS Section 4b-91 requires all bidders for the construction, alteration, remodeling, repair or demolition of any public building or any other public work by a public agency (includes a municipality) that is paid for, in whole or in part, with state funds and that is estimated to cost more than $500,000, except a public
highway or bridge project or any other construction project administered by DOT, shall be prequalified with the State pursuant to CGS Section 4a-100. Once a contractor is prequalified, it is issued a prequalification certificate by DAS, which certificate is in effect for one year. Subcontractors’ work, the cost of which may exceed $500,000, are also required to be prequalified. Any bid for a project that requires prequalification must include a copy of the bidder’s Prequalification Certificate showing the aggregate work capacity rating required under the contract and the Update (Bid) Statement showing renewal of certificate and/or change in aggregate work capacity. Bids which do not include a copy of the Prequalification Certificate and the Update (Bid) Statement are invalid. Contractors should contact the State Department of Administrative Services to familiarize themselves with these requirements.

g. **Non-Resident Contractor 5% Tax For Contracts.** CGS Section 12-430(7) requires non-resident contractors who perform services or furnish materials, or both, for the construction, alteration or improvement of any project in which the contract price is at least $250,000, to furnish the Department of Revenue Services (DRS) a Guarantee Bond for 5% of the total cost of the work, issued under a contract using Form AU-766, Guarantee Bond. This form is available on the State DRS website. Form AU-766 must be submitted for each additional change order or supplement issued against the contract. Non-resident contractors must have completed and submitted to the DRS Form REG-1, Business Tax Registration Application, to register with the DRS and have been issued a Connecticut Tax Registration Number. This form is available on the DRS website. Non-resident contractors have 120 days from the commencement of the contract to file the Guarantee Bond with the State. Commencement of the contract, as defined by law, “means the time when the non-resident contractor signs the contract, but, in any event, occurs no later than when the work under the contract actually starts.” As soon as the guarantee bond is filed with the DRS, the non-resident contractor shall submit the copy of such Guarantee Bond together with the non-resident contractor’s Connecticut Tax Registration Number to the City department for whom the project is required. After the non-resident contractor receives its Certificate of Compliance from the DRS confirming that the Guarantee Bond requirement has been met, the non-resident contractor shall submit a copy of the same to the department, for whom the work is being performed, with a copy to the Purchasing Department.
h. **Equal Employment Opportunity (EEO); Minority Business Enterprises (MBE)**

If a project is funded in whole or in part by state or federal funds, there may be a requirement that the contractor comply with CGS Section 4a-60 and applicable State regulations. On these projects it will depend upon which set-aside requirements are imposed by the funding agency. If no set-aside requirement is imposed, a statement that the contractor is required to undertake good faith efforts to include subcontractors and suppliers who are minority business enterprises will suffice and shall be deemed to be incorporated into the Contract with the City. If there is a set-aside goal, the City and contractor shall comply with the Small Contractors Set-Aside Program and the hiring goals identified by the State Commission on Human Rights and Opportunities (CHRO.)

**INSURANCE REQUIREMENTS**

The Contractor, at his expense, will provide, carry and maintain throughout the term of this Contract, adequate insurance as requested by the City that will protect the Contractor, the City of Groton, its officers, employees and volunteers from any and all claims for loss, damage, injury or death which may arise from the operation of this Contract by the Contractor or anyone directly or indirectly employed by them. Policies shall be so written that the City will be notified of cancellation at least thirty (30) days prior to the effective date of such cancellation. Certificates showing that all of the Contractor’s operations are covered, and stating the coverage with the City included as an additional insured, the limits of liability, expiration dates and exclusions, if any, will be filed with the City of Groton before the term of the Contract commences.

The Contractor shall provide the City with certification by a properly qualified representative of the insurer that the Contractor’s insurance complies with this section.

All of the insurance policies required shall have the legal company name of the insurer providing coverage, and contain the current rating of the insurer as provided by “Best’s Insurance Reports,” which must be A-, VII or above. This obligation applies to coverage written on an “occurrence” as well as a “claims-made” basis.

The Insurance Certificate must state whether coverage’s are written on an “occurrence” basis or a “claims-made” basis. All insurance must maintain that the City is an “additional insured” for General Liability and Umbrella policies, and any other coverage’s as the City may require for specific projects. Such insurance must be issued by insurance companies licensed to write such insurance in the State of Connecticut.

The City of Groton, its officers, officials, employees and volunteers are to be covered as insured’s as respects liability arising out of activities performed by or on behalf of the
Contractor; products and completed operations of the Contractor; premises owned, occupied, or used by the Contractor. The coverage shall contain no special limitations on the scope of protection afforded to the City, its officers, officials, employees, or volunteers.

The Contractor’s insurance coverage shall be primary insurance as respects the City, its officials, employees and volunteers. Any insurance or self insurance maintained by the City, its officers, officials, employees or volunteers shall be excess of the Contractor’s insurance and shall not contribute with it.

SECTION A. WORKER’S COMPENSATION AND EMPLOYER’S LIABILITY

Worker’s Compensation must be provided in accordance with the Worker’s Compensation Laws of Connecticut. Should a Contractor be involved in operations requiring coverage under special State or Federal Acts, such as Maritime or Railroad, the Contractor must provide evidence of this coverage. Should a Contractor be exempt from the Worker’s Compensation Laws of the State of Connecticut, or any other State or Federal requirements, evidence of such exemption must be provided to the City and a “Hold-Harmless” agreement provided in language satisfactory to the City holding it harmless in the event of any claim for injury or damages. Contractors based out-of-state must provide evidence that their Worker’s Compensation policy will cover injuries/illnesses sustained while working in the State of Connecticut.

The Contractor is responsible for ensuring that all of its Sub-Contractors carry Worker’s Compensation Insurance, as described above.

Employer’s Liability must be provided in accordance with the following limits:

$1,000,000 each – Bodily Injury
$1,000,000 disease – Policy Limit – Bodily Injury
$1,000,000 disease – Each Employee – Bodily Injury

SECTION B. GENERAL LIABILITY

B.1. OCCURRENCE POLICY GUIDELINES

General Liability – Written under commercial or comprehensive form including the following: (Premises/Operation, Products/Completed Operations, Contractual, Independent Contractors, Broad Form Property Damage, and Personal Injury).
♦ General Aggregate
   $3,000,000
♦ Products/Completed Operations Aggregate
   $3,000,000
♦ Personal & Adv Injury
   $1,000,000
♦ Each Occurrence
   $1,000,000
♦ Fire Damage/Damage to Rented Premises (any one fire/premises)
   $300,000
♦ Medical Expense (any one person)
   $10,000

♦ Also, “follow form” umbrella or excess liability coverage over General Liability, Employer’s Liability and Auto Liability in a minimum amount of $1,000,000.

The City requires that these aggregate limits be maintained by the Contractor as required. It is the responsibility of the Contractor or his representative to notify the City if ever or whenever claims reduce the General Aggregate below $1,000,000. If the aggregate limits include defense costs the City should be so notified. It is the responsibility of the Contractor and his insuring agent to provide the City with current certificates throughout the Contract period keeping the required limits in full force and effect. The City of Groton reserves the right to modify or change the requirements at any time if it is in the best interest of the City to do so.

B.2. CLAIMS-MADE COVERAGE GUIDELINES

General Liability – Written under commercial or comprehensive form including the following: (Premises/Operations, Products/Completed Operations, Contractual, Independent Contractors, Broad Form Property Damage, and Personal Injury).

The City requires that the Certificate of Insurance include the retroactive date of the policy. Retroactive dates must be either before or coincident with the Contract’s inception.

The City requires prompt and immediate notice of the following:

1. Erosion of any aggregate limits;
2. Advance of any retroactive dates;
3. Cancellation or non-renewal. Prior 30-day notice.
The City requires that any extended reporting period premium be paid by the named insured. The reporting of possible claims to the City of Groton is necessary and the City retains the right to require that the extended reporting period be invoked by the Contractor at his/her expense. The City requires that if any excess coverage is secured to meet the requirements that the retroactive dates be concurrent with the primary policy and that the retro dates be either before or coincident with the inception of the Contract. If the retroactive date is moved, or if the policy is cancelled or not renewed, the Contractor must invoke the tail coverage option, at no expense to the City but rather at the expense of the Contractor, in order to adequately assure that the policy meets the above requirements.

**Liability Limits:** Same as those under Section B.1. “Occurrence Policy Guidelines.”

### SECTION C. AUTOMOBILE LIABILITY

C.1. AUTOMOBILE COVERAGE GUIDELINES

Automobile Liability – Coverage for commercial or comprehensive automobile liability (vehicular), covering any auto, all owned autos (private passenger), all owned autos (other than private passenger), hired autos and non-owned autos.

- Combined Single Limit – Bodily Injury/Prop Damage
  
  $1,000,000

- Also, “follow form” umbrella coverage or excess liability over General Liability, Employer’s Liability and Auto Liability in a minimum amount of $1,000,000.

Insurance under B & C above must provide for a 30-day notice to the City of Groton of cancellation, non-renewal, termination, or any restrictive amendment.

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**Drug and Alcohol Testing Program**

The City of Groton, is obligated by law/regulation to assure that all contractors providing services to the City of Groton involving driving commercial vehicles with a gross vehicle weight of more than 26,000 pounds (inclusive of a towed unit with a gross vehicle weight of more than 10,000 pounds), or are used in the transportation of hazardous materials in a quantity requiring “placarding” be in compliance with substance abuse testing requirements, and when applicable, alcohol testing requirements.
The contractor to whom the work is awarded and all contractors that provide driving services must be able to deliver evidence that they and their subcontractors are in compliance with this part of this contract/purchase order. For those contractors/Subcontractors who do not have a Drug and Alcohol Testing Program in place, the City of Groton will make available to the Contractor/Subcontractor at the contractors' cost, its Program Administrator to put the Contractor/Subcontractor in compliance with the state and/or federal laws and regulations regarding drug and/or alcohol testing as determined by the City of Groton or its designee.

**BONDING REQUIREMENTS**

A BID BOND must be furnished, as bid security, must be duly executed by the bidder as principal. It must be in the amount equal to five percent (5%) of the total estimated bid, as guarantee that, in the case the contract is awarded to the bidder, the bidder will, within 15 days thereafter, execute such contract and furnish a Performance Bond and Payment Bond.

A PERFORMANCE BOND in an amount equal to one hundred percent (100%) of the CONTRACT price recorded in the proposal form of the CONTRACT as executed and a PAYMENT BOND in like amount, will be required from the successful BIDDER for the City of Groton and executed by a surety company authorized to transact business in the State of Connecticut, and accompanied by power of attorney for the type of bond submitted.

**OR**

In lieu of a PERFORMANCE BOND and PAYMENT BOND, a security in a form acceptable to the City (for example, a letter of credit or an assigned passbook) in the amount of one hundred percent (100%) of the CONTRACT may be substituted for each.

**Non-Collusion**

The undersigned bidder, having fully informed themselves regarding the accuracy of the statements made herein, agrees to abide by the conditions set forth in the attached bid document, and certifies that:

a. The bid has been arrived at by the bidder independently and has been submitted without collusion and without any agreement, understanding, or planned common course
of action designed to limit independent bidding or competition, with any other vendor of materials, supplies, equipment or services described in the invitation to bid.
b. The bidder has submitted this bid without collusion with the City of Groton, any of its affiliated companies, or any employee thereof, and is unaware of any direct, personal pecuniary interest of any employee of the City of Groton or any of its affiliated companies in the outcome of this bid.
c. The bidder has not communicated the contents of the bid to its employees or agents to any person not an employee or agent of the bidder or its surety on any bond furnished with the bid, and will not be communicated to any such person prior to the official opening of the bid.
d. The contractor has not been debarred, suspended or excluded from any publicly-funded projects or programs.

**General**

Any variations from specifications and/or recommended options must be clearly indicated and/or explained and the final decision of acceptance or rejection is that of the City Purchasing Agent.

The City of Groton reserves the right to accept any quotation or to reject any bid or any part of any bid should it deem it to be in its own best interest to do so.

If delivery time exceeds the delivery time stated in your quotation, the City of Groton reserves the right to require written and/or verbal confirmation from the supplier and/or manufacturer.

It is the City’s intent to award this Contract to the lowest responsible and qualified bidder. The City reserves the right, for any reason or for no reason, to reject any Bid or all Bids, to negotiate with any or all Bidders, to waive any informalities, irregularities or omissions in any bids received or to afford any Bidder an opportunity to remedy any informality or irregularity if in the opinion of the City it is in the best interest of the City to do so.
BID PROPOSAL FORM

January 30, 2018

Re: Renovations to the Tyler Beach House, Eastern Point Road, Groton, CT
Bid Opening Date: Friday, February 23rd, 2018 at 2:00pm

BIDDER
Company Name:
__________________________________________________________

Address:
__________________________________________________________
__________________________________________________________

Telephone: __________________ Fax:_____________________
e-mail: _________________________________________________

Contact Person: ___________________________ ______

Title: _________________________________________________

We submit for your consideration our bid for the above referenced bid. We have read the bidding documents including the General Conditions and Instructions to Bidders and the bid specifications and are submitting our bid in full compliance with all terms and conditions except as noted below under “Exceptions.”

We will provide the following within five (5) business days after receipt of a notice of award from the Purchasing Department:
(i) the requested Certificate of Insurance from the following company:

________________________________________________

And

(ii) Payment and Performance Bonds from the following company:____________________________________________________

_____________________________________________________.

Within five (5) business days after receipt of final contract from the City, we will forward to the Purchasing Department three original contracts, on the form provided by the City, executed by an authorized officer.

**Base Bid** shall include:

1. Replacement of Exterior Wood Decking & Finishing.
2. Replacement of Hollow Metal Doors, Frames & Hardware.
3. Replacement of Windows.
4. Replacement of Existing Wood Louvers.
5. Miscellaneous Carpentry.

**Alternates**

1. Remove and replace the following window units as shown on the plans:

Each alternate shall include all associated demolition, carpentry work, trim, painting, etc. for a new, fully installed window unit.
We agree to perform the work described in the bid specifications within the time
period set forth in the specifications for a **TOTAL BASE BID** amount of:

**Base Bid**

$\underline{______________________________} ($ \underline{______________________________})

Write amount in words Write dollar amount

ADD ALTERNATES:

**Alt #1 – Provide cost per new window unit:**

Unit `E’

$\underline{______________________________} ($ \underline{______________________________})

Write amount in words Write dollar amount

Unit `F’

$\underline{______________________________} ($ \underline{______________________________})

Write amount in words Write dollar amount

Unit `G’

$\underline{______________________________} ($ \underline{______________________________})

Write amount in words Write dollar amount

Unit `H’

$\underline{______________________________} ($ \underline{______________________________})

Write amount in words Write dollar amount

Unit `J’

$\underline{______________________________} ($ \underline{______________________________})

Write amount in words Write dollar amount

Unit `K’

$\underline{______________________________} ($ \underline{______________________________})

Write amount in words Write dollar amount

Unit `L’

$\underline{______________________________} ($ \underline{______________________________})

Write amount in words Write dollar amount

Unit `M’

$\underline{______________________________} ($ \underline{______________________________})

Write amount in words Write dollar amount

Unit `M1’

$\underline{______________________________} ($ \underline{______________________________})

Write amount in words Write dollar amount

Unit `N’

$\underline{______________________________} ($ \underline{______________________________})

Write amount in words Write dollar amount
Unit Prices:

a. Provide & Install new 2”x8” Pressure Treated Wood Floor Joist – cost per joist
   Add $______

b. Provide & Install new T&G Fir Wood Decking – cost per square foot
   Add $______

c. Provide & Install new 2”x4” Framing in existing wall @ Window Replacement –
   cost per 8’ wood stud       Add $______

d. Provide & Install new double 2”x10” Wood Header (assumed size) @ Window
   Replacement – Cost per opening   Add $________
ADDENDUMS ACKNOWLEDGMENT

We hereby acknowledge that have included the following addendums within our TOTAL BASE BID amount listed above.

_____________________________________________     _________________
(Signature)                                          (Date)

(List Addendums Below)

__________________________________________________________________
__________________________________________________________________
__________________________________________________________________
__________________________________________________________________
__________________________________________________________________
__________________________________________________________________

Exceptions:________________________________________________________
__________________________________________________________________
__________________________________________________________________
__________________________________________________________________
__________________________________________________________________
__________________________________________________________________
__________________________________________________________________

The undersigned authorized representative hereby submits the above bid to the City of Groton.

Name of Contractor Entity: _______________________________

By _______________________________
Print Name and Title: _______________________________
Duly authorized
PREVAILING WAGE RATES
By virtue of the authority vested in the Labor Commissioner under provisions of Section 31-53 of the General Statutes of Connecticut, as amended, the following are declared to be the prevailing rates and welfare payments and will apply only where the contract is advertised for bid within 20 days of the date on which the rates are established. Any contractor or subcontractor not obligated by agreement to pay to the welfare and pension fund shall pay this amount to each employee as part of his/her hourly wages.

<table>
<thead>
<tr>
<th>CLASSIFICATION</th>
<th>Hourly Rate</th>
<th>Benefits</th>
</tr>
</thead>
<tbody>
<tr>
<td>1a) Asbestos Worker/Insulator (Includes application of insulating materials, protective coverings, coatings, &amp; finishes to all types of mechanical systems; application of firestopping material for wall openings &amp; penetrations in walls, floors, ceilings)</td>
<td>38.25</td>
<td>27.96</td>
</tr>
<tr>
<td>1b) Asbestos/Toxic Waste Removal Laborers: Asbestos removal and encapsulation (except its removal from mechanical systems which are not to be scrapped), toxic waste removers, blasters.<strong>See Laborers Group 7</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1c) Asbestos Worker/Heat and Frost Insulator</td>
<td>39.00</td>
<td>28.76</td>
</tr>
</tbody>
</table>

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### Project: Tyler Beach House Renovations

<table>
<thead>
<tr>
<th>2) Boilermaker</th>
<th>38.34</th>
<th>26.01</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>3a) Bricklayer, Cement Mason, Concrete Finisher (including caulking), Stone Masons</th>
<th>33.48</th>
<th>32.06 + a</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>3b) Tile Setter</th>
<th>34.90</th>
<th>25.87</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>3c) Terrazzo Mechanics and Marble Setters</th>
<th>31.69</th>
<th>22.35</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>3d) Tile, Marble &amp; Terrazzo Finishers</th>
<th>26.70</th>
<th>21.75</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>3e) Plasterer</th>
<th>33.48</th>
<th>32.06</th>
</tr>
</thead>
</table>

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-----LABORERS-----

<table>
<thead>
<tr>
<th>Group</th>
<th>Description</th>
<th>Rate</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>4)</td>
<td>Group 1: Laborers (common or general), acetylene burners, carpenter tenders, concrete specialists, wrecking laborers, fire watchers.</td>
<td>29.25</td>
<td>19.50</td>
</tr>
<tr>
<td>4a)</td>
<td>Group 2: Mortar mixers, plaster tender, power buggy operators, powdermen, fireproofer/mixer/nozzleman (Person running mixer and spraying fireproof only).</td>
<td>29.50</td>
<td>19.50</td>
</tr>
<tr>
<td>4b)</td>
<td>Group 3: Jackhammer operators/pavement breaker, mason tender (brick), mason tender (cement/concrete), forklift operators and forklift operators (masonry).</td>
<td>29.75</td>
<td>19.50</td>
</tr>
<tr>
<td>4c) **</td>
<td>Group 4: Pipelayers (Installation of water, storm drainage or sewage lines outside of the building line with P6, P7 license) (the pipelayer rate shall apply only to one or two employees of the total crew who primary task is to actually perform the mating of pipe sections) P6 and P7 rate is $26.80.</td>
<td>29.75</td>
<td>19.50</td>
</tr>
<tr>
<td>4d)</td>
<td>Group 5: Air track operator, sand blaster and hydraulic drills.</td>
<td>29.75</td>
<td>19.50</td>
</tr>
</tbody>
</table>

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#### 4e) Group 6: Blasters, nuclear and toxic waste removal.
- $31.00
- $19.50

#### 4f) Group 7: Asbestos/lead removal and encapsulation (except it's removal from mechanical systems which are not to be scrapped).
- $30.25
- $19.50

#### 4g) Group 8: Bottom men on open air caisson, cylindrical work and boring crew.
- $28.38
- $19.50

#### 4h) Group 9: Top men on open air caisson, cylindrical work and boring crew.
- $27.86
- $19.50

#### 4i) Group 10: Traffic Control Signalman
- $16.00
- $19.50

- $32.60
- $25.34

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<table>
<thead>
<tr>
<th>Trade Description</th>
<th>Hourly Rate</th>
<th>Wage Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>5a) Millwrights</td>
<td>33.14</td>
<td>25.74</td>
</tr>
<tr>
<td>6) Electrical Worker (including low voltage wiring) (Trade License required: E1,2</td>
<td>37.50</td>
<td>26.31 + 3% of</td>
</tr>
<tr>
<td>L-5,6 C-5,6 T-1,2 L-1,2 V-1,2,7,8,9)</td>
<td></td>
<td>gross wage</td>
</tr>
<tr>
<td>7a) Elevator Mechanic (Trade License required: R-1,2,5,6)</td>
<td>51.71</td>
<td>32.645 + a + b</td>
</tr>
</tbody>
</table>

-----LINE CONSTRUCTION-----

<table>
<thead>
<tr>
<th>Trade Description</th>
<th>Hourly Rate</th>
<th>Wage Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Groundman</td>
<td>26.50</td>
<td>6.5% + 9.00</td>
</tr>
<tr>
<td>Linemen/Cable Splicer</td>
<td>48.19</td>
<td>6.5% + 22.00</td>
</tr>
</tbody>
</table>

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<table>
<thead>
<tr>
<th>Code</th>
<th>Rate (Per Hour)</th>
<th>Rate (Per Hour)</th>
</tr>
</thead>
<tbody>
<tr>
<td>8) Glazier (Trade License required: FG-1,2)</td>
<td>36.28</td>
<td>20.45 + a</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Code</th>
<th>Rate (Per Hour)</th>
<th>Rate (Per Hour)</th>
</tr>
</thead>
<tbody>
<tr>
<td>9) Ironworker, Ornamental, Reinforcing, Structural, and Precast Concrete Erection</td>
<td>35.47</td>
<td>33.39 + a</td>
</tr>
</tbody>
</table>

### OPERATORS

<table>
<thead>
<tr>
<th>Group</th>
<th>Description</th>
<th>Rate (Per Hour)</th>
<th>Rate (Per Hour)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Crane handling or erecting structural steel or stone, hoisting engineer 2 drums or over, front end loader (7 cubic yards or over), work boat 26 ft. and over and Tunnel Boring Machines. (Trade License Required)</td>
<td>39.30</td>
<td>24.05 + a</td>
</tr>
<tr>
<td>2</td>
<td>Cranes (100 ton rate capacity and over); Excavator over 2 cubic yards; Piledriver ($3.00 premium when operator controls hammer); Bauer Drill/Caisson. (Trade License Required)</td>
<td>38.98</td>
<td>24.05 + a</td>
</tr>
<tr>
<td>3</td>
<td>Excavator; Backhoe/Excavator under 2 cubic yards; Cranes (under 100 ton rated capacity), Grader/Blade; Master Mechanic; Hoisting Engineer (all types of equipment where a drum and cable are used to hoist or drag material regardless of motive power of operation), Rubber Tire Excavator (Drott-1085 or similar);Grader Operator; Bulldozer Fine Grade. (slopes, shaping, laser or GPS, etc.). (Trade License Required)</td>
<td>38.24</td>
<td>24.05 + a</td>
</tr>
</tbody>
</table>

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Group 4: Trenching Machines; Lighter Derrick; Concrete Finishing Machine; CMI Machine or Similar; Koehring Loader (Skooper).

Group 5: Specialty Railroad Equipment; Asphalt Paver; Asphalt Reclaiming Machine; Line Grinder; Concrete Pumps; Drills with Self Contained Power Units; Boring Machine; Post Hole Digger; Auger; Pounder; Well Digger; Milling Machine (over 24" Mandrell)

Group 5 continued: Side Boom; Combination Hoe and Loader; Directional Driller; Pile Testing Machine.

Group 6: Front End Loader (3 up to 7 cubic yards); Bulldozer (rough grade dozer).

Group 7: Asphalt roller, concrete saws and cutters (ride on types), vermeer concrete cutter, Stump Grinder; Scraper; Snooper; Skidder; Milling Machine (24" and under Mandrell).

Group 8: Mechanic, grease truck operator, hydroblaster; barrier mover; power stone spreader; welding; work boat under 26 ft.; transfer machine.

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#### Group 9:  Front end loader (under 3 cubic yards), skid steer loader regardless of attachments, (Bobcat or Similar): forklift, power chipper; landscape equipment (including Hydrosedeer).

<table>
<thead>
<tr>
<th>Description</th>
<th>Hourly Wage</th>
<th>Fringe Benefit</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>35.78</td>
<td>24.05 + a</td>
</tr>
</tbody>
</table>

#### Group 10:  Vibratory hammer; ice machine; diesel and air, hammer, etc.

<table>
<thead>
<tr>
<th>Description</th>
<th>Hourly Wage</th>
<th>Fringe Benefit</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>33.74</td>
<td>24.05 + a</td>
</tr>
</tbody>
</table>

#### Group 11:  Conveyor, earth roller, power pavement breaker (whiphammer), robot demolition equipment.

<table>
<thead>
<tr>
<th>Description</th>
<th>Hourly Wage</th>
<th>Fringe Benefit</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>33.74</td>
<td>24.05 + a</td>
</tr>
</tbody>
</table>

#### Group 12:  Wellpoint operator.

<table>
<thead>
<tr>
<th>Description</th>
<th>Hourly Wage</th>
<th>Fringe Benefit</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>33.68</td>
<td>24.05 + a</td>
</tr>
</tbody>
</table>

#### Group 13:  Compressor battery operator.

<table>
<thead>
<tr>
<th>Description</th>
<th>Hourly Wage</th>
<th>Fringe Benefit</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>33.10</td>
<td>24.05 + a</td>
</tr>
</tbody>
</table>

#### Group 14:  Elevator operator; tow motor operator (solid tire no rough terrain).

<table>
<thead>
<tr>
<th>Description</th>
<th>Hourly Wage</th>
<th>Fringe Benefit</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>31.96</td>
<td>24.05 + a</td>
</tr>
</tbody>
</table>

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<table>
<thead>
<tr>
<th>Group</th>
<th>Positions</th>
<th>Hourly Rate</th>
<th>Overtime Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Group 15</td>
<td>Generator Operator; Compressor Operator; Pump Operator; Welding Machine Operator; Heater Operator.</td>
<td>31.55</td>
<td>24.05 + a</td>
</tr>
<tr>
<td>Group 16</td>
<td>Maintenance Engineer/Oiler.</td>
<td>30.90</td>
<td>24.05 + a</td>
</tr>
<tr>
<td>Group 17</td>
<td>Portable asphalt plant operator; portable crusher plant operator; portable concrete plant operator.</td>
<td>35.21</td>
<td>24.05 + a</td>
</tr>
<tr>
<td>Group 18</td>
<td>Power safety boat; vacuum truck; zim mixer; sweeper;</td>
<td>32.79</td>
<td>24.05 + a</td>
</tr>
</tbody>
</table>

(Minimum for any job requiring a CDL license).

------PAINTERS (Including Drywall Finishing)------

<table>
<thead>
<tr>
<th>Task</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>10a) Brush and Roller</td>
<td>32.72</td>
</tr>
</tbody>
</table>

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<table>
<thead>
<tr>
<th>Description</th>
<th>Rate 1</th>
<th>Rate 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>10b) Taping Only/Drywall Finishing</td>
<td>33.47</td>
<td>20.45</td>
</tr>
<tr>
<td>10c) Paperhanger and Red Label</td>
<td>33.22</td>
<td>20.45</td>
</tr>
<tr>
<td>10e) Blast and Spray</td>
<td>35.72</td>
<td>20.45</td>
</tr>
<tr>
<td>11) Plumber (excluding HVAC pipe installation)</td>
<td>41.62</td>
<td>30.36</td>
</tr>
<tr>
<td>(Trade License required: P-1,2,6,7,8,9 J-1,2,3,4 SP-1,2)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12) Well Digger, Pile Testing Machine</td>
<td>33.01</td>
<td>19.40 + a</td>
</tr>
<tr>
<td>13) Roofer (composition)</td>
<td>34.92</td>
<td>19.28</td>
</tr>
</tbody>
</table>

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<table>
<thead>
<tr>
<th>Description</th>
<th>Rate</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>14) Roofer (slate &amp; tile)</td>
<td>35.42</td>
<td>19.28</td>
</tr>
<tr>
<td>15) Sheetmetal Worker (Trade License required for HVAC and Ductwork: SM-1,SM-2,SM-3,SM-4,SM-5,SM-6)</td>
<td>37.18</td>
<td>34.29</td>
</tr>
<tr>
<td>16) Pipefitter (Including HVAC work) (Trade License required: S-1,2,3,4,5,6,7,8 B-1,2,3,4 D-1,2,3,4, G-1, G-2, G-8 &amp; G-9)</td>
<td>41.62</td>
<td>30.36</td>
</tr>
</tbody>
</table>

-----TRUCK DRIVERS-----

<table>
<thead>
<tr>
<th>Description</th>
<th>Rate</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>17a) 2 Axle</td>
<td>29.13</td>
<td>22.32 + a</td>
</tr>
<tr>
<td>17b) 3 Axle, 2 Axle Ready Mix</td>
<td>29.23</td>
<td>22.32 + a</td>
</tr>
</tbody>
</table>

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<table>
<thead>
<tr>
<th>Item Description</th>
<th>Rate</th>
<th>Surcharge</th>
</tr>
</thead>
<tbody>
<tr>
<td>17c) 3 Axle Ready Mix</td>
<td>29.28</td>
<td>22.32 + a</td>
</tr>
<tr>
<td>17d) 4 Axle, Heavy Duty Trailer up to 40 tons</td>
<td>29.33</td>
<td>22.32 + a</td>
</tr>
<tr>
<td>17e) 4 Axle Ready Mix</td>
<td>29.38</td>
<td>22.32 + a</td>
</tr>
<tr>
<td>17f) Heavy Duty Trailer (40 Tons and Over)</td>
<td>29.58</td>
<td>22.32 + a</td>
</tr>
<tr>
<td>17g) Specialized Earth Moving Equipment (Other Than Conventional Type on-the-Road Trucks and Semi-Trailers, Including Euclids)</td>
<td>29.38</td>
<td>22.32 + a</td>
</tr>
<tr>
<td>18) Sprinkler Fitter (Trade License required: F-1,2,3,4)</td>
<td>43.92</td>
<td>15.84 + a</td>
</tr>
</tbody>
</table>

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19) Theatrical Stage Journeyman

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>25.76</td>
<td>7.34</td>
</tr>
</tbody>
</table>

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Welders: Rate for craft to which welding is incidental.

*Note: Hazardous waste removal work receives additional $1.25 per hour for truck drivers.

**Note: Hazardous waste premium $3.00 per hour over classified rate

ALL Cranes: When crane operator is operating equipment that requires a fully licensed crane operator to operate he receives an extra $4.00 premium in addition to the hourly wage rate and benefit contributions:

1) Crane handling or erecting structural steel or stone; hoisting engineer (2 drums or over)
2) Cranes (100 ton rate capacity and over) Bauer Drill/Caisson
3) Cranes (under 100 ton rated capacity)

- Crane with 150 ft. boom (including jib) - $1.50 extra
- Crane with 200 ft. boom (including jib) - $2.50 extra
- Crane with 250 ft. boom (including jib) - $5.00 extra
- Crane with 300 ft. boom (including jib) - $7.00 extra
- Crane with 400 ft. boom (including jib) - $10.00 extra

All classifications that indicate a percentage of the fringe benefits must be calculated at the percentage rate times the "base hourly rate".

Apprentices duly registered under the Commissioner of Labor's regulations on "Work Training Standards for Apprenticeship and Training Programs" Section 31-51-d-1 to 12, are allowed to be paid the appropriate percentage of the prevailing journeymen hourly base and the full fringe benefit rate, providing the work site ratio shall not be less than one full-time journeyperson instructing and supervising the work of each apprentice in a specific trade.

The Prevailing wage rates applicable to this project are subject to annual adjustments each July 1st for the duration of the project.

Each contractor shall pay the annual adjusted prevailing wage rate that is in effect each July 1st, as posted by the Department of Labor.

It is the contractor's responsibility to obtain the annual adjusted prevailing wage rate increases directly from the Department of Labor's website.

The annual adjustments will be posted on the Department of Labor's Web page: www.ct.gov/dol. For those without internet access, please contact the division listed below.

The Department of Labor will continue to issue the initial prevailing wage rate schedule to the Contracting Agency for the project.

All subsequent annual adjustments will be posted on our Web Site for contractor access.

Contracting Agencies are under no obligation pursuant to State labor law to pay any increase due to the annual adjustment provision.

As of: Friday, February 02, 2018
Effective October 1, 2005 - Public Act 05-50: any person performing the work of any mechanic, laborer, or worker shall be paid prevailing wage

All Person who perform work ON SITE must be paid prevailing wage for the appropriate mechanic, laborer, or worker classification.

All certified payrolls must list the hours worked and wages paid to All Persons who perform work ON SITE regardless of their ownership i.e.: (Owners, Corporate Officers, LLC Members, Independent Contractors, et. al)

Reporting and payment of wages is required regardless of any contractual relationship alleged to exist between the contractor and such person.

~Unlisted classifications needed for work not included within the scope of the classifications listed may be added after award only as provided in the labor standards contract clause (29 CFR 5.5 (a) (1) (ii)).

Please direct any questions which you may have pertaining to classification of work and payment of prevailing wages to the Wage and Workplace Standards Division, telephone (860)263-6790.

As of: Friday, February 02, 2018
SECTION 011000 - SUMMARY

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

A. Instructions to Bidders, and Division 01 Instructions to Bidders, AIA Document A201 “The General Conditions of the Contract for Construction”, 1997 Edition as amended, and Division 01 General Requirements, are a part of this Section and shall be binding on the Contractor and all Subcontractors who perform this work.

1.2 SUMMARY

A. This Section includes the following:
   1. Project information.
   2. Work covered by the Contract Documents.
   3. Project objectives.
   4. Project schedule.
   5. Work under other contracts.
   6. Use of premises.
   7. Owner's occupancy requirements.
   8. Work restrictions.
   10. Codes, standards, permits.
   11. OSHA.

B. Related Sections include the following:
   1. Division 01 Section "Temporary Facilities and Controls" for limitations and procedures governing temporary use of Owner's facilities.

1.3 PROJECT INFORMATION

A. Project Identification: Renovation to the Tyler Beach House.
   1. Project Location: Eastern Point Road, Groton CT.

B. Owner: City of Groton

C. Architect: The Contract Documents Issued for Bid January 30, 2018 were prepared for Project by BL Companies, Meriden, CT.

1.4 WORK COVERED BY CONTRACT DOCUMENTS

A. The Work of the Project is defined by the Contract Documents and consists of the following:
1. Replacement of Exterior Wood Decking & Finishing.
2. Replacement of Hollow Metal Doors, Frames & Hardware.
3. Replacement of Windows.
4. Replacement of Existing Wood Louvers.
5. Miscellaneous Carpentry.

1.5 USE OF PREMISES

A. Use of Site: Limit use of premises to areas determined by the Owner. Do not disturb portions of Project site beyond areas in which the Work is indicated.

1. Confine the parking of workmen’s and construction vehicles, and the storage of construction materials to a designated staging area determined by the Owner.

2. Driveways and Entrances: Keep driveways and entrances serving premises clear and available to Owner, Owner's employees, and emergency vehicles at all times. Do not use these areas for parking or storage of materials.

   a. Schedule deliveries to minimize use of driveways and entrances.
   b. Schedule deliveries to minimize space and time requirements for storage of materials and equipment on-site.

B. Use of Existing Building: Maintain existing building in a weathertight condition throughout construction period. Repair damage caused by construction operations. Protect building and its occupants during construction period.

1.6 OWNER’S OCCUPANCY REQUIREMENTS

A. Owner Occupancy of Completed Areas of Construction: Owner reserves the right to occupy and to place and install equipment in completed areas of building, before Substantial Completion, provided such occupancy does not interfere with completion of the Work. Such placement of equipment and partial occupancy shall not constitute acceptance of the total Work.

   1. assume responsibility for maintenance and custodial service for occupied portions of building.

1.7 WORK RESTRICTIONS

A. On-Site Work Hours: Work shall be generally performed inside the existing building during normal business working hours of 7:00 a.m. to 5:00 p.m., Monday through Friday, except otherwise indicated.

B. Existing Utility Interruptions: Do not interrupt utilities serving facilities occupied by Owner or others unless permitted under the following conditions and then only after arranging to provide temporary utility services according to requirements indicated:

   1. Notify Owner not less than two days in advance of proposed utility interruptions.
   2. Do not proceed with utility interruptions without Owner's written permission.

C. Nonsmoking Building: Smoking is not permitted within the building or within 25 feet of entrances, operable windows, or outdoor-air intakes.
D. Employee Identification: Provide identification tags for Contractor personnel working on Project site. Require personnel to use identification tags at all times.

1.8 SPECIFICATION FORMATS AND CONVENTIONS

A. Drawing Coordination: Requirements for materials and products identified on Drawings are described in detail in the Specifications. One or more of the following are used on Drawings to identify materials and products:
   1. Abbreviations: Materials and products are identified by abbreviations scheduled on Drawings.

B. In general, the Specifications will describe the quality of the work and the Drawings, the extent of the work. The Drawings and Specifications are cooperative and supplementary; however, each item of the work is not necessarily mentioned in both the Drawings and the Specifications. All work necessary to complete the project, so described, is to be included in this Contract.

C. In case of disagreement between the Drawings and Specifications, or within either document itself, the Architect shall interpret the Documents to require the better quality or greater quantity of work for the Owner that can reasonably be construed therefrom. Any work performed by the Contractor without consulting the Architect, when the same requires a decision, shall be performed at the Contractor’s risk.
   1. In the case of inconsistencies between Drawings where quality and quantity are not in conflict, the Scope of work indicated by the larger-scaled drawing shall take precedence over conflicting information shown in a smaller scaled drawing.

1.9 CODES, STANDARDS AND PERMITS

A. All work under this contract shall conform to all codes and standards in effect as of the date of receipt of Bids which are applicable to this Project. All work shall also conform to specific requirements and interpretations of local authorities having jurisdiction over the Project. These Codes, standards, and authorities are referred to collectively as “the governing codes and authorities” and similar terms throughout the Specifications. Determination of applicable codes and standards and requirements of the authorities having jurisdiction shall be the responsibility of the Contractor; as shall be the analysis of all such codes and standards in regard to their applicability to the Project for the purposes of determining necessary construction to conform to such code requirements, for securing all approvals and permits necessary to proceed with construction, and to obtain all permits necessary for the Owner to occupy the facility for their intended use. In the case of conflicts between the requirements of different codes and standards, the most restrictive or stringent requirements shall be met.

B. Code Enforcement and Approvals: Secure the general building permit for the work, for which all fees will be paid by the Owner, and conform to all conditions and requirements of the permit and code enforcement authorities.

C. Identify all permits (other than general building permit) required from authorities having jurisdiction over the Project for the construction and occupancy of the work. Prepare the necessary applications and submit required plans and documents to obtain such permits in a timely manner. Permit fees to be paid by the Trade Contractor.
   1. Display all permit cards as required by the authorities, and deliver legible photocopies of all permits to the Construction Manager and Owner promptly upon their receipt.
   2. Arrange for all inspections, testing and approvals required for all permits. Notify the Owner, Construction Manager and Architect at least three business days in advance, so they may arrange to observe.
3. Comply with all conditions and provide all notices required by all permits.
4. Perform and/or arrange for and pay for all testing and inspections required by the governing codes and authorities, other than those provided by the Owner, and notify the Owner, Construction Manager, and Architect of such inspections at least three business days in advance, so they may arrange to observe.
5. Where inspecting authorities require corrective work in conjunction with applicable codes and authorities, promptly comply with such requirements, except in cases where such requirements clearly exceed the requirements of the Contract Documents, in which case proceed in accordance with the procedures for modifications to the Work established in the Contract Documents.

1.10 OCCUPATIONAL SAFETY AND HEALTH ACT

A. The Contractor and each Subcontractor shall comply with the requirements of the Occupational Safety and Health Act of 1970 and the Construction Safety Act of 1969, including all standards and regulations which have been promulgated by the Governmental Authorities which administer such Acts. Said requirements, standards and regulations are incorporated herein by reference.

B. The Contractor and each Subcontractor shall comply with said regulations, requirements and standards and require and be directly responsible for compliance therewith on the part of his agents, employees, material men and Trade Contractors; and shall directly receive and be responsible for all citations, assessments, fines or penalties which may be incurred by reason of his agents, employees, material men or Trade Contractors failing to so comply.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION 011000
SECTION 012600 - CONTRACT MODIFICATION PROCEDURES

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

A. The Contractor and each Subcontractor and/or supplier providing goods or services referenced in or related to this Section shall also be bound by the Documents identified in Division 01 Section “Summary”, Paragraph 1.1A, entitled “Related Documents.”

1.2 SUMMARY

A. This Section specifies administrative and procedural requirements for handling and processing Contract modifications.

B. Related Sections include the following:

1. Division 01 Section “Product Requirements” for administrative procedures for handling requests for substitutions made after Contract award.

1.3 PROPOSAL REQUESTS

A. Owner-Initiated Proposal Requests: Architect will issue a detailed description of proposed changes in the Work that may require adjustment to the Contract Sum or the Contract Time. If necessary, the description will include supplemental or revised Drawings and Specifications.

1. Proposal Requests issued by Architect are for information only. Do not consider them instructions either to stop work in progress or to execute the proposed change.

2. Within 10 days after receipt of Proposal Request, submit a quotation to the Architect, estimating cost adjustments to the Contract Sum and the Contract Time necessary to execute the change.

a. Include a list of quantities of products required or eliminated and unit costs, with total amount of purchases and credits to be made. If requested, furnish survey data to substantiate quantities.

b. Indicate applicable taxes, delivery charges, equipment rental, and amounts of trade discounts.

c. Include costs of labor and supervision directly attributable to the change.

d. Include an updated Contractor's Construction Schedule that indicates the effect of the change, including, but not limited to, changes in activity duration, start and finish times, and activity relationship. Use available total float before requesting an extension of the Contract Time.

B. Contractor-Initiated Proposals: If latent or unforeseen conditions require modifications to the Contract, Contractor may propose changes by first submitting a “Request for Information” to the Architect. This request will be responded to by the Architect, wherein the Contractor may submit a Change Order Proposal. Architect will issue a “Response to Change Order Request”, sample attached at the end of this Section.
1. Include a statement outlining reasons for the change and the effect of the change on the Work. Provide a complete description of the proposed change. Indicate the effect of the proposed change on the Contract Sum and the Contract Time.

2. Include a list of quantities of products required or eliminated and unit costs, with total amount of purchases and credits to be made. If requested, furnish survey data to substantiate quantities.

3. Indicate applicable taxes, delivery charges, equipment rental, and amounts of trade discounts.

4. Include costs of labor and supervision directly attributable to the change.

5. Include an updated Contractor's Construction Schedule that indicates the effect of the change, including, but not limited to, changes in activity duration, start and finish times, and activity relationship. Use available total float before requesting an extension of the Contract Time.

1.4 ALLOWANCES

A. Allowance Adjustment: To adjust allowance amounts, base each Change Order proposal on the difference between purchase amount and the allowance, multiplied by final measurement of work-in-place. If applicable, include reasonable allowances for cutting losses, tolerances, mixing wastes, normal product imperfections, and similar margins.

1. Include installation costs in purchase amount only where indicated as part of the allowance.

2. If requested, prepare explanation and documentation to substantiate distribution of overhead costs and other margins claimed.

3. Submit substantiation of a change in scope of work, if any, claimed in Change Orders related to unit-cost allowances.

4. Owner reserves the right to establish the quantity of work-in-place by independent quantity survey, measure, or count.

B. Submit claims for increased costs because of a change in scope or nature of the allowance described in the Contract Documents, whether for the Purchase Order amount or Contractor's handling, labor, installation, overhead, and profit. Submit claims within 21 days of receipt of the Change Order or Construction Change Directive authorizing work to proceed. Owner will reject claims submitted later than 21 days after such authorization.

1. Do not include Contractor's or subcontractor's indirect expense in the Change Order cost amount unless it is clearly shown that the nature or extent of work has changed from what could have been foreseen from information in the Contract Documents.

2. No change to Contractor's indirect expense is permitted for selection of higher- or lower-priced materials or systems of the same scope and nature as originally indicated.

1.5 CHANGE ORDER PROCEDURES

A. On Owner's approval of a Proposal Request, the Contractor will issue a Change Order for signatures of Owner and Contractor on AIA Document G701 or similar form.

1.6 CONSTRUCTION CHANGE DIRECTIVE


1. Construction Change Directive contains a complete description of change in the Work. It also designates method to be followed to determine change in the Contract Sum or the Contract Time.
B. Documentation: Maintain detailed records on a time and material basis of work required by the Construction Change Directive.

1. After completion of change, submit an itemized account and supporting data necessary to substantiate cost and time adjustments to the Contract.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION

3.1 FORMS

A. The following forms referenced in this Section are attached:

1. Architect’s Supplemental Information (ASI), 1 page.
2. Response to Change Order Request, 1 page.

END OF SECTION 012600
The Work shall be carried out in accordance with the following supplemental instructions issued in accordance with the Contract Documents without change in Contract Sum or Contract Time. Proceeding with the Work in accordance with these instructions indicates your acknowledgement that there will be no change in the Contract Sum or Contract Time.

**DESCRIPTION:** ASI TITLE

Response

Response by:

Architect: Project Architect, RA
## Response to Change Order Request

<table>
<thead>
<tr>
<th>Project Name:</th>
<th>Response No.:</th>
</tr>
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<tbody>
<tr>
<td>Project Number:</td>
<td>COR No.:</td>
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<td>Date:</td>
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<th>Client:</th>
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<td>Address</td>
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<th>Phone number</th>
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Copies Of Report Have Been Sent To:  
- [ ] Owner  
- [ ] Official  
- [ ] Consultant

### Change Order Request

- [ ] Title
- [ ] Description

- [ ] Change Order Request has been reviewed and is recommended for submission to the Owner for approval.
- [ ] Change Order Request is rejected. Refer to comments below.
- [ ] Work described in Change Order Request is required by the Contract Documents.
- [ ] Revise and resubmit this Change Order Request. Refer to comments below.
- [ ] Overhead/Profit is incorrect.
- [ ] Labor and material costs breakdown is insufficient.
- [ ] Backup documentation is insufficient.
- [ ] Other:

**Attachments:** Original Change Order; Consultant’s Response

**Prepared by:**

Architect: Project Architect, RA
SECTION 013100 – PROJECT COORDINATION

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 01 Specification Sections, apply to this Section.

1.2 SUMMARY

A. Section includes administrative provisions for coordinating construction operations on Project including, but not limited to, the following:

1. General project coordination procedures.
2. Coordination drawings.
3. Requests for Information (RFIs).

B. Each contractor shall participate in coordination requirements. Certain areas of responsibility are assigned to a specific contractor.

1.3 DEFINITIONS

A. RFI: Request from Owner, Architect, or Contractor seeking information from each other during construction.

1.4 COORDINATION

A. Coordination: Coordinate construction operations included in different Sections of the Specifications to ensure efficient and orderly installation of each part of the Work. Coordinate construction operations, included in different Sections, that depend on each other for proper installation, connection, and operation.

1. Schedule construction operations in sequence required to obtain the best results where installation of one part of the Work depends on installation of other components, before or after its own installation.
2. Coordinate installation of different components to ensure maximum performance and accessibility for required maintenance, service, and repair.
3. Make adequate provisions to accommodate items scheduled for later installation.

1.5 REQUESTS FOR INFORMATION (RFIs)

A. General: Immediately on discovery of the need for additional information or interpretation of the Contract Documents, Contractor shall prepare and submit an RFI in the form specified.
1. Architect will return RFIs submitted to Architect by other entities controlled by Contractor with no response.
2. Coordinate and submit RFIs in a prompt manner so as to avoid delays in Contractor's work or work of subcontractors.

B. Content of the RFI: Include a detailed, legible description of item needing information or interpretation and the following:

1. Project name.
2. Project number.
3. Date.
4. Name of Contractor.
5. Name of Architect.
6. RFI number, numbered sequentially.
7. RFI subject.
8. Specification Section number and title and related paragraphs, as appropriate.
9. Drawing number and detail references, as appropriate.
10. Field dimensions and conditions, as appropriate.
11. Contractor's suggested resolution. If Contractor's solution(s) impacts the Contract Time or the Contract Sum, Contractor shall state impact in the RFI.
12. Contractor's signature.
13. Attachments: Include sketches, descriptions, measurements, photos, Product Data, Shop Drawings, coordination drawings, and other information necessary to fully describe items needing interpretation.
   a. Include dimensions, thicknesses, structural grid references, and details of affected materials, assemblies, and attachments on attached sketches.

C. Hard-Copy RFIs:

1. Identify each page of attachments with the RFI number and sequential page number.

D. Software-Generated RFIs: Software-generated form with substantially the same content as indicated above.

1. Attachments shall be electronic files in Adobe Acrobat PDF format.

E. Architect's Action: Architect will review each RFI, determine action required, and return it. Allow five 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.

1. The following RFIs will be returned without action:
   a. Requests for approval of submittals.
   b. Requests for approval of substitutions.
   c. Requests for coordination information already indicated in the Contract Documents.
   d. Requests for adjustments in the Contract Time or the Contract Sum.
   e. Requests for interpretation of Architect's actions on submittals.
   f. Incomplete RFIs or RFIs with numerous errors.

2. Architect's action may include a request for additional information, in which case Architect's time for response will start again.
3. 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."
   a. If Contractor believes 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.

F. 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 five days if Contractor disagrees with response.

G. RFI Log: The Construction Manager shall prepare, maintain, and submit a tabular log of RFIs organized by the RFI number. Submit log biweekly. Include the following:
   1. Project name.
   2. Name and address of Construction Manager.
   3. Name and address of Architect.
   4. RFI number including RFIs that were dropped and not submitted.
   5. RFI description.
   6. Date the RFI was submitted.
   7. Date Architect's response was received.
   8. Identification of related Minor Change in the Work, Construction Change Directive, and Proposal Request, as appropriate.

1.6 PROJECT MEETINGS

A. General: Schedule and conduct meetings and conferences at Project site, unless otherwise indicated.
   1. Attendees: Inform participants and others involved, and individuals whose presence is required, of date and time of each meeting. Notify Owner and Architect of scheduled meeting dates and times.
   2. Agenda: Prepare the meeting agenda. Distribute the agenda to all invited attendees.
   3. Minutes: Entity responsible for conducting meeting will record significant discussions and agreements achieved. Distribute the meeting minutes to everyone concerned, including Owner and Architect, within three days of the meeting.

B. Preconstruction Conference: Schedule and conduct a preconstruction conference before starting construction, at a time convenient to Owner and Architect, but no later than 15 days after execution of the Agreement.
   1. Conduct the conference to review responsibilities and personnel assignments.
   2. Attendees: Authorized representatives of Owner Architect, and their consultants; Contractor and its superintendent; major subcontractors; suppliers; and other concerned parties shall attend the conference. Participants at the conference shall be familiar with Project and authorized to conclude matters relating to the Work.
   3. Agenda: Discuss items of significance that could affect progress, including the following:
      a. Tentative construction schedule.
      b. Critical work sequencing and long-lead items.
      c. Designation of key personnel and their duties.
d. Lines of communications.
e. Procedures for processing field decisions and Change Orders.
f. Procedures for RFIs.
g. Procedures for processing Applications for Payment.
h. Distribution of the Contract Documents.
i. Submittal procedures.
j. Sustainable design requirements.
k. Preparation of record documents.
l. Use of the premises
m. Work restrictions.
n. Working hours.
o. Owner's occupancy requirements.
p. Procedures for moisture and mold control.
q. Procedures for disruptions and shutdowns.
r. Parking availability.
s. Office, work, and storage areas.
t. Equipment deliveries and priorities.
u. First aid.
w. Progress cleaning.

4. Minutes: Entity responsible for conducting meeting will record and distribute meeting minutes.

C. Project Closeout Conference: Schedule and conduct a Project closeout conference, at a time convenient to Owner and Architect, but no later than 90 days prior to the scheduled date of Substantial Completion.

1. Conduct the conference to review requirements and responsibilities related to Project closeout.
2. Attendees: Authorized representatives of Owner, Architect, and their consultants; Contractor and its superintendent; major subcontractors; suppliers; and other concerned parties shall attend the meeting. Participants at the meeting shall be familiar with Project and authorized to conclude matters relating to the Work.
3. Agenda: Discuss items of significance that could affect or delay Project closeout, including the following:
   a. Procedures required prior to inspection for Substantial Completion and for final inspection for acceptance.
   b. Submittal of written warranties.
   c. Preparation of Contractor's punch list.
   d. Procedures for processing Applications for Payment at Substantial Completion and for final payment.
   e. Submittal procedures.
   f. Owner's partial occupancy requirements.
4. Minutes: Entity conducting meeting will record and distribute meeting minutes.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION 013100
Response to Request for Information

Project Name: ________________________ RRFI No. ________________________
Project Number: ________________________ RFI No. ________________________
Date: ________________________

Client:  
Name: ________________________  
Address: ________________________  
Phone: ________________________  
Fax: ________________________  
Email: ________________________  

Contractor:  
Name: ________________________  
Address: ________________________  
Phone: ________________________  
Fax: ________________________  
Email: ________________________  

COPIES TO:  
☐ Client  ☐ Official  ☐ Consultant ________________________

☐ The Work shall be carried out in accordance with the following supplemental instructions issued in accordance with the Contract Documents without change in Contract Sum or Contract Time. Proceeding with the Work in accordance with these instructions indicates your acknowledgement that there will be no change in the Contract Sum or Contract Time.

☐ Please submit an itemized quotation for changes in the Contract Sum and/or Contract Time for proposed modifications to the Contract Documents described herein. Notify the Architect in writing of the date on which you anticipate submitting your proposal. THIS IS NOT A CHANGE ORDER, CONSTRUCTION CHANGE DIRECTIVE, OR A DIRECTION TO PROCEED WITH WORK DESCRIBED IN THE PROPOSED MODIFICATIONS.

☐ The Work shall be carried out in accordance with the following supplemental instructions issued in accordance with the Contract Documents. A Construction Change Directive to follow.

DESCRIPTION: RFI TITLE

Response

Response by: ________________________

Architect: Project Architect, RA

355 Research Parkway  Meriden, CT 06450  Tel. (203) 630-1406  Fax (203) 639-8384  Toll Free (800) 301-3077
SECTION 013300 - SUBMITTAL PROCEDURES

PART 1 - GENERAL

1.1 RELATED DOCUMENTS
A. The Contractor and each Subcontractor and/or supplier providing goods or services referenced in or related to this Section shall also be bound by the Documents identified in Division 01 Section “Summary”, Paragraph 1.1A, entitled “Related Documents.”

1.2 SUMMARY
A. This Section includes administrative and procedural requirements for submitting Shop Drawings, Product Data, Samples, and other submittals.

B. Related Sections include the following:

1.3 DEFINITIONS
A. Action Submittals: Written and graphic information that requires Architect’s responsive action.

B. Informational Submittals: Written information that does not require Architect’s responsive action. Submittals may be rejected for not complying with requirements.


1.4 SUBMITTAL PROCEDURES
A. General: Electronic copies of CAD Drawings of the Contract Drawings will not be provided by Architect for Contractor's use in preparing submittals.

B. Coordination: Coordinate preparation and processing of submittals with performance of construction activities.

1. Coordinate each submittal with fabrication, purchasing, testing, delivery, other submittals, and related activities that require sequential activity.

2. Coordinate transmittal of different types of submittals for related parts of the Work so processing will not be delayed because of need to review submittals concurrently for coordination.
   a. Architect and reserve the right to withhold action on a submittal requiring coordination with other submittals until related submittals are received.

C. Submittals Schedule: For list of submittals and time requirements for scheduled performance of related construction activities.
D. Processing Time: Allow enough time for submittal review, including time for resubmittals, as follows. Time for review shall commence on Architect's receipt of submittal. No extension of the Contract Time will be authorized because of failure to transmit submittals enough in advance of the Work to permit processing, including resubmittals.

1. Initial Review: Allow two weeks for initial review of each submittal. Allow additional time if coordination with subsequent submittals is required. Will advise Subcontractor when a submittal being processed must be delayed for coordination.

2. Intermediate Review: If intermediate submittal is necessary, process it in same manner as initial submittal.

3. Resubmittal Review: Allow two weeks for review of each resubmittal.

   a. Resubmittals will be reviewed no more than two times at the Owner’s expense. Resubmittals which fail to comply with Contract requirements will be reviewed at the Contractor’s expense, based on an hourly rate of $75 per hour, not to exceed $600 for each subsequent submittal.

   b. The Owner reserves the right to deduct said reimbursement from the Contractor’s application for payment on a monthly basis.

E. Identification: Place a permanent label or title block on each submittal for identification.

1. Indicate name of firm or entity that prepared each submittal on label or title block.

2. Provide a space approximately 6 by 8 inches on label or beside title block to record Subcontractor's review and approval markings and action taken by Architect.

3. Include the following information on label for processing and recording action taken:

   a. Project name.

   b. Date.

   c. Name and address of Architect.

   d. Name and address of Subcontractor.

   e. Name and address of supplier.

   f. Name of manufacturer.

   g. Submittal number or other unique identifier, including revision identifier.

1) Submittal number shall use Specification Section number followed by a decimal point and then a sequential number (e.g., 055000.01). Resubmittals shall include an alphabetic suffix after another decimal point (e.g., 055000.01.A).

   h. Number and title of appropriate Specification Section.

   i. Drawing number and detail references, as appropriate.

   j. Location(s) where product is to be installed, as appropriate.

   k. Other necessary identification.

F. Deviations: Highlight, encircle, or otherwise specifically identify deviations from the Contract Documents on submittals.

G. Additional Copies: Unless additional copies are required for final submittal, and unless Architect or observes noncompliance with provisions in the Contract Documents, initial submittal may serve as final submittal.

1. Submit one copy of submittal to concurrent reviewer in addition to specified number of copies to Architect and Owner.

2. Additional copies submitted for maintenance manuals will be marked with action taken and will be returned.
H. Transmittal: Package each submittal individually and appropriately for transmittal and handling. Transmit each submittal using a transmittal form. Architect will return submittals, without review, received from source.

1. Transmittal Form: Provide locations on form for the following information:
   a. Project name.
   b. Date.
   c. Destination (To:).
   d. Source (From:).
   e. Names of subcontractor, manufacturer, and supplier.
   f. Category and type of submittal.
   g. Submittal purpose and description.
   h. Specification Section number and title.
   i. Drawing number and detail references, as appropriate.
   j. Transmittal number, numbered consecutively.
   k. Submittal and transmittal distribution record.
   l. Remarks.
   m. Signature of transmitter.

2. On an attached separate sheet, prepared on Contractor's letterhead, record relevant information, requests for data, revisions other than those requested by Architect on previous submittals, and deviations from requirements in the Contract Documents, including minor variations and limitations. Include same label information as related submittal.

I. Resubmittals: Make resubmittals in same form and number of copies as initial submittal.

   1. Note date and content of previous submittal.
   2. Note date and content of revision in label or title block and clearly indicate extent of revision.
   3. Resubmit submittals until they are marked “Approved” or “Approved as Corrected.”

J. Electronic Submittals: Identify and incorporate information in each electronic submittal file as follows:

   1. Assemble complete submittal package into a single indexed file incorporating submittal requirements of a single Specification Section and transmittal form with links enabling navigation to each item.
   2. Name file with submittal number or other unique identifier, including revision identifier.
      a. File name shall use project identifier and Specification Section number followed by a decimal point and then a sequential number (e.g., CREC-061000.01). Resubmittals shall include an alphabetic suffix after another decimal point (e.g., CREC-061000.01.A).
   3. Provide means for insertion to permanently record Contractor's review and approval markings and action taken by Architect and Construction Manager.
   4. Transmittal Form for Electronic Submittals: Use electronic form acceptable to Architect, containing the following information:
      a. Project name.
      b. Date.
      c. Name and address of Architect
      d. Name of Contractor.
      e. Name of firm or entity that prepared submittal.
      f. Names of subcontractor, manufacturer, and supplier.
      g. Category and type of submittal.
h. Submittal purpose and description.

i. Specification Section number and title.

j. Specification paragraph number or drawing designation and generic name for each of multiple items.

k. Drawing number and detail references, as appropriate.

l. Location(s) where product is to be installed, as appropriate.

m. Related physical samples submitted directly.

n. Indication of full or partial submittal.

o. Transmittal number, numbered consecutively.

p. Submittal and transmittal distribution record.

q. Other necessary identification.

r. Remarks.

5. Metadata: Include the following information as keywords in the electronic submittal file metadata:

a. Project name.

b. Number and title of appropriate Specification Section.

c. Manufacturer name.

d. Product name.

K. Distribution: Furnish copies of final submittals to manufacturers, subcontractors, suppliers, fabricators, installers, authorities having jurisdiction, and others as necessary for performance of construction activities. Show distribution on transmittal forms.

L. Use for Construction: Use only final submittals with mark indicating “Approved” or “Approved as Corrected” taken by Architect.

PART 2 - PRODUCTS

2.1 ACTION SUBMITTALS

A. General: Prepare and submit Action Submittals required by individual Specification Sections.

B. Product Data: Collect information into a single submittal for each element of construction and type of product or equipment.

1. If information must be specially prepared for submittal because standard printed data are not suitable for use, submit as Shop Drawings, not as Product Data.

2. Mark each copy of each submittal to show which products and options are applicable.

3. Include the following information, as applicable:

a. Manufacturer's written recommendations.

b. Manufacturer's product specifications.

c. Manufacturer's installation instructions.

d. Standard color charts. – (Full range of color)

e. Manufacturer's catalog cuts.

f. Wiring diagrams showing factory-installed wiring.

g. Printed performance curves.

h. Operational range diagrams.

i. Mill reports.

j. Standard product operation and maintenance manuals.
Renovations to the
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BL Project Number 17D3392

SUBMITTAL PROCEDURES

k. Compliance with specified referenced standards.
l. Testing by recognized testing agency.
m. Application of testing agency labels and seals.
n. Notation of coordination requirements.

4. Submit Product Data before or concurrent with Samples.
5. Number of Copies: Submit four (4) copies of each submittal, unless copies are required for operation and maintenance manuals. Submit five (5) copies where copies are required for operation and maintenance manuals. Architect will retain two copies; remainder will be returned.

   a. Contractor will mark up and retain one returned copy as a Project Record Drawing.

C. Shop Drawings: Prepare Project-specific information, drawn accurately to scale. Do not base Shop Drawings on reproductions of the Contract Documents or standard printed data.

1. Preparation: Fully illustrate requirements in the Contract Documents. Include the following information, as applicable:

   a. Dimensions.
b. Identification of products.
c. Fabrication and installation drawings.
d. Roughing-in and setting diagrams.
e. Wiring diagrams showing field-installed wiring, including power, signal, and control wiring.
f. Shopwork manufacturing instructions.
g. Templates and patterns.
h. Schedules.
i. Design calculations.
j. Compliance with specified standards.
k. Notation of coordination requirements.
l. Notation of dimensions established by field measurement.
m. Relationship to adjoining construction clearly indicated.
n. Seal and signature of professional engineer if specified.
o. Wiring Diagrams: Differentiate between manufacturer-installed and field-installed wiring.

2. Sheet Size: Except for templates, patterns, and similar full-size drawings, submit Shop Drawings on sheets at least 8-1/2 by 11 inches but no larger than 30 by 42 inches.
3. Number of Copies: Submit four (4) copies of each submittal, unless copies are required for operation and maintenance manuals. Submit five (5) copies where copies are required for operation and maintenance manuals. Architect will retain two copies; remainder will be returned.

   a. Contractor will mark up and retain one returned copy as a Project Record Drawing.

D. Samples: Submit Samples for review of kind, color, pattern, and texture for a check of these characteristics with other elements and for a comparison of these characteristics between submittal and actual component as delivered and installed.

1. Transmit Samples that contain multiple, related components such as accessories together in one submittal package.
2. Identification: Attach label on unexposed side of Samples that includes the following:

   a. Generic description of Sample.
b. Product name and name of manufacturer.
c. Sample source.
d. Number and title of appropriate Specification Section.

3. Disposition: Maintain sets of approved Samples at Project site, available for quality-control comparisons throughout the course of construction activity. Sample sets may be used to determine final acceptance of construction associated with each set.
   a. Samples that may be incorporated into the Work are indicated in individual Specification Sections. Such Samples must be in an undamaged condition at time of use.
   b. Samples not incorporated into the Work, or otherwise designated as Owner's property, are the property of Contractor.

4. Samples for Initial Selection: Submit manufacturer's color charts consisting of units or sections of units showing the full range of colors, textures, and patterns available.
   a. Number of Samples: Submit two full set(s) of available choices where color, pattern, texture, or similar characteristics are required to be selected from manufacturer's product line. Architect will return submittal with options selected.

5. Samples for Verification: Submit full-size units or Samples of size indicated, prepared from same material to be used for the Work, cured and finished in manner specified, and physically identical with material or product proposed for use, and that show full range of color and texture variations expected. Samples include, but are not limited to, the following: partial sections of manufactured or fabricated components; small cuts or containers of materials; complete units of repetitively used materials; swatches showing color, texture, and pattern; color range sets; and components used for independent testing and inspection.
   a. Number of Samples: Submit three sets of Samples. Architect will retain two Sample sets; remainder will be returned. Architect will mark up and retain one returned Sample set as a Project Record Sample.
      1) Submit a single Sample where assembly details, workmanship, fabrication techniques, connections, operation, and other similar characteristics are to be demonstrated.
      2) If variation in color, pattern, texture, or other characteristic is inherent in material or product represented by a Sample, submit at least three sets of paired units that show approximate limits of variations.

E. Product Schedule or List: As required in individual Specification Sections, prepare a written summary indicating types of products required for the Work and their intended location. Include the following information in tabular form:

1. Type of product. Include unique identifier for each product.
2. Number and name of room or space.
3. Location within room or space.
4. Number of Copies: Submit four copies of product schedule or list, unless otherwise indicated. Architect will return two copies.
   a. Contractor will mark up and retain one returned copy as a Project Record Document.

F. Application for Payment: Application of payment is to be in AIA format.

G. Schedule of Values: Provide a payment schedule in AIA format.
H. Subcontract List: Prepare a written summary identifying individuals or firms proposed for each portion of the Work, including those who are to furnish products or equipment fabricated to a special design. Include the following information in tabular form:

1. Name, address, and telephone number of entity performing subcontract or supplying products.
2. Number and title of related Specification Section(s) covered by subcontract.
3. Drawing number and detail references, as appropriate, covered by subcontract.
4. Number of Copies: Submit four copies of subcontractor list, unless otherwise indicated. Architect will return two copies.

   a. Contractor will mark up and retain one returned copy as a Project Record Document.

2.2 INFORMATIONAL SUBMITTALS

A. General: Prepare and submit Informational Submittals required by other Specification Sections.

1. Number of Copies: Submit four copies of each submittal, unless otherwise indicated. Architect will not return copies.

B. Qualification Data: Prepare written information that demonstrates capabilities and experience of firm or person. Include lists of completed projects with project names and addresses, names and addresses of architects and owners, and other information specified.

C. Welding Certificates: Prepare written certification that welding procedures and personnel comply with requirements in the Contract Documents. Submit record of Welding Procedure Specification (WPS) and Procedure Qualification Record (PQR) on AWS forms. Include names of firms and personnel certified.

D. Installer Certificates: Prepare written statements on manufacturer's letterhead certifying that Installer complies with requirements in the Contract Documents and, where required, is authorized by manufacturer for this specific Project.

E. Manufacturer Certificates: Prepare written statements on manufacturer's letterhead certifying that manufacturer complies with requirements in the Contract Documents. Include evidence of manufacturing experience where required.

F. Product Certificates: Prepare written statements on manufacturer's letterhead certifying that product complies with requirements in the Contract Documents.

G. Material Certificates: Prepare written statements on manufacturer's letterhead certifying that material complies with requirements in the Contract Documents.

H. Material Test Reports: Prepare reports written by a qualified testing agency, on testing agency's standard form, indicating and interpreting test results of material for compliance with requirements in the Contract Documents.

I. Product Test Reports: Prepare written reports indicating current product produced by manufacturer complies with requirements in the Contract Documents. Base reports on evaluation of tests performed by manufacturer and witnessed by a qualified testing agency, or on comprehensive tests performed by a qualified testing agency.

J. Research/Evaluation Reports: Prepare written evidence, from a model code organization acceptable to authorities having jurisdiction, that product complies with building code in effect for Project. Include the following information:
1. Name of evaluation organization.
2. Date of evaluation.
3. Time period when report is in effect.
4. Product and manufacturers' names.
5. Description of product.
6. Test procedures and results.
7. Limitations of use.

K. Schedule of Tests and Inspections: Comply with requirements specified in Division 01 Section "Quality Requirements."

L. Preconstruction Test Reports: Prepare reports written by a qualified testing agency, on testing agency's standard form, indicating and interpreting results of tests performed before installation of product, for compliance with performance requirements in the Contract Documents.

M. Compatibility Test Reports: Prepare reports written by a qualified testing agency, on testing agency's standard form, indicating and interpreting results of compatibility tests performed before installation of product. Include written recommendations for primers and substrate preparation needed for adhesion.

N. Field Test Reports: Prepare reports written by a qualified testing agency, on testing agency's standard form, indicating and interpreting results of field tests performed either during installation of product or after product is installed in its final location, for compliance with requirements in the Contract Documents.

O. Maintenance Data: Prepare written and graphic instructions and procedures for operation and normal maintenance of products and equipment. Comply with requirements specified in Division 01 Section "Operation and Maintenance Data."

P. Design Data: Prepare written and graphic information, including, but not limited to, performance and design criteria, list of applicable codes and regulations, and calculations. Include list of assumptions and other performance and design criteria and a summary of loads. Include load diagrams if applicable. Provide name and version of software, if any, used for calculations. Include page numbers.

Q. Manufacturer's Instructions: Prepare written or published information that documents manufacturer's recommendations, guidelines, and procedures for installing or operating a product or equipment. Include name of product and name, address, and telephone number of manufacturer. Include the following, as applicable:

1. Preparation of substrates.
2. Required substrate tolerances.
3. Sequence of installation or erection.
4. Required installation tolerances.
5. Required adjustments.
6. Recommendations for cleaning and protection.

R. Manufacturer's Field Reports: Prepare written information documenting factory-authorized service representative's tests and inspections. Include the following, as applicable:

1. Name, address, and telephone number of factory-authorized service representative making report.
2. Statement on condition of substrates and their acceptability for installation of product.
3. Statement that products at Project site comply with requirements.
4. Summary of installation procedures being followed, whether they comply with requirements and, if not, what corrective action was taken.
5. Results of operational and other tests and a statement of whether observed performance complies with requirements.
6. Statement whether conditions, products, and installation will affect warranty.
7. Other required items indicated in individual Specification Sections.

S. Insurance Certificates and Bonds: Prepare written information indicating current status of insurance or bonding coverage. Include name of entity covered by insurance or bond, limits of coverage, amounts of deductibles, if any, and term of the coverage.

T. Material Safety Data Sheets (MSDs): Submit information directly to Owner; do not submit to Architect.
   1. Architect will not review submittals that include MSDSs and will return the entire submittal for resubmittal.

2.3 DELEGATED DESIGN

A. Performance and Design Criteria: Where professional design services or certifications by a design professional are specifically required of Contractor by the Contract Documents, provide products and systems complying with specific performance and design criteria indicated.
   1. If criteria indicated are not sufficient to perform services or certification required, submit a written request for additional information to Architect.

B. Delegated-Design Submittal: In addition to Shop Drawings, Product Data, and other required submittals, submit five copies of a statement, signed and sealed by the responsible design professional, for each product and system specifically assigned to Contractor to be designed or certified by a design professional.
   1. Indicate that products and systems comply with performance and design criteria in the Contract Documents. Include list of codes, loads, and other factors used in performing these services.

PART 3 - EXECUTION

3.1 CONTRACTOR'S REVIEW

A. Review each submittal and check for coordination with other Work of the Contract and for compliance with the Contract Documents. Note corrections and field dimensions. Mark with approval stamp before submitting to Architect and Owner.

B. Approval Stamp: Stamp each submittal with a uniform, approval stamp. Include Project name and location, submittal number, Specification Section title and number, name of reviewer, date of Contractor's approval, and statement certifying that submittal has been reviewed, checked, and approved for compliance with the Contract Documents.

3.2 ARCHITECT'S ACTION

A. General: Architect will not review submittals that do not bear Contractor's approval stamp and will return them without action.
B. Action Submittals: Architect will review each submittal, make marks to indicate corrections or modifications required, and return it. Architect will stamp each submittal with an action stamp and will mark stamp appropriately to indicate action taken, as follows:

1. “Approved”: The portion of Work covered by the submittal may proceed provided it complies with the Contract Documents.
2. “Approved as Corrected”: The portion of Work covered by the submittal may proceed provided it complies with notations or corrections on the submittal, and with the Contract Documents.
3. “Not Approved” or “Revise and Resubmit”: Revise or prepare a new submittal in accordance with notations; resubmit. Do not proceed with that portion of the Work covered by the submittal.
4. Architect may respond to submittals with additional comments on the Submittal Review Form attached at the end of this Section.

C. Informational Submittals: Architect will review each submittal and will not return it, or will return it if it does not comply with requirements.

D. Partial submittals are not acceptable, will be considered nonresponsive, and will be returned without review.

E. Submittals not required by the Contract Documents may not be reviewed and may be discarded.

3.3 FORMS

A. The following form referenced in this Section is attached:

1. Submittal Review Form, 1 page.

END OF SECTION 013300
Submittal Review Form

Project Number: ____________________  Submittal: ____________
Project Name: ____________________  Submittal Name: ____________
Date: ____________________

Client:  Name ____________________  Address ____________________
       Phone: ____________________  Fax: ____________________
       Email: ____________________

Contractor:  Name ____________________  Address ____________________
       Phone: ____________________  Fax: ____________________
       Email: ____________________

COPIES TO:  Owner [ ]  Official [ ]  Consultant [ ]

Comments:

Reviewed by:

_________________________________________________________________

Architect:  Project Architect, RA

355 Research Parkway  Meriden, CT 06450  Tel: (203) 630-1406  Fax: (203) 639-8384  Toll Free: (800) 301-3077

Architecture • Engineering • Planning • Landscape Architecture • Land Surveying • Environmental Sciences
SECTION 017700 - CLOSEOUT PROCEDURES

PART 1 - GENERAL

1.1 RELATED DOCUMENTS
A. The Contractor, Subcontractors, and/or suppliers providing goods or services referenced in or related to this Section shall also be bound by the Documents identified in Division 01 Section “Summary”, Paragraph 1.1A, entitled “Related Documents.”

1.2 SUMMARY
A. This Section includes administrative and procedural requirements for contract closeout, including, but not limited to, the following:
   1. Substantial Completion procedures.
   2. Final completion procedures.
   3. Warranties.
   4. Final cleaning.
   5. Repair of the Work.

1.3 ACTION SUBMITTALS
A. Product Data: For cleaning agents.
B. Contractor's List of Incomplete Items: Initial submittal at Substantial Completion.
C. Certified List of Incomplete Items: Final submittal at Final Completion.

1.4 CLOSEOUT SUBMITTALS
A. Certificates of Release: From authorities having jurisdiction.
B. Certificate of Insurance: For continuing coverage.
C. Field Report: For pest control inspection.

1.5 MAINTENANCE MATERIAL SUBMITTALS
A. Schedule of Maintenance Material Items: For maintenance material submittal items specified in other Sections.
1.6 SUBSTANTIAL COMPLETION PROCEDURES

A. Contractor's List of Incomplete Items: Prepare and submit a list of items to be completed and corrected (Contractor's punch list), indicating the value of each item on the list and reasons why the Work is incomplete.

B. Submittals Prior to Substantial Completion: Complete the following a minimum of 10 days prior to requesting inspection for determining date of Substantial Completion. List items below that are incomplete at time of request.

   1. Prepare a list of items to be completed and corrected (punch list), the value of items on the list, and reasons why the Work is not complete.
   2. Advise Owner of pending insurance changeover requirements.
   3. Submit specific warranties, workmanship bonds, maintenance service agreements, final certifications, and similar documents.
   4. Certificates of Release: Obtain and submit releases from authorities having jurisdiction permitting Owner unrestricted use of the Work and access to services and utilities. Include occupancy permits, operating certificates, and similar releases.
   5. Submit closeout submittals specified in other Division 01 Sections, including project record documents, operation and maintenance manuals, final completion construction photographic documentation, damage or settlement surveys, property surveys, and similar final record information.
   6. Submit closeout submittals specified in individual Sections, including specific warranties, workmanship bonds, maintenance service agreements, final certifications, and similar documents.
   7. Submit maintenance material submittals specified in individual Sections, including tools, spare parts, extra materials, and similar items, and deliver to location designated by Construction Manager. Label with manufacturer's name and model number where applicable.
      a. Schedule of Maintenance Material Items: Prepare and submit schedule of maintenance material submittal items, including name and quantity of each item and name and number of related Specification Section. Obtain Construction Manager's signature for receipt of submittals.
   8. Submit test/adjust/balance records.
   9. Submit changeover information related to Owner's occupancy, use, operation, and maintenance.

C. Procedures Prior to Substantial Completion: Complete the following a minimum of 10 days prior to requesting inspection for determining date of Substantial Completion. List items below that are incomplete at time of request.

   1. Advise Owner of pending insurance changeover requirements.
   2. Make final changeover of permanent locks and deliver keys to Owner. Advise Owner's personnel of changeover in security provisions.
   3. Complete startup and testing of systems and equipment.
   4. Perform preventive maintenance on equipment used prior to Substantial Completion.
   5. Instruct Owner's personnel in operation, adjustment, and maintenance of products, equipment, and systems. Submit demonstration and training video recordings. Advise Owner of changeover in heat and other utilities.
   6. Participate with Owner in conducting inspection and walkthrough with local emergency responders.
   7. Terminate and remove temporary facilities from Project site, along with mockups, construction tools, and similar elements.
   8. Complete final cleaning requirements, including touchup painting.
   9. Touch up and otherwise repair and restore marred exposed finishes to eliminate visual defects.
D. Inspection: Submit a written request for inspection for Substantial Completion. On receipt of request, Architect and Construction Manager will either proceed with inspection or notify Contractor of unfulfilled requirements. Architect will prepare the Certificate of Substantial Completion after inspection or will notify Contractor of items, either on Contractor's list or additional items identified by Architect, that must be completed or corrected before certificate will be issued.

1. Re-inspection: Request re-inspection when the Work identified in previous inspections as incomplete is completed or corrected.
2. Results of completed inspection will form the basis of requirements for Final Completion.

1.7 FINAL COMPLETION

A. Preliminary Procedures: Before requesting final inspection for determining date of Final Completion, complete the following:

1. Submit a final Application for Payment.
2. Submit certified copy of Architect's Substantial Completion inspection list of items to be completed or corrected (punch list), endorsed and dated by Architect. The certified copy of the list shall state that each item has been completed or otherwise resolved for acceptance.
3. Submit evidence of final, continuing insurance coverage complying with insurance requirements.
4. Instruct Owner's personnel in operation, adjustment, and maintenance of products, equipment, and systems. Submit demonstration and training videotapes.

B. Inspection: Submit a written request for final inspection for acceptance. On receipt of request, Architect and Construction Manager will either proceed with inspection or notify Contractor of unfulfilled requirements. Architect will prepare a final Certificate for Payment after inspection or will notify Contractor of construction that must be completed or corrected before certificate will be issued.

1. Re-inspection: Request re-inspection when the Work identified in previous inspections as incomplete is completed or corrected.

1.8 LIST OF INCOMPLETE ITEMS (PUNCH LIST)

A. Preparation: Submit three copies of list. Include name and identification of each space and area affected by construction operations for incomplete items and items needing correction including, if necessary, areas disturbed by Contractor that are outside the limits of construction.

1. Organize list of spaces in sequential order.
2. Organize items applying to each space by major element, including categories for ceiling, individual walls, floors, equipment, and building systems.
3. Include the following information at the top of each page:
   a. Project name.
   b. Date.
   c. Name of Architect.
   d. Name of Construction Manager.
   e. Name of Contractor.
   f. Page number.
1.9 SUBMITTAL OF PROJECT WARRANTIES

A. Submittal Time: Submit written warranties on request of Architect for designated portions of the Work where commencement of warranties other than date of Substantial Completion is indicated.

B. Organize warranty documents into an orderly sequence based on the table of contents of the Project Manual.
   1. Bind warranties and bonds in heavy-duty, 3-ring, vinyl-covered, loose-leaf binders, thickness as necessary to accommodate contents, and sized to receive 8-1/2-by-11-inch paper.
   2. Provide heavy paper dividers with plastic-covered tabs for each separate warranty. Mark tab to identify the product or installation. Provide a typed description of the product or installation, including the name of the product and the name, address, and telephone number of Installer.
   3. Identify each binder on the front and spine with the typed or printed title "WARRANTIES," Project name, and name of Contractor.

C. Provide additional copies of each warranty to include in operation and maintenance manuals.

PART 2 - PRODUCTS

2.1 MATERIALS

A. Cleaning Agents: Use cleaning materials and agents recommended by manufacturer or fabricator of the surface to be cleaned. Do not use cleaning agents that are potentially hazardous to health or property or that might damage finished surfaces.
   1. Use cleaning products that comply with Green Seal's GS-37, or if GS-37 is not applicable, use products that comply with the California Code of Regulations maximum allowable VOC levels.

PART 3 - EXECUTION

3.1 FINAL CLEANING

A. General: Provide final cleaning. Conduct cleaning and waste-removal operations to comply with local laws and ordinances and Federal and local environmental and antipollution regulations.

B. Cleaning: Employ experienced workers or professional cleaners for final cleaning. Clean each surface or unit to condition expected in an average commercial building cleaning and maintenance program. Comply with manufacturer's written instructions.
   1. Complete the following cleaning operations before requesting inspection for certification of Substantial Completion for entire Project or for a portion of Project:
      a. Clean Project site, yard, and grounds, in areas disturbed by construction activities, including landscape development areas, of rubbish, waste material, litter, and other foreign substances.
      b. Sweep paved areas broom clean. Remove petrochemical spills, stains, and other foreign deposits.
      c. Remove tools, construction equipment, machinery, and surplus material from Project site.
Renovations to the
Tyler Beach House
Groton, Connecticut

January 30, 2018
BL Project Number 17D3392

CLOSEOUT PROCEDURES

d. Clean exposed exterior and interior hard-surfaced finishes to a dirt-free condition, free of
stains, films, and similar foreign substances. Avoid disturbing natural weathering of
exterior surfaces. Restore reflective surfaces to their original condition.
e. Sweep concrete floors broom clean in unoccupied spaces.
f. Clean transparent materials, including mirrors and glass in doors and windows. Remove
glazing compounds and other noticeable, vision-obscurring materials. Replace chipped or
broken glass and other damaged transparent materials. Polish mirrors and glass, taking
care not to scratch surfaces.
g. Remove labels that are not permanent.
h. Remove grease, paint spots, dirt, dust, stains, labels, fingerprints and other foreign matter
from interior and exterior surfaces; clean metal doors and frames; clean hardware; clean
and polish glass on both sides.
i. Touch up and otherwise repair and restore marred, exposed finishes and surfaces. Replace
finishes and surfaces that cannot be satisfactorily repaired or restored or that already show
evidence of repair or restoration.

1) Do not paint over "UL" and similar labels, including mechanical and electrical
nameplates.
j. Replace parts subject to unusual operating conditions.
k. Leave Project clean and ready for occupancy.

C. Comply with safety standards for cleaning. Do not burn waste materials. Do not bury debris or excess
materials on Owner's property. Do not discharge volatile, harmful, or dangerous materials into drainage
systems. Remove waste materials from Project site and dispose of lawfully.

D. Obtain final cleaning written approval by The City of Groton.

3.2 PROTECTION OF THE WORK

A. Protect finished floors as required following final cleaning.

3.3 REPAIR OF THE WORK

A. Complete repair and restoration operations before requesting inspection for determination of Substantial
Completion.

B. Repair or remove and replace defective construction. Repairing includes replacing defective parts,
refinishing damaged surfaces, touching up with matching materials, and properly adjusting operating
equipment. Where damaged or worn items cannot be repaired or restored, provide replacements.
Remove and replace operating components that cannot be repaired. Restore damaged construction and
permanent facilities used during construction to specified condition.

1. Remove and replace chipped, scratched, and broken glass, reflective surfaces, and other damaged
transparent materials.
2. Touch up and otherwise repair and restore marred or exposed finishes and surfaces. Replace
finishes and surfaces that that already show evidence of repair or restoration.
   a. Do not paint over "UL" and other required labels and identification, including mechanical
      and electrical nameplates. Remove paint applied to required labels and identification.
3. Replace parts subject to operating conditions during construction that may impede operation or
reduce longevity.
Renovations to the
Tyler Beach House
Groton, Connecticut

END OF SECTION 017700
## SECTION 08710 – DOOR HARDWARE

### SET #1

<table>
<thead>
<tr>
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<th>Description</th>
<th>Quantity</th>
<th>Code</th>
<th>Finish</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 EA</td>
<td>Hinge, 4 1/2, STD WT</td>
<td>5BB1 X 4.5 X 4.5 X NRP</td>
<td>630</td>
<td>IVE</td>
</tr>
<tr>
<td>1 EA</td>
<td>Cylindrical Lock With Thru Bolts</td>
<td>AL70PD X SAT X 11-096 X 10-025 X MK</td>
<td>626</td>
<td>SCH</td>
</tr>
<tr>
<td>1 EA</td>
<td>Closer, Parallel Arm</td>
<td>SC81A X DS X SLIM</td>
<td>689</td>
<td>FAL</td>
</tr>
<tr>
<td>1 EA</td>
<td>Kick Plate</td>
<td>8400 X B-CS X 8 X 34</td>
<td>US32D</td>
<td>IVE</td>
</tr>
<tr>
<td>1 EA</td>
<td>Weather Stripping</td>
<td>152S X 36 X 84</td>
<td>MILL</td>
<td>NAT</td>
</tr>
<tr>
<td>1 EA</td>
<td>Door Sweep</td>
<td>200NA X 36</td>
<td>A</td>
<td>NAT</td>
</tr>
<tr>
<td>1 EA</td>
<td>Threshold</td>
<td>425E X SPANNER 10-24 SSMS/LA X 36</td>
<td>MILL</td>
<td>NAT</td>
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### SET #2

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<th>Description</th>
<th>Quantity</th>
<th>Code</th>
<th>Finish</th>
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</thead>
<tbody>
<tr>
<td>3 EA</td>
<td>Hinge, 4 1/2, STD WT</td>
<td>5BB1 X 4.5 X 4.5 X NRP</td>
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<td>IVE</td>
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<tr>
<td>1 EA</td>
<td>Kick Plate</td>
<td>8400 X B-CS X 8 X 34</td>
<td>US32D</td>
<td>IVE</td>
</tr>
<tr>
<td>1 EA</td>
<td>Weather Stripping</td>
<td>152S X 36 X 96</td>
<td>MILL</td>
<td>NAT</td>
</tr>
<tr>
<td>1 EA</td>
<td>Door Sweep</td>
<td>200NA X 36</td>
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<td>NAT</td>
</tr>
<tr>
<td>1 EA</td>
<td>Glass</td>
<td>24 X 32 X 1/4 LEXAN (24 X 32 X 1/4 LEXAN)</td>
<td>CLEAR</td>
<td>CGD</td>
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### SET #3

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</thead>
<tbody>
<tr>
<td>3 EA</td>
<td>Hinge, 4 1/2, STD WT</td>
<td>5BB1 X 4.5 X 4.5 X NRP</td>
<td>630</td>
<td>IVE</td>
</tr>
<tr>
<td>1 EA</td>
<td>Cylindrical Lock With Thru Bolts</td>
<td>AL70PD X SAT X 11-096 X 10-025 X MK</td>
<td>626</td>
<td>SCH</td>
</tr>
<tr>
<td>1 EA</td>
<td>Closer, Parallel Arm</td>
<td>SC81A X DS X SLIM</td>
<td>689</td>
<td>FAL</td>
</tr>
<tr>
<td>1 EA</td>
<td>Kick Plate</td>
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</tr>
<tr>
<td>1 EA</td>
<td>Weather Stripping</td>
<td>152S X 36 X 96</td>
<td>MILL</td>
<td>NAT</td>
</tr>
<tr>
<td>1 EA</td>
<td>Door Sweep</td>
<td>200NA X 36</td>
<td>A</td>
<td>NAT</td>
</tr>
<tr>
<td>1 EA</td>
<td>Miscellaneous</td>
<td>Field Measure Frame (Existing To Remain)</td>
<td>LSS</td>
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### SET #4

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<tr>
<td>1 EA</td>
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<td>AL70PD X SAT X 11-096 X 10-025 X MK</td>
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<td>SCH</td>
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END OF SECTION 08710