AGENDA FOR A SPECIAL MEETING OF THE BOARD OF DIRECTORS

Triton Café Warren Hunt Conference Center, Rooms 100-101
Wednesday, March 27, 2019
5:00 p.m.

NOTE: THE MEETING WILL BE CONDUCTED BY TELEPHONE CONFERENCE CALL

I. Call to order by the presiding officer and determination of a quorum.

II. Special Topics of Discussion:

A. Publication of the 2019-2020 Budget:
The estimated budget will need Board approval with the establishment of Tuesday April 9th, 2019 at 5:00 pm as the date and time for the budget hearing.

B. Amendment of the 2018-2019 Budget:
The budget amendment will need Board approval with the establishment of Tuesday April 9th, 2019 at 5:00 pm as the date and time for the budget amendment hearing.

C. Approval of the Science Building and Liberal Arts Building Roofs proposed plans, specifications, and form of contract: A public hearing on the proposed plans, specifications, and form of contract is scheduled for 5:00 pm. Attached are the plans, specifications, form of contract and estimated cost, which will require Board approval once the hearing is closed.

D. Approval of the Industrial Training Center Project proposed plans, specifications, form of contract and form of contract: A public hearing on the proposed plans, specifications, and form of contract is scheduled for 5:00 pm. The plans, specifications, form of contract and estimated cost, which will require Board approval once the hearing is closed. Information can be found at:

https://www.dropbox.com/sh/gi1gt9q8tmsn2zf/AADuTyaPUBC32gfY845vBX1a?dl=0

III. Adjournment.

The next regular meeting of the Board is scheduled for April 9, 2019, at 5:00 p.m.
March 27, 2019, Board Meeting

Agenda Item: Publication of 2019-2020 Budget

The next year’s budget estimate for publication is annually presented to the Board in February. Fortunately there is a means to republish the budget during the next year because at this time of the year the two principal revenue sources, tuition and state general aid, are unknown and approximately 72% of the expense budget is salaries and benefits and they are also unknown at this time.

There are four numbered pages for discussion.

The first page (numbered as page 1) is the notice that will be published in The Messenger this month—it is the notice of the public hearing and provides financial summaries for actual fiscal year 2017-2018 revenue and expenses, a re-estimate of the current fiscal year 2018-2019 budgets, and the proposed estimated budgets for fiscal year 2019-2020 for the General Funds, Plant Funds, and Bond & Interest Funds. These college funds are funded in part with property taxes.

The next three pages are numbered as pages 2, 3, and 4. The total columns from pages 2, 3, and 4 are carried forward to page 1. We will concentrate on column A on pages 2, 3, and 4. Column A is the Unrestricted General Fund of the College—more commonly referred to as the operating fund of the College that includes the expenditures for education functions, administration, student services, library services, physical facilities, and general institutional expenses (computer services, personnel services, copy center operation, development and grants, alumni and foundation support, etc.).

The other columns on pages 2, 3, and 4 are for the resources and expenditures for the Restricted General Fund (correctional facility programs, job training programs, state and federal grants that are restricted for a specific purpose and are generally not instructional in nature such as TRIO, Adult Basic Education, etc.), resources and expenditures for Unemployment, Tort Liability, Insurance, Early Retirement, and Equipment Replacement, resources and expenditures for the Plant Funds (utilities, construction projects, and major maintenance and repairs of buildings, etc.), and resources and expenditures for the Bond & Interest Funds (principal and interest payments on the $10,000,000 general obligation bonds sold in March 2008 and the $8,000,000 general obligation bonds sold in March 2009, of which both were refinanced in 2012 and 2013, and $16,500,000 general obligation bonds sold in June 2018 to fund certain projects.

Page 2 is the actual resources and expenditures for the General Funds, Plant Funds, and Bond & Interest Funds for the fiscal year 2017-2018 ending June 30, 2018. The total column (J) from Page 2 is carried forward to column F on page 1.

Page 3 is the re-estimated resources and expenditures for the General Funds, Plant Funds, and Bond & Interest Funds for the current fiscal year 2018-2019 ending June 30, 2019. Column A resources on page 3 reflect a slight increase in state aid when compared to the previous year. Column A expenditures on page 3 reflect an overall increase of 1% over the previous year. The total column (J) from page 3 is carried forward to column E on page 1.

Page 4 is the proposed resources and expenditures budget for the General Funds for the 2019-2020 fiscal year ending June 30, 2020.
If we look at the expenditures in Column A, page 4, the proposed expenditures for next fiscal year amount to $37,200,000, an increase of $443,500, a 1% increase. The slight increase in expenditures are due to anticipated salary and benefit increases for full-time staff, an increase in part-time salary rates, decrease in supplies, maintenance updates, and other operating costs to balance the budget.

If we then look at the resources in Column A, page 4, the proposed resources reflect Governor Reynolds’s proposed increase in funding for Iowa Community Colleges for fiscal year 2018-2019. The proposed increase would result in approximately $258,000 for Iowa Central. The proposed budget is balanced by an increase in property taxes and an increase in tuition revenue due to a general tuition rate increase.

The total column (J) from page 4 is carried forward to column A on page 1.

Looking at the remainder of page 1, column B is the proposed resources and expenditures for the Plant Funds for next year. Column C is the proposed resources and expenditures for Bond & Interest Funds for next year. Column D is the total of all funds for next year and would then establish the maximum (by law) proposed expenditures for next year.

Column D on page 1 is the proposed budget the Board is asked to approve for next year.

Specifically, the Board is asked to approve the “NOTICE OF PUBLIC HEARING BUDGET ESTIMATE” (page 1) for fiscal year 2019-2020 and set a date and time for a public hearing on the proposed budget on Tuesday, April 9, 2019, at 5:00 p.m.

Angie Martin
**NOTICE OF PUBLIC HEARING**

**BUDGET ESTIMATE**

**Fiscal Year July 1, 2019 - June 30, 2020**

**Iowa Central Community College**

The Board of Directors of Iowa Central Community College, Merged Area 05, in the counties of Boone, Buena Vista, Calhoun, Carroll, Cherokee, Clay, Crawford, Franklin, Greene, Hamilton, Hancock, Humboldt, Ida, Kossuth, Palo Alto, Pocahontas, Sac, Webster, and Wright in Iowa will conduct a PUBLIC HEARING on the proposed 2019-2020 budget as follows:

- **Meeting Date:** 9-Apr-19
- **Meeting Time:** 5:00 p.m.
- **Meeting Location:** Triton Café Conference Rooms 100-101

At the public hearing, any resident or taxpayer may present their objections to, or arguments in favor of, any part of the proposed budget. This notice represents a summary of the supporting detail of budget receipts and expenditures on file with the Board Secretary. Copies of the Supplemental Detail will be furnished to any taxpayer upon their request.

**BUDGET ESTIMATE SUMMARY:**

<table>
<thead>
<tr>
<th>Resources:</th>
<th>(A) General Funds FY 2020 Budget</th>
<th>(B) Plant Funds FY 2020 Budget</th>
<th>(C) Bond &amp; Interest Funds FY 2020 Budget</th>
<th>(D) Total of All Funds FY 2020 Budget</th>
<th>(E) FY 2019 Re-estimated Budget</th>
<th>(F) FY 2018 Audited Actual</th>
</tr>
</thead>
<tbody>
<tr>
<td>Taxes Levied on Property</td>
<td>4,914,252</td>
<td>1,701,000</td>
<td>2,216,984</td>
<td>8,832,236</td>
<td>10,553,793</td>
<td>7,631,128</td>
</tr>
<tr>
<td>Utility Replacement Tax</td>
<td>175,498</td>
<td>60,750</td>
<td>75,594</td>
<td>311,842</td>
<td>364,226</td>
<td>272,802</td>
</tr>
<tr>
<td>Student Fees</td>
<td>1,800,000</td>
<td>1,800,000</td>
<td>1,800,000</td>
<td>1,800,000</td>
<td>1,800,000</td>
<td>1,800,000</td>
</tr>
<tr>
<td>Tuition</td>
<td>20,700,000</td>
<td>20,400,000</td>
<td>20,400,000</td>
<td>29,760,954</td>
<td>29,760,954</td>
<td>26,370,474</td>
</tr>
<tr>
<td>State Aid</td>
<td>11,727,503</td>
<td>11,727,503</td>
<td>11,469,503</td>
<td>11,469,503</td>
<td>11,356,334</td>
<td>11,356,334</td>
</tr>
<tr>
<td>Other State Aid</td>
<td>2,753,000</td>
<td>460,000</td>
<td>2,249,267</td>
<td>3,213,000</td>
<td>3,213,000</td>
<td>3,213,000</td>
</tr>
<tr>
<td>Federal Aid</td>
<td>2,520,000</td>
<td>2,023,537</td>
<td>2,023,537</td>
<td>3,592,537</td>
<td>3,592,537</td>
<td>3,592,537</td>
</tr>
<tr>
<td>Sales-Service</td>
<td>1,400,000</td>
<td>1,390,000</td>
<td>1,390,000</td>
<td>2,645,727</td>
<td>2,645,727</td>
<td>2,645,727</td>
</tr>
<tr>
<td>Other</td>
<td>4,200,000</td>
<td>19,467,510</td>
<td>21,800,000</td>
<td>6,128,077</td>
<td>6,128,077</td>
<td>6,128,077</td>
</tr>
<tr>
<td>Proceeds from Certificates</td>
<td>2,000,000</td>
<td>1,000,000</td>
<td>2,000,000</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>Total Resources</strong></td>
<td>52,190,253</td>
<td>19,821,750</td>
<td>2,292,578</td>
<td>74,304,581</td>
<td>71,717,836</td>
<td>55,269,717</td>
</tr>
</tbody>
</table>

**Expenditures:**

- Liberal Arts and Sciences: 7,826,079
- Vocational and Technical: 9,444,552
- Adult Education: 3,310,434
- Cooperative Programs/Services: 3,490,000
- Administration: 4,811,202
- Student Services: 5,943,245
- Learning Resources: 99,375
- Physical Plant: 6,011,221
- General Institution: 11,107,374

**Total Expenditures:** 52,043,482

**Net Resources minus Expenditures:** 11,153,761

**Beginning Fund Balance:** 10,383,396

**Ending Fund Balance:** 10,383,396

Estimated Total Tax Rate per $1000 Valuation: 1.03946
### Supplemental Detail - Actual
**Fiscal Year July 1, 2017 - June 30, 2018**

**Name: Iowa Central Community College**

<table>
<thead>
<tr>
<th>Resources:</th>
<th>(A) Unrestricted</th>
<th>(B) Restricted</th>
<th>(C) Unemployment</th>
<th>(D) Tort Liability</th>
<th>(E) Insurance</th>
<th>(F) Early Retirement</th>
<th>(G) Equipment Replacement</th>
<th>(H) Cash Reserve</th>
<th>(I) Standby</th>
<th>(K) Plant Funds</th>
<th>(L) Bond &amp; Interest Funds</th>
<th>(J) Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Taxes Levied on Property</td>
<td>1,336,295</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>7,631,128</td>
</tr>
<tr>
<td>Utility Replacement Tax</td>
<td>55,587</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>372,803</td>
</tr>
<tr>
<td>400-409 Student Fees</td>
<td>1,682,994</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1,683,094</td>
</tr>
<tr>
<td>410-414 Tuition</td>
<td>20,760,954</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>20,760,954</td>
</tr>
<tr>
<td>421-424 State Aid</td>
<td>11,356,334</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>11,356,334</td>
</tr>
<tr>
<td>429 Other State Aid</td>
<td>33,026</td>
<td>2,699,296</td>
<td>310</td>
<td>11,926</td>
<td>30,778</td>
<td>16,635</td>
<td>14,680</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>455,575</td>
</tr>
<tr>
<td>430-449 Federal Aid</td>
<td>13,888</td>
<td>1,515,487</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1,529,375</td>
</tr>
<tr>
<td>450-469 Sales-Service</td>
<td>701,265</td>
<td>1,750,237</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>2,454,727</td>
</tr>
<tr>
<td>470-499 Other</td>
<td>948,876</td>
<td>3,140,858</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>6,128,077</td>
</tr>
<tr>
<td>480 Proceeds from Certificates</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0</td>
</tr>
<tr>
<td><strong>Total Resources</strong></td>
<td>36,789,219</td>
<td>9,105,978</td>
<td>23,231</td>
<td>504,341</td>
<td>1,489,053</td>
<td>1,338,172</td>
<td>633,558</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>12,269,717</td>
</tr>
</tbody>
</table>

**Expenditures:**

<table>
<thead>
<tr>
<th>Expenditures:</th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1000 Liberal Arts and Sciences</td>
<td>7,843,271</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>7,843,271</td>
</tr>
<tr>
<td>2000 Vocational and Technical</td>
<td>8,861,976</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>8,861,976</td>
</tr>
<tr>
<td>3000 Adult Education</td>
<td>1,477,675</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1,477,675</td>
</tr>
<tr>
<td>4000 Cooperative Programs/Services</td>
<td>3,399,049</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>3,399,049</td>
</tr>
<tr>
<td>5000 Administration</td>
<td>1,000,186</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1,000,186</td>
</tr>
<tr>
<td>6000 Student Services</td>
<td>5,603,766</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>5,603,766</td>
</tr>
<tr>
<td>7000 Learning Resources</td>
<td>6,909,277</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>6,909,277</td>
</tr>
<tr>
<td>8000 Physical Plant</td>
<td>9,343,649</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>9,343,649</td>
</tr>
<tr>
<td>9000 General Institution</td>
<td>10,986,277</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>10,986,277</td>
</tr>
<tr>
<td><strong>Total Expenditures</strong></td>
<td>36,451,662</td>
<td>7,769,480</td>
<td>15,003</td>
<td>545,838</td>
<td>1,270,868</td>
<td>564,046</td>
<td>342,110</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>49,742,604</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Net Resources minus Expenditures</th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>22</td>
<td>337,557</td>
<td>1,336,498</td>
<td>8,328</td>
<td>(41,497)</td>
<td>218,185</td>
<td>774,126</td>
<td>291,448</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Beginning Fund Balance</td>
<td>23</td>
<td>4,179,266</td>
<td>1,157,962</td>
<td>63,784</td>
<td>570,264</td>
<td>525,176</td>
<td>(60,909)</td>
<td>617,960</td>
<td>319,603</td>
<td></td>
<td></td>
<td>7,257,498</td>
</tr>
<tr>
<td>Ending Fund Balance</td>
<td>24</td>
<td>4,211,823</td>
<td>2,494,400</td>
<td>72,012</td>
<td>528,767</td>
<td>743,261</td>
<td>704,217</td>
<td>909,408</td>
<td>319,603</td>
<td></td>
<td></td>
<td>12,765,111</td>
</tr>
</tbody>
</table>

Note: All values are in dollars.
### Supplemental Detail - Re-estimated Budget
**Fiscal Year July 1, 2018 - June 30, 2019**

#### Resources:

<table>
<thead>
<tr>
<th>Resources:</th>
<th>(A) Unrestricted</th>
<th>(B) Restricted</th>
<th>(C) Unemployment</th>
<th>(D) Tort Liability</th>
<th>(E) Insurance</th>
<th>(F) Early Retirement</th>
<th>(G) Equipment Replacement</th>
<th>(H) Cash Reserve</th>
<th>(I) Standby</th>
<th>(K) Plant Funds</th>
<th>(L) Bond &amp; Interest Funds</th>
<th>(J) Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Taxes Levied on Property</td>
<td>1 1,597,705</td>
<td>228,877</td>
<td>538,801</td>
<td>1,347,043</td>
<td>3,078,956</td>
<td>710,091</td>
<td>0</td>
<td>1,597,705</td>
<td>0</td>
<td>1,597,705</td>
<td>1,654,616</td>
<td>10,555,793</td>
</tr>
<tr>
<td>Utility Replacement Tax</td>
<td>2 55,492</td>
<td>1,003</td>
<td>18,714</td>
<td>46,786</td>
<td>106,940</td>
<td>24,663</td>
<td>0</td>
<td>55,492</td>
<td>0</td>
<td>55,492</td>
<td>55,136</td>
<td>364,226</td>
</tr>
<tr>
<td>400-409 Student Fees</td>
<td>3 1,800,000</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>440,000</td>
<td>20,000</td>
<td>1,800,000</td>
<td>2,240,000</td>
<td>2,023,337</td>
<td>3,259,367</td>
</tr>
<tr>
<td>410-414 Tuition</td>
<td>4 20,400,000</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>200,000</td>
<td>1,390,000</td>
<td>20,400,000</td>
<td>200,000</td>
<td>20,400,000</td>
<td>20,400,000</td>
</tr>
<tr>
<td>421-424 State Aid</td>
<td>5 11,469,503</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1,220,000</td>
<td>5,115,418</td>
<td>11,469,503</td>
<td>11,469,503</td>
<td>11,469,503</td>
<td>11,469,503</td>
</tr>
<tr>
<td>429 Other State Aid</td>
<td>6 53,300</td>
<td>2,735,967</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>53,300</td>
<td>53,300</td>
<td>53,300</td>
<td>53,300</td>
</tr>
<tr>
<td>430-449 Federal Aid</td>
<td>7 20,000</td>
<td>2,403,537</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>20,000</td>
<td>20,000</td>
<td>20,000</td>
<td>20,000</td>
</tr>
<tr>
<td>450-469 Sales-Service</td>
<td>8 650,000</td>
<td>340,000</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>650,000</td>
<td>650,000</td>
<td>650,000</td>
<td>650,000</td>
</tr>
<tr>
<td>470-499 Other</td>
<td>9 900,000</td>
<td>3,407,510</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>900,000</td>
<td>900,000</td>
<td>900,000</td>
<td>900,000</td>
</tr>
<tr>
<td>480 Proceeds from Certificates</td>
<td>10 1,000,000</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1,000,000</td>
<td>1,000,000</td>
<td>1,000,000</td>
<td>1,000,000</td>
</tr>
<tr>
<td><strong>Total Resources</strong></td>
<td>11 36,916,000</td>
<td>9,887,014</td>
<td>29,880</td>
<td>557,515</td>
<td>1,393,829</td>
<td>3,185,895</td>
<td>724,754</td>
<td>0</td>
<td>0</td>
<td>17,253,197</td>
<td>1,729,732</td>
<td>71,717,836</td>
</tr>
</tbody>
</table>

#### Expenditures:

<table>
<thead>
<tr>
<th>Expenditures:</th>
<th>(A) Liberal Arts and Sciences</th>
<th>(B) Vocational and Technical</th>
<th>(C) Adult Education</th>
<th>(D) Cooperative Programs/Service</th>
<th>(E) Administration</th>
<th>(F) Student Services</th>
<th>(G) Learning Resources</th>
<th>(H) Physical Plant</th>
<th>(I) General Institution</th>
<th>(J) Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1000</td>
<td>7,726,079</td>
<td>9,244,553</td>
<td>3,260,434</td>
<td>5,115,418</td>
<td>3,616,202</td>
<td>5,893,245</td>
<td>1,716,711</td>
<td>21,841,221</td>
<td>13,088,377</td>
<td>71,717,836</td>
</tr>
<tr>
<td>2000</td>
<td>8,350,512</td>
<td>985,040</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3000</td>
<td>1,842,937</td>
<td>1,417,497</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4000</td>
<td>3,795,518</td>
<td></td>
<td>1,220,000</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5000</td>
<td>1,330,000</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6000</td>
<td>5,893,245</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7000</td>
<td>99,375</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8000</td>
<td>4,461,221</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9000</td>
<td>6,087,929</td>
<td>2,650,448</td>
<td>50,000</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Expenditures</strong></td>
<td>36,756,500</td>
<td>9,578,506</td>
<td>50,000</td>
<td>1,500,000</td>
<td>3,400,000</td>
<td>900,000</td>
<td>17,200,000</td>
<td>1,716,711</td>
<td>71,717,836</td>
<td></td>
</tr>
</tbody>
</table>

#### Net Resources minus Expenditures

<table>
<thead>
<tr>
<th>Net Resources minus Expenditures</th>
<th>(A) 189,500</th>
<th>(B) 308,511</th>
<th>(C) (20,120)</th>
<th>(D) (42,485)</th>
<th>(E) (106,171)</th>
<th>(F) (67,410)</th>
<th>(G) (165,746)</th>
<th>(H) 0</th>
<th>(I) 0</th>
<th>(J) 53,197</th>
<th>(K) 13,641</th>
<th>(L) 16,122</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Beginning Fund Balance</strong></td>
<td>23 4,511,823</td>
<td>2,494,460</td>
<td>72,013</td>
<td>528,767</td>
<td>743,361</td>
<td>704,217</td>
<td>909,408</td>
<td>319,602</td>
<td>0</td>
<td>2,362,179</td>
<td>19,331</td>
<td>12,765,111</td>
</tr>
<tr>
<td><strong>Ending Fund Balance</strong></td>
<td>24 4,701,323</td>
<td>2,302,971</td>
<td>31,892</td>
<td>486,282</td>
<td>637,190</td>
<td>490,112</td>
<td>744,162</td>
<td>319,602</td>
<td>0</td>
<td>2,415,526</td>
<td>32,372</td>
<td>12,781,232</td>
</tr>
</tbody>
</table>
### Supplemental Detail - Current Budget Year
**Fiscal Year July 1, 2019 - June 30, 2020**

<table>
<thead>
<tr>
<th>Resources:</th>
<th>(A) Unrestricted</th>
<th>(B) Restricted</th>
<th>(C) Unemployment</th>
<th>(D) Tort Liability</th>
<th>(E) Insurance</th>
<th>(F) Early Retirement</th>
<th>(G) Equipment Replacement</th>
<th>(H) Cash Reserve</th>
<th>(I) Standby</th>
<th>(J) Total General Funds</th>
</tr>
</thead>
<tbody>
<tr>
<td>Taxes Levied on Property</td>
<td>1,701,000</td>
<td></td>
<td>28,980</td>
<td>593,796</td>
<td>1,351,728</td>
<td>482,748</td>
<td>756,000</td>
<td></td>
<td></td>
<td>4,914,252</td>
</tr>
<tr>
<td>Utility Replacement Tax</td>
<td>60,750</td>
<td></td>
<td>1,020</td>
<td>21,204</td>
<td>48,272</td>
<td>17,252</td>
<td>27,000</td>
<td></td>
<td></td>
<td>175,498</td>
</tr>
<tr>
<td>400-409 Student Fees</td>
<td>1,800,000</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1,800,000</td>
</tr>
<tr>
<td>410-414 Tuition</td>
<td>20,700,000</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>20,700,000</td>
</tr>
<tr>
<td>421-424 State Aid</td>
<td>11,727,503</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>11,727,503</td>
</tr>
<tr>
<td>429 Other State Aid</td>
<td>53,000</td>
<td>2,700,000</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>3,253,000</td>
</tr>
<tr>
<td>430-449 Federal Aid</td>
<td>20,000</td>
<td>2,500,000</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>2,520,000</td>
</tr>
<tr>
<td>450-469 Sales-Service</td>
<td>600,000</td>
<td>800,000</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1,400,000</td>
</tr>
<tr>
<td>470-499 Other</td>
<td>850,000</td>
<td>3,350,000</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>4,200,000</td>
</tr>
<tr>
<td>480 Proceeds from Certificates</td>
<td>2,000,000</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>2,000,000</td>
</tr>
<tr>
<td><strong>Total Resources</strong></td>
<td>37,512,253</td>
<td>11,350,000</td>
<td>30,000</td>
<td>615,000</td>
<td>1,400,000</td>
<td>500,000</td>
<td>783,000</td>
<td></td>
<td></td>
<td>52,190,233</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Expenditures:</th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1000 Liberal Arts and Sciences</td>
<td>7,826,079</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2000 Vocational and Technical</td>
<td>8,459,512</td>
<td>985,040</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3000 Adult Education</td>
<td>1,892,937</td>
<td>1,417,497</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4000 Cooperative Programs/Services</td>
<td>2,311,202</td>
<td>2,500,000</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5000 Administration</td>
<td>3,490,000</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6000 Student Services</td>
<td>5,943,245</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7000 Learning Resources</td>
<td>99,375</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8000 Physical Plant</td>
<td>4,511,221</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9000 General Institution</td>
<td>6,156,429</td>
<td>2,510,945</td>
<td>40,000</td>
<td>600,000</td>
<td>1,500,000</td>
<td>900,000</td>
<td>900,000</td>
<td></td>
<td></td>
<td>11,107,374</td>
</tr>
<tr>
<td><strong>Total Expenditures</strong></td>
<td>37,200,000</td>
<td>10,903,482</td>
<td>40,000</td>
<td>600,000</td>
<td>1,500,000</td>
<td>900,000</td>
<td>900,000</td>
<td></td>
<td></td>
<td>52,043,482</td>
</tr>
</tbody>
</table>

**Net Resources minus Expenditures**

| 22  | 312,253 | 446,518 | (10,000) | 1,500 | (100,000) | (400,000) | (117,000) | 0 | 0 | 146,771 |
| 23  | 4,701,323 | 2,802,971 | 51,892 | 486,282 | 637,190 | 490,112 | 744,162 | 319,603 | 0 | 10,233,535 |
| 24  | 5,013,576 | 3,249,489 | 41,892 | 501,282 | 537,190 | 90,112 | 627,162 | 319,603 | 0 | 10,380,306 |
### NOTICE OF PUBLIC HEARING

**BUDGET ESTIMATE**

**Fiscal Year July 1, 2019 - June 30, 2020**

**Iowa Central Community College**

The Board of Directors of Iowa Central Community College, Merged Area 05, in the counties of Boone, Buena Vista, Calhoun, Carroll, Cherokee, Clay, Crawford, Franklin, Greene, Hamilton, Hancock, Humboldt, Ida, Kossuth, Palo Alto, Pocahontas, Sac, Webster, and Wright in Iowa will conduct a PUBLIC HEARING on the proposed 2019-2020 budget as follows:

**Meeting Date:** 9-Apr-19  
**Meeting Time:** 5:00 p.m.  
**Meeting Location:** Triton Café Conference Rooms 100-101

At the public hearing, any resident or taxpayer may present their objections to, or arguments in favor of, any part of the proposed budget. This notice represents a summary of the supporting detail of budget receipts and expenditures on file with the Board Secretary. Copies of the Supplemental Detail will be furnished to any taxpayer upon their request.

#### 3/27/2019

<table>
<thead>
<tr>
<th>Board Secretary</th>
</tr>
</thead>
<tbody>
<tr>
<td>(signature)</td>
</tr>
</tbody>
</table>

#### BUDGET ESTIMATE SUMMARY:

<table>
<thead>
<tr>
<th>Resources:</th>
<th>(A) General Funds FY 2020 Budget</th>
<th>(B) Plant Funds FY 2020 Budget</th>
<th>(C) Bond &amp; Interest Funds FY 2020 Budget</th>
<th>(D) Total of All Funds FY 2020 Budget</th>
<th>(E) FY 2019 Re-estimated Budget</th>
<th>(F) FY 2018 Audited Actual</th>
</tr>
</thead>
<tbody>
<tr>
<td>Taxes Levied on Property</td>
<td>1 4,914,252</td>
<td>1,701,000</td>
<td>2,216,984</td>
<td>8,832,236</td>
<td>10,553,793</td>
<td>7,631,128</td>
</tr>
<tr>
<td>Utility Replacement Tax</td>
<td>2 175,498</td>
<td>60,750</td>
<td>75,594</td>
<td>311,842</td>
<td>364,226</td>
<td>272,802</td>
</tr>
<tr>
<td>Student Fees</td>
<td>3 1,800,000</td>
<td></td>
<td></td>
<td>1,800,000</td>
<td>1,800,000</td>
<td>1,683,094</td>
</tr>
<tr>
<td>Tuition</td>
<td>4 20,700,000</td>
<td></td>
<td></td>
<td>20,700,000</td>
<td>20,400,000</td>
<td>20,760,954</td>
</tr>
<tr>
<td>State Aid</td>
<td>5 11,727,503</td>
<td></td>
<td></td>
<td>11,727,503</td>
<td>11,469,503</td>
<td>11,356,334</td>
</tr>
<tr>
<td>Other State Aid</td>
<td>6 2,753,000</td>
<td>460,000</td>
<td></td>
<td>3,213,000</td>
<td>3,249,267</td>
<td>3,262,226</td>
</tr>
<tr>
<td>Federal Aid</td>
<td>7 2,520,000</td>
<td></td>
<td></td>
<td>2,520,000</td>
<td>2,023,337</td>
<td>1,529,375</td>
</tr>
<tr>
<td>Sales-Service</td>
<td>8 1,400,000</td>
<td></td>
<td></td>
<td>1,400,000</td>
<td>1,390,000</td>
<td>2,645,727</td>
</tr>
<tr>
<td>Other</td>
<td>9 4,200,000</td>
<td>17,600,000</td>
<td></td>
<td>21,800,000</td>
<td>19,467,510</td>
<td>6,128,077</td>
</tr>
<tr>
<td>Proceeds from Certificates</td>
<td>10 2,000,000</td>
<td></td>
<td></td>
<td>2,000,000</td>
<td>1,000,000</td>
<td>0</td>
</tr>
<tr>
<td><strong>Total Resources</strong></td>
<td><strong>11 52,190,253</strong></td>
<td><strong>19,821,750</strong></td>
<td><strong>2,292,578</strong></td>
<td><strong>74,304,581</strong></td>
<td><strong>71,717,836</strong></td>
<td><strong>55,269,717</strong></td>
</tr>
</tbody>
</table>

#### Expenditures:

<table>
<thead>
<tr>
<th>Expenditures:</th>
<th>(A) FY 2019</th>
<th>(B) Re-estimated Budget</th>
<th>(C) Audited Actual</th>
</tr>
</thead>
<tbody>
<tr>
<td>Liberal Arts and Sciences</td>
<td>12 7,826,079</td>
<td>7,726,079</td>
<td>7,483,271</td>
</tr>
<tr>
<td>Vocational and Technical</td>
<td>13 9,444,552</td>
<td>9,344,552</td>
<td>8,861,976</td>
</tr>
<tr>
<td>Adult Education</td>
<td>14 3,310,434</td>
<td>3,260,434</td>
<td>3,277,675</td>
</tr>
<tr>
<td>Cooperative Programs/Services</td>
<td>15 4,390,000</td>
<td>4,290,000</td>
<td>3,499,049</td>
</tr>
<tr>
<td>Administration</td>
<td>16 4,811,202</td>
<td>2,424,950</td>
<td>2,635,775</td>
</tr>
<tr>
<td>Student Services</td>
<td>17 5,943,245</td>
<td>5,893,245</td>
<td>5,603,766</td>
</tr>
<tr>
<td>Learning Resources</td>
<td>18 99,375</td>
<td>1,816,086</td>
<td>93,486</td>
</tr>
<tr>
<td>Physical Plant</td>
<td>19 6,011,221</td>
<td>25,011,221</td>
<td>6,941,329</td>
</tr>
<tr>
<td>General Institution</td>
<td>20 11,107,374</td>
<td>11,088,377</td>
<td>5,986,277</td>
</tr>
<tr>
<td><strong>Total Expenditures</strong></td>
<td><strong>21 52,043,482</strong></td>
<td><strong>74,268,432</strong></td>
<td><strong>49,742,604</strong></td>
</tr>
</tbody>
</table>

#### Net Resources minus Expenditures:

<table>
<thead>
<tr>
<th>(A) Net Resources minus Expenditures</th>
<th>(B) Beginning Fund Balance</th>
<th>(C) Ending Fund Balance</th>
<th>(D) Estimated Total Tax Rate per $1000 Valuation</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>22 146,771</strong></td>
<td><strong>23 10,233,535</strong></td>
<td><strong>24 10,380,306</strong></td>
<td><strong>0.03946</strong></td>
</tr>
</tbody>
</table>

| **23 10,233,535** | **24 10,380,306** | **132,372** | **0** | **12,817,382** | **12,781,233** | **12,765,111** |
| **24 10,380,306** | **23 10,233,535** | **2,437,076** | **0** | **12,817,382** | **12,781,233** | **12,765,111** |

**Estimated Total Tax Rate per $1000 Valuation** 0.3946
March 27, 2019 Board Meeting

Agenda Item: Amendment of 2018-2019 Budget

The Plant Fund budget is being amended from $12,230,000 to $17,200,000.

The $4,970,000 increase in the Plant Fund is due to the 2018 General Obligation Bond projects.

Specifically, the Board is asked to approve the "NOTICE OF PUBLIC HEARING AND CERTIFICATE TO AMEND CURRENT BUDGET" for fiscal year 2018-2019 and set a date and time for a public hearing on the proposed amended budget on Tuesday April 9, 2019, at 5:00 p.m.

Angie Martin
NOTICE OF PUBLIC HEARING AND CERTIFICATE TO AMEND CURRENT BUDGET

Iowa Central Community College
Fiscal Year July 1, 2018 - June 30, 2019

Control County: Webster

The Board of Directors of Iowa Central Community College, Merged Area 05, in the counties of Boone, Buena Vista, Calhoun, Carroll, Cherokee, Clay, Crawford, Franklin, Greene, Hamilton, Hancock, Humboldt, Ida, Kossuth, Palo Alto, Pocahontas, Sac, Webster, and Wright will conduct a PUBLIC HEARING as follows:

Meeting Date: 9-Apr-19  Meeting Time: 5:00 p.m.  Meeting Location: Triton Café Conference Rooms 100-101

for the purpose of amending the current Community College budget for fiscal year ending June 30, 2019 by increasing expenditures for the following reasons and in the following funds:

<table>
<thead>
<tr>
<th>Fund</th>
<th>From</th>
<th>To</th>
<th>Reasons</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Funds</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Plant Funds</td>
<td>12,230,000</td>
<td>17,200,000</td>
<td>2018 GO Bond projects</td>
</tr>
<tr>
<td>Bond &amp; Interest Funds</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The increase in expenditures set out above will be met from increased receipts and cash balances not budgeted or considered in the current budget.

There will be no increase in taxes to be paid in the fiscal year ending June 30, 2019. Any residents or taxpayers will be heard for or against the proposed amendment at the time and place specified in this notice. A detailed statement of additional receipts other than taxes, cash balances on hand at the close of the preceding year, and proposed disbursements, both past and anticipated, will be available during the hearing.

Date: 3/27/2019  Board Secretary

RECORD OF HEARING AND DETERMINATION OF BUDGET AMENDMENT

Iowa Central Community College
Fiscal Year July 1, 2018 - June 30, 2019

Control County: Webster

The Board of Directors of Iowa Central Community College, Merged Area 05, in the counties of Boone, Buena Vista, Calhoun, Carroll, Cherokee, Clay, Crawford, Franklin, Greene, Hamilton, Hancock, Humboldt, Ida, Kossuth, Palo Alto, Pocahontas, Sac, Webster, and Wright met in session for the purpose of amending the current budget for the fiscal year ending June 30, 2019. There was present a quorum as required by the law. The Board of Directors reviewed the affidavit of publication then directed it be placed on file with the Lead County Auditor. Upon taking up the proposed amendment, it was considered and residents and taxpayers were heard for or against the amendment.

Thereafter, and after hearing all residents and taxpayers to be heard, the Board of Directors took up the amendment to the budget for final consideration and determined that said budget be corrected by changing the proposed expenditures as follows:

<table>
<thead>
<tr>
<th>Fund</th>
<th>From</th>
<th>To</th>
<th>Reasons</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Funds</td>
<td></td>
<td>to</td>
<td></td>
</tr>
<tr>
<td>Plant Funds</td>
<td>12230000</td>
<td>to</td>
<td>17200000</td>
</tr>
<tr>
<td>Bond &amp; Interest Funds</td>
<td></td>
<td>to</td>
<td></td>
</tr>
</tbody>
</table>

The increase in expenditures to be paid from additional receipts other than taxation and cash balances at the close of the preceding fiscal year. The amendment does not increase the taxes to be collected in the fiscal year ending June 30, 2019.

CERTIFICATION

The Secretary of the Board of Directors was thereupon directed to correct the records accordingly, and to certify a copy of the proceedings to the Lead County Auditor to be attached to the original budget for record.

I hereby certify the above to be a true and correct copy of the proceedings of the Board of Directors relating to the consideration of an amendment for expenditures and receipts (other than taxation) of the original budget adopted on 6-Mar-18 (and subsequently amended on ).

Date: 3/27/2019  Board Secretary
ALL RIGHTS RESERVED.

CURRENT INFORMATION.

1. REFER TO FIRESTONE WEBSITE FOR MOST CURRENT INFORMATION.

2. REMOVE ALL EXISTING FLASHINGS, LEADS, ETC.

3. WOOD NAILER MUST BE INSTALLED TO MEET APPLICABLE BUILDING CODES OR 200 LBS PER LINEAR FOOT MINIMUM IN ANY EXISTING INSULATED METAL CURB.

4. FIRESTONE WATERBLOCK MIN. OF 1/2 OF 10 OZ (295 ml) FORMED WITH HEMMED LOWER EDGE MOUNTED FORMFLASH EXTENDING 1/4" (6 mm) FROM PIPE FLASHING WALL TO 3" (76 mm) BEYOND.

5. IN REROOF APPLICATIONS: 12" QUICKSEAM FORMFLASH EXTENDING 1/4" (6 mm) FROM PIPE FLASHING WALL TO 3" (76 mm) BEYOND.

6. APPLY LAP SEALANT BETWEEN PENETRATION AND SUBSTRATE.

7. DO NOT USE WHEN SERVICE LINE TEMP. EXCEEDS 170°F. REFER TO PP-4.

8. DO NOT USE WHEN SERVICE LINE TEMP. EXCEEDS 180°F. REFER TO PP-4.

THERE IS NO ROAD$gettring_with_field_fabricated_flashing

EXISTING ROOF CURBS

NOT TO SCALE

DETAIL NO. PP-1

DETAIL NO. PBT-2

DETAIL NO. PT-10

DETAIL NO. PRE-1

TERMINATION AT R.T.U. WITH QUICKSEAM RPF AND 2" METAL PLATES FASTENED TO WALL CURB

BASE TIE-IN WITH QUICKSEAM RPF AND 2" METAL PLATES FASTENED TO WALL CURB

LAP SPLICE

FIRESTONE INSULATION (SEE NOTE #3)

FIRESTONE INSULATION WITH APPROPRIATE BONDING ADHESIVE

ANCHORGARD S.S. FASTENERS

ANCHORGARD S.S. FASTENERS (SEE NOTE #2)

WOOD NAILER

FIELD FABRICATED METAL CURB WALLS PRIOR TO INSTALLATION OF R.T.U.

WOOD BLOCKING MAY BE SUBSTITUTED FOR REQUIREMENT).

FINISHES AVAILABLE.

EXTRUDED ANCHORGARD SP BAR

ANCHORGARD SP FASCIA COVER

ANCHORGARD SP FASCIA COVER (SEE NOTE #3)

CONTINUOUS CLEAT

CONTINUOUS CLEAT (SEE NOTE #3)

FIRESTONE INSULATION

FIRESTONE INSULATION (SEE NOTE #2)

FIRESTONE INSULATION WITH APPROPRIATE BONDING ADHESIVE

QUICKPRIME PLUS

QUICKPRIME PLUS (SEE NOTE #6)

BONDING ADHESIVE

BONDING ADHESIVE (SEE NOTE #6)

EPDM MEMBRANE

EPDM MEMBRANE (SEE NOTE #2)

EPDM MEMBRANE (SEE NOTE #3)

PLATINUM EPDM

PLATINUM EPDM (SEE NOTE #2)

PLATINUM EPDM (SEE NOTE #3)

WRITE 1/8" (3 mm) TO 1/2" (13 mm) FOR GASKETED FASTENER (SEE NOTE #1)

GASKETED FASTENER (SEE NOTE #1)

GASKETED FASTENER

GASKETED FASTENER (SEE NOTE #1)

GASKETED FASTENER

GASKETED FASTENER (SEE NOTE #1)

GASKETED FASTENER

GASKETED FASTENER (SEE NOTE #1)

GASKETED FASTENER

GASKETED FASTENER (SEE NOTE #1)

GASKETED FASTENER

GASKETED FASTENER (SEE NOTE #1)

GASKETED FASTENER

GASKETED FASTENER (SEE NOTE #1)

GASKETED FASTENER

GASKETED FASTENER (SEE NOTE #1)

GASKETED FASTENER

GASKETED FASTENER (SEE NOTE #1)

GASKETED FASTENER

GASKETED FASTENER (SEE NOTE #1)

GASKETED FASTENER

GASKETED FASTENER (SEE NOTE #1)

GASKETED FASTENER

GASKETED FASTENER (SEE NOTE #1)

GASKETED FASTENER

GASKETED FASTENER (SEE NOTE #1)

GASKETED FASTENER

GASKETED FASTENER (SEE NOTE #1)

GASKETED FASTENER

GASKETED FASTENER (SEE NOTE #1)

GASKETED FASTENER

GASKETED FASTENER (SEE NOTE #1)

GASKETED FASTENER

GASKETED FASTENER (SEE NOTE #1)

GASKETED FASTENER

GASKETED FASTENER (SEE NOTE #1)

GASKETED FASTENER

GASKETED FASTENER (SEE NOTE #1)

GASKETED FASTENER

GASKETED FASTENER (SEE NOTE #1)

GASKETED FASTENER

GASKETED FASTENER (SEE NOTE #1)

GASKETED FASTENER

GASKETED FASTENER (SEE NOTE #1)

GASKETED FASTENER

GASKETED FASTENER (SEE NOTE #1)

GASKETED FASTENER

GASKETED FASTENER (SEE NOTE #1)

GASKETED FASTENER

GASKETED FASTENER (SEE NOTE #1)

GASKETED FASTENER

GASKETED FASTENER (SEE NOTE #1)

GASKETED FASTENER

GASKETED FASTENER (SEE NOTE #1)

GASKETED FASTENER

GASKETED FASTENER (SEE NOTE #1)

GASKETED FASTENER

GASKETED FASTENER (SEE NOTE #1)

GASKETED FASTENER

GASKETED FASTENER (SEE NOTE #1)

GASKETED FASTENER

GASKETED FASTENER (SEE NOTE #1)

GASKETED FASTENER

GASKETED FASTENER (SEE NOTE #1)

GASKETED FASTENER

GASKETED FASTENER (SEE NOTE #1)

GASKETED FASTENER

GASKETED FASTENER (SEE NOTE #1)

GASKETED FASTENER

GASKETED FASTENER (SEE NOTE #1)
**NOTES:**
1. REFER TO MANUFACTURER'S WEBSITE FOR MOST CURRENT INFORMATION.
2. MAXIMUM 6" LONG FASTENERS. (NOTE: WOOD BLOCKING MAY BE SUBSTITUTED FOR INSULATION TO REDUCE FASTENER LENGTH REQUIREMENT).

---

**INSTALLATION STEPS 1 & 2**

**THRU-WALL SCUPPER (WELDED SLEEVE)**

1. APPLY CONTINUOUS BEAD OF FIRESTONE WATERBLOCK CENTERED UNDER NAILS. FASTEN METAL SCUPPER WITH APPROPRIATE FASTENERS AND ROUND ALL CORNERS OF SCUPPER.
2. STRIP IN ALL EXPOSED EDGES OF SCUPPER AS INDICATED WITH 5" QUICKSEAM FLASHING STARTING WITH SIDES OF SCUPPER.
3. USE QUICKPRIME PLUS TO CLEAN AND PRIME EPDM MATING SURFACES PRIOR TO INSTALLATION OF QUICKSEAM PRODUCTS.
4. SCUPPER MUST BE WELDED METAL SLEEVE WITH 3" (76 mm) FLANGE.

---

**INSTALLATION STEPS 3 & 4**

1. STEP #3 - STRIP IN ALL 5" QUICKSEAM FLASHING WITH A LAYER OF 9" QUICKSEAM FORMFLASH AS SHOWN STARTING WITH BASE OF SCUPPER.
2. STEP #4 - APPLY LAP SEALANT TO PERIMETER OF QUICKSEAM FLASHINGS. REFER TO PLS-4 FOR SEAM EDGE TREATMENT.
3. USE QUICKPRIME PLUS TO CLEAN AND PRIME EPDM MATING SURFACES PRIOR TO INSTALLATION OF QUICKSEAM PRODUCTS.

---

**DETAILS:**

- Use appropriate termination
- Use appropriate base tie-in detail
- Please see PS-1a for steps 1 & 2
Science Building and Liberal Arts Building Roof Replacements
Iowa Central Community College
Fort Dodge, Iowa

Project No. 1808
I HEREBY CERTIFY THAT THE PORTION OF THIS TECHNICAL SUBMISSION DESCRIBED BELOW WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND RESPONSIBLE CHARGE. I AM A DULY LICENSED ARCHITECT UNDER THE LAWS OF THE STATE OF IOWA.

TERRY L. ALLERS, AIA                      NO.01659                     DATE


SPECIFICATIONS COVERED BY THIS SEAL: DIVISIONS 00, 01, 02, 06, 07

END OF SEALS PAGE
PART 1 GENERAL

1.01 ARCHITECT:

A. Allers Associates Architects, PC
   1. 822 Central Ave, Ste 320, Fort Dodge, IA 50501
   2. P.515.573.2377

B. Project Contact(s):
   1. Michael Clausen, Project Architect, clausenm@allersarchitects.com.
SECTION 00 01 10
TABLE OF CONTENTS

PROCUREMENT AND CONTRACTING REQUIREMENTS

1.01 DIVISION 00 - INTRODUCTORY INFORMATION
   A. 00 01 01 - Project Title Page
   B. 00 01 07 - Seals Page
   C. 00 01 08 - Project Contacts
   D. 00 01 10 - Table of Contents
   E. 00 01 15 - List of Drawing Sheets

1.02 DIVISION 00 - PROCUREMENT AND CONTRACTING REQUIREMENTS
   A. 00 11 19 - Legal Notice of Letting
   B. 00 11 21 - Notice of Hearing
   C. 00 21 13 - Instructions to Bidders (AIA Document A701-2018 Edition)
   D. 00 22 13 - Supplementary Instructions to Bidders
   E. 00 40 02 - Bid Bond Form (AIA Document A310-2010 Edition)
   F. 00 41 00 - Bid Form
   G. 00 42 01 - Bidder Status Form (to be included with bidder's bid)
   H. 00 43 25 - Pre-Bid Substitution Request Form (During Procurement)
   I. 00 52 00 - Form of Agreement Between Owner and Contractor (AIA Document A101-2017 Edition)
   K. 00 52 02 - Exhibit A, Insurance and Bonds (AIA Document A101-2017 Edition) additions and deletions
   L. 00 54 43 - Project Superintendent Form
   M. 00 61 13 - Performance / Payment Bond Forms (AIA Document A312-2010 Edition)
   N. 00 63 13 - Request for Interpretation Form
   O. 00 65 16 - Notice of Substantial Completion Form
   P. 00 65 19 - Notice of Final Completion Form
   Q. 00 72 00 - General Conditions of the Contract for Construction (AIA Document A201-2017 Edition)
   R. 00 73 00 - Supplementary Conditions
   S. 00 91 13 - Addenda

SPECIFICATIONS

2.01 DIVISION 01 -- GENERAL REQUIREMENTS
   A. 01 10 00 - Summary
   B. 01 20 00 - Price and Payment Procedures
   C. 01 21 00 - Allowances
   D. 01 22 00 - Unit Prices
   E. 01 30 00 - Administrative Requirements
   F. 01 31 00 - Requests For Interpretation (RFI)
   G. 01 32 16 - Construction Progress Schedule
   H. 01 33 00 - Submittal Procedures
   I. 01 33 01 - Submittal Procedures Project Submittal / Shop Drawing Form
   J. 01 40 00 - Quality Requirements
   K. 01 50 00 - Temporary Facilities and Controls
   L. 01 51 00 - Temporary Utilities
   M. 01 60 00 - Product Requirements
   N. 01 70 00 - Execution and Closeout Requirements
   O. 01 74 19 - Construction Waste Disposal
   P. 01 78 23 - Operation & Maintenance Manuals
   Q. 01 78 36 - Warranties

2.02 DIVISION 02 -- EXISTING CONDITIONS
   A. 02 00 00 - Existing Conditions
   B. 02 41 00 - Demolition

2.03 DIVISION 06 -- WOOD, PLASTICS, AND COMPOSITES
A. 06 10 00 - Rough Carpentry
B. 06 16 00 - Construction Panels

2.04 DIVISION 07 -- THERMAL AND MOISTURE PROTECTION
A. 07 53 00 - Elastomeric Membrane Roofing
B. 07 72 00 - Roof Accessories
C. 07 90 05 - Joint Sealers

END OF SECTION
SECTION 00 01 15
LIST OF DRAWING SHEETS

1.01 ARCHITECTURAL DRAWINGS
A. G00 COVER SHEET
B. G10 GENERAL SHEET
C. A10 ROOF DEMOLITION PLAN - LIBERAL ARTS BUILDING
D. A11 ROOF DEMOLITION PLAN - SCIENCE BUILDING
E. A20 ROOF PLAN - LIBERAL ARTS BUILDING
F. A21 ROOF PLAN - SCIENCE BUILDING
G. A30 EXISTING PHOTOS - LIBERAL ARTS BUILDING
H. A31 EXISTING PHOTOS - SCIENCE BUILDING
I. A40 ROOF DETAILS
J. A41 ROOF DETAILS

END OF SECTION
You are hereby notified that Iowa Central Community College Board of Directors will receive sealed Bids for the Science Building and Liberal Arts Building Roof Replacements located in Fort Dodge, Iowa until 4:00 p.m., 4/17/2019. Bids shall be submitted to Allyson Walter, Assistant to the President and Board of Director's Secretary, at Room SSS-104 of the Student Support Services Building, One Triton Circle, Iowa Central Community College, Fort Dodge, Iowa 50501.

The Board of Directors plans to act on the bids at their board meeting beginning at 5:00 p.m. on 4/25/2019, in Room SSS-104 of the Student Support Services Building, One Triton Circle, Fort Dodge, IA 50501.

PROJECT DESCRIPTION
The Project consists of roof replacements of two buildings: Science Building and Liberal Arts Building. The Work includes tear-off of existing EPDM roofing including insulation, and replacement of roofing systems with insulation and roofing membrane. Refer to the Invitation to Bid for expanded project description. The Contractor submitting the Bid shall provide and coordinate all Work required for this Project.

CLARIFICATIONS / SUBSTITUTIONS
Bidders may seek clarification of the drawings and specifications and from the Architect and propose substitutions prior to the opening of Bids until 12:00 Noon, 4/12/2019 at which time no further information will be provided other than what is shown in the Drawings and Project Manual. The purpose for the deadline is to insure adequate time for preparation and issuance of an addendum, if needed, on 4/15/2019. It is the intention of this request that addenda after this date may not be necessary.

Starting time for construction shall be within ten (10) days after the written Notice to Proceed is issued. The estimated starting date on site is 5/13/2019. Preparation and ordering of materials shall occur prior to the start of construction. Substantial Completion of both projects shall be no later than 7/31/2019.

PRE-BID CONFERENCE
A “Prebid Conference” will be held at Room SSS-104 of the Student Support Services Building on 4/4/2019, beginning at 4:00 p.m. If you are planning on submitting a bid, you are encouraged to attend.

BID DOCUMENTS
Bidders may obtain as many as two sets of the Project Manual, including Specifications, plus two sets of Drawings, upon payment of $100 per set deposit, completely refundable if Project Manual and Drawings and are returned to the office of the Architect in good condition within seven (7) days after the bid opening. Deposit checks shall be made payable to Allers Associates Architects, PC, located at Suite 320, Wells Fargo Center, 822 Central Ave., Fort Dodge, Iowa 50501. Bidders interested in being listed in the Architect's office 'Plan Holders List' published and maintained by the office of the Architect may contact the office at 515.573.2377.

The proposed Bid / Contract Documents may be examined at:
- Allers Associates Architects, PC
  822 Central Avenue, Suite 320, Fort Dodge, IA 50501
- Fort Dodge Growth Alliance Plan Center
  24 N 9th Street, Suite A, Fort Dodge, IA 50501

Bona fide bidders may secure copies of the proposed Contract Documents from the Architect after 8:00 a.m., 3/28/2019.

BID PROCEDURE
The Owner will receive sealed Bids until the time specified above. Bids received after that time will not be accepted. Bids will be opened publicly by the Owner.

Bids will not be accepted at any other location. Bids shall be clearly marked. No oral, telephonic, or facsimile (fax) bids will be accepted.

Full responsibility for the delivery of bids prior to the deadline for receiving bids rests with the preparer.

Bids submitted to the Owner shall be for the entire amount of work indicated in the proposed Contract Documents. Subcontractors shall submit their bids to the prime Contractor who will be responsible for the entire Project. Bids from subcontractors and suppliers delivered directly to the Owner will not be considered.

Any bid may be withdrawn prior to the scheduled time for the opening of bids or authorized postponement thereof. Any bid received after the time and date specified shall not be considered.

Bids submitted to the Owner must be accompanied by cash, certified check of the bidder, or a bid bond submitted in a separate envelope in the amount of 5% of the bid and made payable to Iowa Central Community College. Such cash, checks or bid bonds will be returned to all except the three lowest bidders within three (3) days after the opening of bids and the remaining cash, checks or bid bonds will be returned promptly after the Owner and the accepted Bidder have executed the Contract, or if no award has been made within thirty (30) days after date of the opening of bids, upon demand of the Bidder at any time thereafter, so long as he has not been notified of the acceptance of his bid.

The accepted Bidder shall be required to provide a surety bond for the full value of the Contract as security for faithful performance of this Contract and for the payment of all persons performing labor on this project under this Contract furnishing materials in connection with this Contract as specified in the General Conditions.
Conditional bids will not be accepted. The right is reserved, as the interest of the Owner may require, to reject any and all bids, to waive any informality in bids received, and to accept or reject any item of any bid unless such bid is qualified by specific limitation. Bids may not be withdrawn for thirty (30) consecutive calendar days of opening.

By virtue of statutory authority, a preference will be given to products and provisions grown and/or produced within the State of Iowa, and preference will be given to Iowa domestic labor as provided in the Code of Iowa.

This notice is given by the order of the Iowa Central Community College Board of Directors.

Allyson Walter
Assistant to the President and Board of Director's Secretary
Iowa Central Community College
In the County of Webster, State of Iowa

Date of Publication: __________

AN EQUAL OPPORTUNITY EMPLOYER
LEGAL NOTICE OF HEARING: SCIENCE BUILDING AND LIBERAL ARTS BUILDING ROOF REPLACEMENTS

Public Notice is hereby given that the Board of Directors of Iowa Central Community College will conduct a public hearing on the proposed plans, specifications, form of contract, and estimated cost for the Science Building and Liberal Arts Building Roof Replacements Project beginning at 5:00 p.m. on 3/27/2019, in the Triton Cafe - Warren Hunt Conference Center, Room 100-101, Iowa Central Community College, One Triton Circle, Fort Dodge, Iowa 50501.

Plans, specifications, form of contract and estimated cost will be on file beginning 3/25/2019, and may be inspected by any interested persons at:

1. The Administration Office located at the Student Support Services Building, One Triton Circle, Fort Dodge, IA 50501.
2. The Architect's office located at 822 Central Avenue, Suite 320, Fort Dodge, IA 50501.

This notice is given by the order of the Iowa Central Community College Board of Directors.

Work includes but is not limited to replacement of the roof system on the Science Building and the roof system on the Liberal Arts Building.

Allyson Walter
Assistant to the President and Board of Director's Secretary
Iowa Central Community College
In the County of Webster, State of Iowa

Date of Publication: __________
SECTION 00 21 13
INSTRUCTIONS TO BIDDERS

AIA DOCUMENT A701 - 2018 EDITION (ATTACHED).

END OF SECTION
SECTION 00 22 13
SUPPLEMENTARY INSTRUCTIONS TO BIDDERS

SUMMARY

1.01 DOCUMENT INCLUDES
   A. Bid Documents and Contract Documents
   B. Site Assessment
   C. Qualifications
   D. Bid Submission
   E. Bid Enclosures/Requirements
   F. Performance Assurance
   G. Insurance
   H. Offer Acceptance/Rejection

1.02 RELATED DOCUMENTS
   A. Document 00 41 00 - Bid Form.
   B. Document 00 43 36 - Proposed Subcontractors List.
   C. Document 00 72 00 - General Conditions.
   D. Document 00 73 00 - Supplementary Conditions.

BID DOCUMENTS AND CONTRACT DOCUMENTS

2.01 AVAILABILITY
   A. Bid Documents for pickup may be obtained at the office of Architect which is located at 822 Central Avenue, Suite 320, Fort Dodge, IA 50501. T.515.573.2377.
   B. Two sets of Bid Documents can be obtained by contractors free of charge upon receipt of a refundable deposit, by cash, check, or approved professional trade card (ie. Master Builders Card, etc) in the amount of $100.00 for one set.
   C. Deposit will be refunded if Bid Documents are returned complete, undamaged, unmarked and reusable, within 7 days of Bid Opening. Failure to comply will result in forfeiture of deposit. Return Bid Documents to the office of Allers Associates Architects, PC located at 822 Central Avenue, Suite 320, Fort Dodge, IA 50501.
   D. Bid Documents are made available only for the purpose of obtaining offers for this project. Their use does not grant a license for other purposes.

2.02 EXAMINATION
   A. Bid Documents may be viewed at the office of Architect which is located at 822 Central Avenue, Suite 320, Fort Dodge, IA 50501.
   B. Bid Documents are on display at the offices of the following construction plan centers:
      1. Greater Fort Dodge Growth Alliance Plan Center.............24 N. 9th Street, Suite A............Fort Dodge, IA 50501.
   C. Bid Documents are available on the following online construction plan services:
      1. i-SqFt..............................................................................................................................www.isqft.com.
   D. Upon receipt of Bid Documents verify that documents are complete. Notify Architect should the documents be incomplete.
   E. Immediately notify Architect upon finding any discrepancies or omissions in the Bid Documents.
   F. Interested Bidders utilizing construction plan centers and services are encouraged to register with the Architect, so as to be listed on the Prospective Bidders List, maintained by the Architect.

2.03 USE OF SCHEDULES
   A. Schedules provided in the Contract Documents are to assist in the determination of the scope of products and materials for the project. Bidders shall determine actual quantities of products and materials required to complete Work.
   B. In the event of a conflict between the drawings and various schedules, or where an item is omitted from the schedule, the contractor shall supply what would ‘normally’ be required to the extent indicated in the drawings, and as described in the individual specification section.

2.04 INQUIRIES/ADDENDA
   A. Direct general / architectural questions to Michael Clausen, clausenm@allersarchitects.com, T.515.573.2377.
   B. Addenda may be issued to known bidders during the bidding period. All Addenda become part of the Contract Documents. Include resultant costs in the Bid Amount.
   C. Verbal answers are not binding on any party.
   D. Clarifications and substitutions requested by bidders must be in writing no later than 12:00 p.m. Noon, 4/12/2019. This shall be the "Last Date for Questions & Substitutions". After this deadline no further information will be provided other than what is shown on the drawings and in the specifications. The purpose of the deadline is to insure adequate time for preparation and issuance of an addendum, if needed on 4/15/2019. It is the intent of this request that addendum after this date may not be necessary.

2.05 PRODUCT/ASSEMBLY/SYSTEM SUBSTITUTIONS
   A. Where the Bid Documents stipulate a particular product, assembly, or system, substitutions will be considered prior to the Bid unless otherwise noted.
B. Substitution requests may be submitted prior to the 'Date for Last Questions' indicated in the Project Manual.

C. Submit substitutions using the Pre-Bid Substitution Request Form provided. Refer to Spec Section 00 43 25 - Pre-Bid Substitution Request Form in the Project Manual. Substitutions made on other forms shall be at the proposer’s risk.

D. Substitutions will not be considered after bidding except as indicated.

E. Products and materials described in the Bid Documents establish a standard of required function, dimension, appearance, and quality to be met by a proposed substitution.

F. The submission shall provide sufficient information to determine acceptability of such products. Identify applicable portions of submitted information.

G. Origin of proof that the substituted product or material is equal to the originally specified product lies with the party requesting the substitution.

H. Provide complete information on required revisions to other work to accommodate each proposed substitution.

I. Substitution requests shall follow the guidelines set forth above. Nonconforming substitution requests will not be reviewed by the Architect nor shall action be required from the Architect by such requests.

J. Pre-bid substitution requests will be approved by Addendum. Approval by means other than by Addendum shall not be valid. The Architect will not respond to each substitution request individually.

K. Costs associated with utilized substitutions shall be included in the Bid Amount.

L. Provide products as specified unless substitutions are submitted in this manner and accepted.

M. Unauthorized substitutions failing to comply with the Contract Documents may be considered defective. The Contractor shall be required to replace the offending item(s) with the specified material at no additional cost.

N. See Section 01 60 00 - Product Requirements for additional requirements and information.

SITE ASSESSMENT

3.01 SITE EXAMINATION

A. Examine the project site before submitting a bid. See Section 02 00 00 - Existing Conditions.

B. A preliminary visit to the project site has been arranged for bidders immediately following the Prebid Conference.

3.02 PREBID CONFERENCE

A. A Prebid Conference has been scheduled for 4:00 p.m. on 4/4/2019 at Room SSS-104 of the Student Support Services Building, One Triton Circle, Iowa Central Community College, Fort Dodge, Iowa 50501.

B. Bidders are encouraged to attend this meeting if submitting a bid.

C. Representatives of the Architect will be in attendance.

D. Summarized minutes of this meeting will be circulated to attendees attending the meeting. These minutes will not form part of the Contract Documents.

E. Information relevant to the Bid Documents will be recorded in an Addendum, issued to Bid Document recipients registered with the Architect.

QUALIFICATIONS

4.01 SUBCONTRACTORS/SUPPLIERS/OTHERS

A. Owner reserves the right to reject a proposed subcontractor for reasonable cause.

BID SUBMISSION

5.01 SUBMISSION PROCEDURE

A. Bids are due on 4/17/2019 before 4:00 p.m. Bids will be received at Room SSS-104 of the Student Support Services Building, One Triton Circle, Iowa Central Community College, Fort Dodge, Iowa 50501. Bids will be opened at the same address. The opening of the Bids will occur immediately following the receipt of the Bids.

   1. Bids will not be accepted after the time noted.

   2. Bids will be opened at 4:00 p.m. at Room SSS-104 of the Student Support Services Building, One Triton Circle, Fort Dodge, IA 50501.

B. Bid opening is open to contractors and the general public.

C. Forms to be included with bid: Bidder Status Form. Refer to Bid Enclosures/Requirements.

D. The Board of Directors plans to act on the bids at their board meeting beginning at 5:00 p.m. on 4/25/2019, in Room SSS-104 of the Student Support Services Building, One Triton Circle, Fort Dodge, IA 50501.

E. Subcontractor and Supplier bids must be submitted to the Prime Contractor herein referred to as the Bidder. Bids sent directly to the Owner will not be reviewed.

F. Bidders shall be solely responsible for the delivery of their bids in the manner and time prescribed.

G. Clearly identify envelopes with bidder's name, project name and Owner's name. Utilize one of the following methods for bid submission:

   1. Separate Envelope System:
      a. Insert bid bond, in a sealed standard opaque envelope, clearly identified as 'Bid Bond'.
      b. Insert Bid Form with Bidder Status Form, in a separate sealed standard opaque envelope, clearly identified as 'Bid Form'.

   2. Double Envelope System:
      a. Insert the Bid Form with Bidder Status Form in a sealed envelope plus the bid bond in a large opaque envelope and label this envelope as noted above.

H. Improperly completed information, irregularities in bid bond, may be cause not to open the Bid Form envelope and declare the bid invalid or informal.
5.02 BID INELIGIBILITY
A. Bids that are unsigned, improperly signed or sealed, conditional, illegible, obscure, contain arithmetical errors, erasures, alterations, or irregularities of any kind, will at the discretion of the Owner, be declared unacceptable.
B. Bid Forms, Appendices, and enclosures that are improperly prepared will, at the discretion of Owner, be declared unacceptable.
C. Failure to provide security deposit, bonding or insurance requirements will, at the discretion of Owner, invalidate the bid.

BID ENCLOSURES/REQUIREMENTS

6.01 SECURITY DEPOSIT
A. Bids shall be accompanied by a security deposit as follows:
1. Bid Bond of a sum no less than 5 percent of the Bid Amount pledges that the Bidder will enter into a contract with the Owner on the items stated in his or her Bid and will, if required, furnish bonds covering the faithful performance of the Contract and the payment of all obligations arising thereunder.
2. Bid Bond shall be in the form of a surety bond, cashier's check, cash, or certified check. The surety bond shall be submitted in AIA Document A310 Bid Bond as provided in the Project Manual or the surety companies standard form.
B. Endorse the Bid Bond in the name of the Owner as obligee, signed and sealed by the principal (Contractor) and surety.
C. The Owner will have the right to retain the bid security of the Bidders to whom the award is being considered until Payment and Performance Bonds, if required, have been delivered to the Owner; the specified time has elapsed so that the Bids may be withdrawn; or all Bids have been rejected.
D. Should the Bidder refuse to enter into such Contract or fail to furnish such bonds, if required, the amount of the bid security shall be forfeited to the Owner as liquidated damages, not as a penalty.
E. Include the cost of bid security in the Bid Amount.

6.02 BIDDER STATUS FORM
A. Chapter 156 of the IAC, Article 156.2 "Reporting of resident status of bidders" states that "When a contract for a public improvement is to be awarded to the lowest responsible bidder, the public body shall request a statement from each bidder regarding the bidder's resident status." This statement shall be on the "Bidder Status Form" designated by the labor commissioner and available online at: http://www.iowadivisionoflabor.gov/bidder-preference-law
B. The bidder is hereby notified that the bidder is required to complete the "Bidder Status Form" which is also included in the Project Manual and submit the form along with the bidder's bid. The statement must be signed by an authorized representative of the bidder. A fully completed statement shall be deemed to be incorporated by reference into all project bid specifications and contract documents with any bidder on the project. The bidder is also hereby notified that failure to submit a completed "Bidder Status Form" with the bidder's bid may result in the bid being rejected by the Owner as a non-responsive bid.

6.03 PERFORMANCE ASSURANCE
A. Lowest Responsible Bidder: Provide a Performance and Material Payment bond as described in Document 00 73 00 - Supplementary Conditions upon execution of the Contract and prior to commencing work.
B. Bonds shall cover the faithful performance of the Contract and the payment of all obligations arising thereunder. Bonding company shall be acceptable to the Owner as surety in the principal sum equal to the full contract price.
C. Bond shall be written in the amount of the Contract sum.
D. Include bond amount in the Bid Amount and identify the cost when requested.

6.04 INSURANCE
A. Accepted Bidder: Provide an executed "Undertaking of Insurance" on a standard form provided by the insurance company stating their intention to provide insurance to the bidder in accordance with the insurance requirements of the Contract Documents.

6.05 BID FORM REQUIREMENTS
A. Complete all requested information in the Bid Form and Appendices.

6.06 SALES AND USE TAXES
A. The contractor shall not include sales tax in the bid. As of January 1, 2003, a new process was created allowing tax exempt entities, such as public and private schools, to issue tax-exempt certificates to contractors and subcontractors so that they will not have to pay sales tax for materials. The Owner shall provide the contractor with an authorized letter and an exemption certificate developed exclusively for this purpose. The contractor shall give a copy of the certificate to each of its material suppliers which allows the contractor to purchase building materials for the contract free from sales tax by showing the certificate at the time of purchase. Suppliers need to retain this certificate in their records for a minimum of three years.
B. Contact Taxpayer Services, Iowa Department of Revenue and Finance, at T.800.367.3388 or idr@iowa.gov with questions regarding applicable taxes affecting construction work in the State of Iowa.

6.07 PERMITS, FEES, AND INSPECTIONS
A. The General Contractor shall be responsible for obtaining any and all building permits and/or inspection fees as may be required for the project and to notify the City Inspection Department to inspect the Work.
B. The cost of permits, fees, and inspections shall be paid for by the General Contractor and included in the Bid Amount. Other contractors required to obtain any permits or pay tap fees shall include the cost of such permits or fees in their bid to the General Contractor.

6.08 FEES FOR CHANGES IN THE WORK
A. Include the fees for overhead and profit on own Work and Work by subcontractors, identified in Document 00 73 00 - Supplementary Conditions.
6.09 SELECTION AND AWARD OF ALTERNATIVES
   A. Indicate variation of bid price for alternates listed on the Bid Form. Unless otherwise indicated, indicate alternates as a difference in bid price by adding to or deducting from the base bid price.
   B. Bids will be evaluated on the total of the base bid price and the alternates as selected by the Owner.

OFFER ACCEPTANCE/REJECTION

7.01 DURATION OF OFFER
   A. Bids shall remain open to acceptance and shall be irrevocable for a period of thirty (30) days after the bid closing date.

7.02 ACCEPTANCE OF OFFER
   A. Owner reserves the right to accept or reject any or all offers.
   B. After acceptance by Owner, submission of the performance bond, material payment bond, and certificate of insurance, the Architect on behalf of Owner, will issue to the successful bidder, a written Notice To Proceed.

END OF SECTION
SECTION 00 40 02
BID BOND FORM
AIA DOCUMENT A310 - 2010 EDITION (ATTACHED).

THIS DOCUMENT IS EXCLUDED FROM DIGITAL COPIES OF THE PROJECT MANUAL.
THIS DOCUMENT IS AVAILABLE FOR REVIEW AT THE OFFICE OF THE ARCHITECT.

END OF SECTION
TO: Iowa Central Community College
Herein Called “Owner”

Pursuant to and in compliance with the Invitation to Bid and the proposed Contract Documents relating to the construction of:

Project: Science Building and Liberal Arts Building Roof Replacements
Owner: Iowa Central Community College
Fort Dodge, Iowa
Project Number: # 1808

Bids Due: 4/17/2019, 4:00 p.m.
Bidding Location: Room SSS-104 of the Student Support Services Building
One Triton Circle, Iowa Central Community College, Fort Dodge, Iowa 50501

Attn: Owner - Iowa Central Community College

OFFER

The undersigned, having become thoroughly familiar with the terms and conditions of the proposed Contract Documents and with local conditions affecting the performance and costs of the Work at the place where the Work is to be completed, and having fully inspected the site in all particulars, hereby proposes and agrees to fully perform any and all labor and materials, and to do all of the work required to construct and complete said Work in accordance with the Contract Documents, as prepared by Allers Associates Architects, PC, for the following sum of money. Bidder may choose to bid any or all of the three (3) items listed below:

EPDM Bids
1. Science Building Only Bid: All labor materials, services and equipment necessary for the completion of the Work shown in the Drawings and in the Specifications:
   ________________________________ dollars ($______________________)

2. Liberal Arts Building Only Bid: All labor materials, services and equipment necessary for the completion of the Work shown in the Drawings and in the Specifications:
   ________________________________ dollars ($______________________)

3. BOTH the Science Building AND Liberal Arts Building Bid: All labor materials, services and equipment necessary for the completion of the Work shown in the Drawings and in the Specifications:
   ________________________________ dollars ($______________________)

UNIT PRICES

The following are Unit Prices for specific portions of the Work as listed.

Patch and repairs of existing gypsum deck (price per Square Foot), $________________________

Extend height of vent through roof, see notes on drawings, (each), $________________________
THE UNDERSIGNED CERTIFIES

Cash Allowances described in Section 01 21 00 - Allowances are included in the Bid Sum, including, but not limited to the Contingency Allowance. Funds will be drawn from the provided Cash Allowances only by approved Change Order.

All portions of this Bid Form have been completed prior to the submission of the Bid.

THE UNDERSIGNED AGREES

Failure to complete and sign the Bid Form will result in the Bid being rejected as non-responsive.

Failure to acknowledge all issued addendums will result in the Bid being rejected as non-responsive.

The Owner reserves the right to reject any and all Bids, but that submitted Bids shall be open to acceptance and is irrevocable for thirty days from the date prescribed for its opening.

If written notice of the acceptance of this bid is mailed or delivered to the undersigned within thirty days after the date set for the opening of this Bid, or at any other time thereafter before it is withdrawn, the undersigned will execute and deliver three copies of the Agreement Between the Owner and Contractor to the Owner in accordance with this Bid as accepted, and will also furnish and deliver to the Owner proof of insurance coverage, within ten days after personal delivery of, or after deposit in the mail of the notification of acceptance of this Bid.

Notice of acceptance or request for additional information may be addressed to the undersigned at the address set forth below.

TIME

By signing the bid form, the Bidder agrees to complete the Work on or before the Substantial Completion date of 7/31/2019, and that the specified time period is reasonable for the Work.

ADDENDA

The undersigned, in submitting the Bid, acknowledges receipt of the addenda listed below and that the modifications to the Bid Documents noted in the Addenda listed below have been considered and all costs are included in the Bid Sum.

1. Addendum No. ________ Dated _____________________
2. Addendum No. ________ Dated _____________________
3. Addendum No. ________ Dated _____________________
4. Addendum No. ________ Dated _____________________
5. Addendum No. ________ Dated _____________________

BIDDER STATUS FORM

Bidder has included with bid: Bidder Status Form. Refer to Bid Enclosures/Requirements.

SUBMITTING PARTY

The Bidder hereby warrants that this proposal is based upon only those products and/or materials included in the drawings and/or specifications, or approved in writing by the Architect prior to the scheduled opening of bids.

_______________________________________________________________________________________________
Firm Name
_______________________________________________________________________________________________
Signature of Authorized Agent Date
_______________________________________________________________________________________________
Type or Printed Name of Authorized Agent
_______________________________________________________________________________________________
Firm Address
_______________________________________________________________________________________________
Firm Phone
_______________________________________________________________________________________________
Firm Fax

END OF SECTION
**Bidder Status Form**

**Part A**

To be completed by all bidders

Please answer “Yes” or “No” for each of the following:

- **Yes**  **No** My company is authorized to transact business in Iowa. (To help you determine if your company is authorized, please review the worksheet on the next page).
- **Yes**  **No** My company has an office to transact business in Iowa.
- **Yes**  **No** My company’s office in Iowa is suitable for more than receiving mail, telephone calls, and e-mail.
- **Yes**  **No** My company has been conducting business in Iowa for at least 3 years prior to the first request for bids on this project.
- **Yes**  **No** My company is not a subsidiary of another business entity or my company is a subsidiary of another business entity that would qualify as a resident bidder in Iowa.

If you answered “Yes” for each question above, your company qualifies as a resident bidder. Please complete Parts B and D of this form.

If you answered “No” to one or more questions above, your company is a nonresident bidder. Please complete Parts C and D of this form.

**Part B**

To be completed by resident bidders

My company has maintained offices in Iowa during the past 3 years at the following addresses:

<table>
<thead>
<tr>
<th>Dates:</th>
<th>Address:</th>
<th>City, State, Zip:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>/</strong>/______</td>
<td>_____________________________</td>
<td>________________</td>
</tr>
<tr>
<td><strong>/</strong>/______</td>
<td>_____________________________</td>
<td>________________</td>
</tr>
<tr>
<td><strong>/</strong>/______</td>
<td>_____________________________</td>
<td>________________</td>
</tr>
</tbody>
</table>

You may attach additional sheet(s) if needed.

**Part C**

To be completed by non-resident bidders

1. Name of home state or foreign country reported to the Iowa Secretary of State:

2. Does your company’s home state or foreign country offer preferences to resident bidders, resident labor force preferences or any other type of preference to bidders or laborers?  **Yes**  **No**

3. If you answered “Yes” to question 2, identify each preference offered by your company’s home state or foreign country and the appropriate legal citation.

You may attach additional sheet(s) if needed.

**Part D**

To be completed by all bidders

I certify that the statements made on this document are true and complete to the best of my knowledge and I know that my failure to provide accurate and truthful information may be a reason to reject my bid.

Firm Name: __________________________

Signature: __________________________  Date: __________________________

You must submit the completed form to the governmental body requesting bids per 875 Iowa Administrative Code Chapter 156. This form has been approved by the Iowa Labor Commissioner.

309-6001 (09-15)
### Worksheet: Authorization to Transact Business

This worksheet may be used to help complete Part A of the Resident Bidder Status form. If at least one of the following describes your business, you are authorized to transact business in Iowa.

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐</td>
<td>☑</td>
<td>My business is currently registered as a contractor with the Iowa Division of Labor.</td>
</tr>
<tr>
<td>☑</td>
<td>☐</td>
<td>My business is a sole proprietorship and I am an Iowa resident for Iowa income tax purposes.</td>
</tr>
<tr>
<td>☑</td>
<td>☐</td>
<td>My business is a general partnership or joint venture. More than 50 percent of the general partners or joint venture parties are residents of Iowa for Iowa income tax purposes.</td>
</tr>
<tr>
<td>☑</td>
<td>☐</td>
<td>My business is an active corporation with the Iowa Secretary of State and has paid all fees required by the Secretary of State, has filed its most recent biennial report, and has not filed articles of dissolution.</td>
</tr>
<tr>
<td>☑</td>
<td>☐</td>
<td>My business is a corporation whose articles of incorporation are filed in a state other than Iowa, the corporation has received a certificate of authority from the Iowa secretary of state, has filed its most recent biennial report with the secretary of state, and has neither received a certificate of withdrawal from the secretary of state nor had its authority revoked.</td>
</tr>
<tr>
<td>☑</td>
<td>☐</td>
<td>My business is a limited liability partnership which has filed a statement of qualification in this state and the statement has not been canceled.</td>
</tr>
<tr>
<td>☑</td>
<td>☐</td>
<td>My business is a limited liability partnership which has filed a statement of qualification in a state other than Iowa, has filed a statement of foreign qualification in Iowa and a statement of cancellation has not been filed.</td>
</tr>
<tr>
<td>☑</td>
<td>☐</td>
<td>My business is a limited partnership or limited liability limited partnership which has filed a certificate of limited partnership in this state, and has not filed a statement of termination.</td>
</tr>
<tr>
<td>☑</td>
<td>☐</td>
<td>My business is a limited partnership or a limited liability limited partnership whose certificate of limited partnership is filed in a state other than Iowa, the limited partnership or limited liability limited partnership has received notification from the Iowa secretary of state that the application for certificate of authority has been approved and no notice of cancellation has been filed by the limited partnership or the limited liability limited partnership.</td>
</tr>
<tr>
<td>☑</td>
<td>☐</td>
<td>My business is a limited liability company whose certificate of organization is filed in Iowa and has not filed a statement of termination.</td>
</tr>
<tr>
<td>☑</td>
<td>☐</td>
<td>My business is a limited liability company whose certificate of organization is filed in a state other than Iowa, has received a certificate of authority to transact business in Iowa and the certificate has not been revoked or canceled.</td>
</tr>
</tbody>
</table>
1.01 PROJECT INFORMATION
Allers Associates Architects, PC  Science Building and Liberal Arts Building Roof Replacements
822 Central Avenue, Suite 320  Iowa Central Community College
Fort Dodge, IA 50501  Fort Dodge, Iowa
P. 515.573.2377  A/E Project No. 1808

1.02 ORIGINAL PRODUCT INFORMATION (OBTAIN FROM PROJECT SPECIFICATION)

<table>
<thead>
<tr>
<th>Spec Section Title</th>
<th>Spec Section No.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Spec Section Article / Paragraph No.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Product Description</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

1.03 SUBSTITUTION PRODUCT INFORMATION (OBTAIN FROM PROPOSED PRODUCT DATA)

<table>
<thead>
<tr>
<th>Description of Substitution</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Manufacturer of Substitution Material / Product</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Trade Name / Series</th>
<th>Model No.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

A. Submit substitution product data to the Design Professional for review. Identify applicable portions of data and details. Provide data as would be required to order the product. Include custom and proposed options, accessories, etc. Include warranty terms and period, performance data, limitations, and detail drawings as required to document equivalency.

B. Highlight differences between the product. Indicate changes to product required to fit the location indicated.

1.04 THE UNDERSIGNED CERTIFIES
A. The proposed substitution has been investigated fully and determined to be equivalent or superior in all aspects to the original product.
B. The same warranty will be furnished for proposed substitution as the specified product.
C. Equivalent maintenance services and sources of replacement parts, as applicable, are available compared to original product.
D. Proposed substitution will have no adverse effect on other trades.
E. Proposed substitution will not affect or delay the construction progress schedule compared to original product.
F. Proposed substitution does not affect dimensions and functional clearances compared to original product.
G. Additional payments will be made for changes to building design, including A/E design, detailing, and construction costs caused by the substitution by the submitting entity.

1.05 INQUIRING PARTY

<table>
<thead>
<tr>
<th>Firm Name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Signature of Authorized Agent</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Type or Printed Name of Authorized Agent</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Phone</th>
<th>Fax</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1.06 ATTACHMENTS

- [ ] Drawings
- [ ] Product Data
- [ ] Samples
- [ ] Test Reports
- [ ] Evaluation Reports

END OF SECTION
SECTION 00 52 00
AGREEMENT FORM
AIA DOCUMENT A101 - 2017 EDITION (ATTACHED).

THIS DOCUMENT IS EXCLUDED FROM DIGITAL COPIES OF THE PROJECT MANUAL. THE DOCUMENT IS AVAILABLE FOR REVIEW AT THE OFFICE OF THE ARCHITECT.

END OF SECTION
SECTION 00 52 01
EXHIBIT A, INSURANCE AND BONDS
AIA DOCUMENT A101 - 2017 EDITION (ATTACHED).

THIS DOCUMENT IS EXCLUDED FROM DIGITAL COPIES OF THE PROJECT MANUAL. THE DOCUMENT IS AVAILABLE FOR REVIEW AT THE OFFICE OF THE ARCHITECT.

END OF SECTION
1.01 SUMMARY

A. The following information will be added or deleted to AIA DOCUMENT A101 - 2017 EXHIBIT A, INSURANCE AND BONDS.

1.02 ARTICLE A.2 OWNER’S INSURANCE

A. Article A.2.3.1.1, enter “Not Applicable” for Causes of Loss and Sub-Limit.
B. Article A.2.3.1.2, enter “Not Applicable” for Coverage and Sub-Limit.
C. Articles A.2.4.1 thru A.2.4.7, enter “Not Applicable”.
D. Article A.2.5.1, enter “Not Applicable”.
E. Article A.2.5.2, enter “Not Applicable” for Coverage and Limits.

1.03 ARTICLE A.3 CONTRACTOR’S INSURANCE AND BONDS

A. Article A.3.1.1 Certificates of Insurance.

Delete existing paragraph. Insert replacement paragraph as follows:

The Contractor shall provide certificates of insurance acceptable to the Owner evidencing compliance with the requirements in this Article A.3 at the following times: (1) prior to commencement of the Work; (2) upon renewal or replacement of each required policy of insurance; and (3) upon the Owner’s written request. An additional certificate evidencing continuation of commercial liability coverage, including coverage for completed operations, shall be submitted with the final Application for Payment and thereafter upon renewal or replacement of such coverage until the expiration of the periods required by Section A.3.2.1 and Section A.3.3.1. The certificates will show the Owner as an additional insured on the Contractor’s Commercial General Liability, Commercial Auto Liability, Pollution coverage, if applicable, and excess or umbrella liability policy or policies. Insurance policies required by this insurance section shall contain a provision that coverages afforded under the policies will not be canceled or allowed to expire until at least thirty (30) days prior written notice has been given to the Owner and Architect.

Add new Article A.3.1.1.1

If this insurance is written on the Comprehensive General Liability policy form, the Certificates shall be on an ACORD form, completed and supplemented in accordance with AIA Document G715, Instruction Sheet and Supplemental Attachment for an ACORD Certificate of Insurance form.

Add new Article A.3.1.1.2

The Contractor shall provide written notification to the Owner of the cancellation or expiration of any insurance required by Exhibit A. The Contractor shall provide such written notice within ten (10) business days of the date the Contractor is first aware of the cancellation or expiration, or is first aware that the cancellation or expiration is threatened or otherwise may occur, whichever comes first.

B. Article A.3.1.3 Additional Insured Obligations.

Delete existing paragraph. Insert replacement paragraph as follows:

To the fullest extent permitted by law, the Contractor shall cause the commercial general liability, commercial auto liability, pollution coverage, if applicable, and excess or umbrella liability coverage to include (1) the Owner, the Architect, and the Architect’s consultants as additional insureds for claims caused in whole or in part by the Contractor’s negligent acts or omissions during the Contractor’s operations; and (2) the Owner as an additional insured for claims caused in whole or in part by the Contractor’s negligent acts or omissions for which loss occurs during completed operations. The additional insured coverage shall be primary and non-contributory to any of the Owner’s general liability insurance policies and shall apply to both ongoing and completed operations. To the extent commercially available, the additional insured coverage shall be no less than that provided by Insurance Services Office, Inc. (ISO) forms CG 20 10 07 04, CG 20 37 07 04, and, with respect to the Architect and the Architect’s consultants, CG 20 32 07 04.

C. Article A.3.2.1, enter “No Additional Duration”.

D. Add new Article A.3.2.1.1

All insurance coverages, except workers compensation, provided by the Contractor under A.3 shall provide for a waiver of subrogation to the Owner, Architect, and Architect’s consultants, agents, and employees.

E. A.3.2.2.1

Delete existing paragraph. Insert replacement paragraph as follows:

Commercial General Liability insurance for the Project written on an occurrence form with policy limits of not less than $1,000,000 each occurrence, $3,000,000 general aggregate endorsed to apply on a per project basis, and $3,000,000 aggregate for products-completed operations hazard (maintain for (2) two years after a final payment), providing coverage for claims including:

1) damages because of bodily injury, sickness or disease, including occupational sickness or disease, and death of any person;
2) personal injury and advertising injury;
3) damages because of physical damage to or destruction of tangible property, including the loss of use of such property;
4) bodily injury or property damage arising out of completed operations; and
5) $250,000 limit for damage to premises rented to Contractor
6) $10,000 limit on medical expenses on any one person
7) Contractual liability for personal & advertising injury
8) Electronic data liability to policy limits

F. A.3.2.2.2

Delete existing paragraph. Insert replacement paragraph as follows:


The Contractor's Commercial General Liability policy under this Section A.3.2.2 shall not contain an exclusion or restriction of coverage for the following:

1) Claims by one insured against another insured, if the exclusion or restriction is based solely on the fact that the claimant is an insured, and there would otherwise be coverage for the claim.
2) Claims for property damage to the Contractor's Work arising out of the products-completed operations hazard where the damaged Work or the Work out of which the damage arises was performed by a Subcontractor.
3) Claims for bodily injury other than to employees of the insured.
4) Claims or loss excluded under a prior work endorsement or other similar exclusionary language.
5) Claims or loss due to physical damage under a prior injury endorsement or similar exclusionary language.
6) Claims related to residential, multi-family, or other habitational projects, if the Work is to be performed on such a project.
7) Claims related to roofing, if the Work involves roofing.
8) Claims related to exterior insulation finish systems (EIFS), synthetic stucco or similar exterior coatings or surfaces, if the Work involves such coatings or surfaces.
9) Claims related to earth subsidence or movement, where the Work involves such hazards.
10) Claims related to explosion, collapse and underground hazards, where the Work involves such hazards.

G. A.3.2.3, enter "$3,000,000,000".
   Add the following to the end of the sentence, “including coverage for pollution liability broaden cover for automobile per CA 9948 and MCS 90 filings if required by law.”

H. A.3.2.4
   Delete existing paragraph. Insert replacement paragraph as follows:
   Excess/umbrella liability coverage shall be provided with policy limits not less than $5,000,000 each occurrence and $5,000,000 general aggregate. The Contractor may achieve the required limits and coverage for Commercial General Liability, Automobile Liability, and Employer Liability through a combination of primary and excess or umbrella liability insurance, provided such primary and excess or umbrella insurance policies result in the same or greater coverage as the coverages required under Section A.3.2.2 and A.3.2.3, and in no event shall any excess or umbrella liability insurance provide narrower coverage than the primary policy. The excess policy shall not require the exhaustion of the underlying limits only through the actual payment by the underlying insurers.

I. A.3.2.6, enter "$1,000,000" at each entry.
J. A.3.2.8, enter "$2,000,000" at each entry.
K. A.3.2.9, enter "$2,000,000" at each entry.
L. A.3.2.10, enter "$5,000,000" at each entry.
M. A.3.2.11, enter "$1,000,000" per claim. Enter "$2,000,000" in the aggregate.
N. A.3.2.12, enter "$1,000,000" at each entry.
O. Article A.3.3.1, enter “No Additional Duration”.
P. Article A.3.3.2.4, check the box.
Q. Article A.3.3.2.5, check the box.
   Delete existing paragraph. Insert replacement paragraph as follows:
   Property insurance on an "all-risks" completed value form, covering property owned and rented by the Contractor and used on the Project, including scaffolding and other equipment.
R. Article A.3.3.2.6, check the box. Enter “Riggers Liability” for Coverage. Enter "$1,000,000" for Limits.
   Add sentence as follows:
   Should the Contractors subcontractors or its lower tier subcontractor’s work involve the moving, lifting, lowering, rigging or hoisting of property or equipment, Subcontractor shall carry Rigger’s Liability insurance to insure against physical loss or damage to the property and/or equipment in the amount no less than $1,000,000.
S. Article A.3.4, enter “100% of the Contract Sum” for the Payment Bond and for the Performance Bond.

END OF SECTION
1.01 PROJECT INFORMATION

Allers Associates Architects, PC
822 Central Avenue, Suite 320
Fort Dodge, IA 50501
P. 515.573.2377

Science Building and Liberal Arts Building Roof Replacements
Iowa Central Community College
Fort Dodge, Iowa
A/E Project No. 1808

1.02 PROJECT JOB SUPERINTENDENT

A. This form shall serve as the Contractor's notice to the Architect and Owner of the naming of the proposed Prime Contractor's Project Superintendent.

Type or printed name of proposed Project Superintendent

_______________________________________________________________________________________________

Project Superintendent years experience

_______________________________________________________________________________________________

Phone

Email (Not required)

1.03 THE UNDERSIGNED CERTIFIES

A. The superintendent will be on site during the Work performed under the Contract.

B. The Prime Contractor will notify the Architect and Owner prior to replacing the acting Project Superintendent.

1.04 SUBMITTING PARTY

The undersigned hereby warrants that the information provided is correct.

___________________________
Firm Name

__________________________________________
Signature of Authorized Agent Date

__________________________________________
Type or printed name of Authorized Agent

END OF SECTION
SECTION 00 61 13
PERFORMANCE / PAYMENT BOND FORMS
AIA DOCUMENT A312 - 2010 EDITION (ATTACHED).

THIS DOCUMENT IS EXCLUDED FROM DIGITAL COPIES OF THE PROJECT MANUAL.
THIS DOCUMENT IS AVAILABLE FOR REVIEW AT THE OFFICE OF THE ARCHITECT.

END OF SECTION
REQUEST FOR INTERPRETATION FORM

1.01 PROJECT INFORMATION
Allers Associates Architects, PC
822 Central Avenue, Suite 320
Fort Dodge, IA 50501
P. 515.573.2377

Science Building and Liberal Arts Building Roof Replacements
Iowa Central Community College
Fort Dodge, Iowa
A/E Project No. 1808

1.02 REQUEST FOR INTERPRETATION  RFI#
A. Specification section number, and paragraph mark as applicable and/or drawing sheet number and detail references as applicable.
B. Identify the following:
1. Description of the Contractor's question.
2. Description of where the contractor has looked for the answer to the question.
3. Description of what the contractor believes the answer to the question should be.
4. Description of the Contractor's suggested solution(s) as applicable. Where Contractor's suggestion may alter the Contract Time or Sum it shall be noted in the RFI.

1.03 CONTRACTOR'S PROPOSED SOLUTION

___________________________  ____________________________________________
Typed or Printed Name  Date Submitted

1.04 DESIGN PROFESSIONAL'S RESPONSE

___________________________  ____________________________________________
Typed or Printed Name  Date

Date Recieved  Date Returned

1.05 ATTACHMENTS
[ ] Drawings  [ ] Product Data  [ ] Samples  [ ] Test Reports  [ ] Evaluation Reports

1.06 COPIES
[ ] Owner  [ ]  [ ]  [ ]  [ ]

END OF SECTION
1.01 PROJECT INFORMATION

Allers Associates Architects, PC Science Building and Liberal Arts Building Roof Replacements
822 Central Avenue, Suite 320 Iowa Central Community College
Fort Dodge, IA 50501 Fort Dodge, Iowa
P. 515.573.2377 A/E Project No. 1808

1.02 DATE OF SUBSTANTIAL COMPLETION

A. This form shall serve as the Contractor's notice to the Architect of Substantial Completion of the referenced project.
B. The undersigned hereby notifies the Architect that they have reviewed the Contract Documents, inspected the Work, and note that Work is substantially complete in accordance with the Contract Documents.

Contractor's Proposed Date of Substantial Completion

1.03 THE UNDERSIGNED CERTIFIES

A. The cleaning indicated in Section 01 70 00 - Execution and Closeout Procedures has been completed.
B. The final touchup painting has been completed.
C. The mechanical and electrical labeling identification has been completed.
D. The undersigned has attached a copy of the proposed punch list.

1.04 SUBMITTING PARTY

The undersigned hereby warrants that the information provided is correct.

Firm Name

Signature of Authorized Agent Date

Type or printed name of Authorized Agent

END OF SECTION
1.01 PROJECT INFORMATION
Allers Associates Architects, PC  Science Building and Liberal Arts Building Roof Replacements
822 Central Avenue, Suite 320  Iowa Central Community College
Fort Dodge, IA 50501  Fort Dodge, Iowa
P.515.573.2377  A/E Project No. 1808

1.02 DATE OF FINAL COMPLETION
A. This form shall serve as the Contractor’s notice to the Architect of Final Completion of the referenced project.
B. The undersigned hereby notifies the Architect that they completed the punch list, reviewed the Contract Documents, inspected the Work, and note that Work is complete in accordance with the Contract Documents.

Contractor's Proposed Date of Final Completion

1.03 THE UNDERSIGNED CERTIFIES
A. A copy of the completed punch list is attached.
B. Final cleaning has been completed including additional cleaning required by punch list items.

1.04 SUBMITTING PARTY
The undersigned hereby warrants that the information provided is correct.

Firm Name

Signature of Authorized Agent  Date

Type or printed name of Authorized Agent

END OF SECTION
MODIFICATIONS TO GENERAL CONDITIONS

A. These Supplementary Conditions amend and supplement the General Conditions defined in Document 00 72 00 - General Conditions of the Contract for Construction AIA Document A201-2017 and other provisions of the Contract Documents as indicated below. Provisions that are not so amended or supplemented remain in full force and effect.

B. The terms used in these Supplementary Conditions that are defined in the General Conditions have the meanings assigned to them in the General Conditions.

1.02 MODIFICATIONS TO GENERAL CONDITIONS

A. The "General Conditions of the Contract for Construction", AIA Document A201-2017, 2017 edition, Articles 1 through 15 inclusive, is part of this Contract.

B. The following supplements shall modify, delete, and/or add to the General Conditions. Where any article, paragraph, or subparagraph in the General Conditions if supplemented by one of the following paragraphs, the provisions of such article, paragraph, or subparagraph shall remain in effect and the supplemental provisions shall be considered as added thereto. Where any article, paragraph, or subparagraph in the General Conditions is amended, voided, or superseded by any of the following paragraphs, the provisions of such article, paragraph, or subparagraph not so amended, voided, or superseded shall remain in effect.

ARTICLE 1 - GENERAL PROVISIONS

A. Add the following sentence to the end of paragraph 1.2.1:

If an inconsistency or conflict exists between the Drawings and the Specifications, or within either document, not clarified by an Addendum, the better quality or greater quantity of Work described or shown shall be provided, at no additional cost, in accordance with the Architect's interpretation.

B. Add paragraph 1.2.2:

1.2.2 If an inconsistency or conflict exists among the various contract provisions, the terms shall be interpreted in the following order of priority:

3. Addenda, with those of a later date having precedence over those of an earlier date.
4. Supplementary Conditions - Section 00 73 00.
5. General Conditions of the Contract for Construction AIA Document A201.

ARTICLE 2 - OWNER

A. Add the following sentences to the end of paragraph 2.3.4:

The Contractor shall immediately compare information furnished by the Owner (including topographic and utilities surveys, geotechnical reports, with the observable physical conditions) and the Contract Documents. The Contractor shall report to the Owner and Architect any conflicts, inconsistencies, errors, or omissions discovered by the comparison. The Contractor shall be responsible for any additional costs, delays, or damages resulting from the Contractor's failure to immediately review and report any such conflicts, inconsistencies, errors, or omissions.

ARTICLE 3 - CONTRACTOR

A. Add the following sentences to the end of paragraph 3.2.1:

In no case shall the Contractor proceed with any portion of the Work in any uncertainty. The Contractor also represents that all Contract Documents for the Project have been examined; including those intended for work of trades not normally performed by the Contractor's own forces, and has become thoroughly familiar with conditions which may pertain to or affect the Work under the Contract.

B. Delete paragraph 3.2.3 in its entirety and substitute the following:

3.2.3 The Contractor must take field measurements and verify Site conditions, and must carefully compare such field measurements and Site conditions and other information known to the Contractor with the Contract Documents, before ordering any material or doing any Work at the Site.

C. Add paragraphs 3.2.5 through 3.2.7 to Section 3.2 Review of Contract Documents and Field Conditions by Contractor:

3.2.5 The Contractor shall make frequent inspections during the progress of the Work to confirm that Work previously performed by the Contractor is in compliance with the Contract Documents and that Work previously performed by the Contractor or by others are in proper condition to receive subsequent Work.

3.2.6 The Contractor shall promptly notify the Owner and the Architect of any apparent errors, inconsistencies, omissions, ambiguities, construction impracticalities, or code violations discovered as a result of the Contractor's review of the Contract Documents including any differences between actual and indicated dimensions, locations and descriptions, and must give the Owner and the Architect timely notice of same and of any corrections, clarifications, additional Drawings or Specifications, or other information required to define the Work in greater detail or to permit the proper progress of the Work.

3.2.7 If the Contractor performs Work involving an apparent error, inconsistency, ambiguity, construction impracticality, omission or code violation in the Contract Documents of which the Contractor is aware, or which could reasonably have been discovered by the review required by Section 3.2, without prompt written notice to the Owner and the Architect and request for correction, clarification or additional information, as appropriate, the Contractor does so at its own risk and expense and claims relating thereafter are specifically waived.

D. Add paragraphs 3.4.4 and 3.4.5 to Section 3.4 Labor and Materials:
3.4.4 Post-bid requests for substitution of specified products may be considered only under the conditions set forth in the Section 01 60 00 Product Requirements.

3.4.5 By making requests for substitutions based on Subparagraph 3.4.4 above, the Contractor:

.1 Represents that the Contractor has personally investigated the proposed substitute product and determined that it is equal or superior in all respects to that specified;
.2 Represents that the Contractor will provide the same warranty for the substitution that the Contractor would for that specified;
.3 Represents that the cost data presented is complete and includes all related costs under this Contract.
.4 Will coordinate the installation of the accepted substitute, making such changes as may be required for the Work to be complete in all respects.

E. Add paragraph 3.7.6 to Section 3.7 Permits, Fees, Notices, Inspections, Special Inspections, and Compliance with Laws

3.7.6 The Contractor is responsible for scheduling inspections required by the Contract Documents or related to the performance of the Work and ensuring the Work is complete and ready for inspections. Costs associated with re-inspections will be paid by the Contractor. Costs of Design Services related to evaluation of problems and development of acceptable solutions will be paid by the Contractor.

F. Add the following sentence to the end of paragraph 3.12.5:
The Work shall be in accordance with reviewed submittals except that the Contractor shall not be relieved of responsibility for deviations from the requirements of the Contract Documents by the Architect’s review of Shop Drawings, Product Data, Samples, or similar submittals, unless the Contractor has specifically notified the Architect of such deviation at the time of submittal and (1) the Architect has taken appropriate action relative to the specific deviation as a minor change in the work, or (2) a Change Order or Construction Change Directive has been issued authorizing the deviation. The Contractor shall not be relieved of responsibility for errors or omission in Shop Drawings, Product Data, Samples, or similar submittals by the Architect’s review thereof.

G. Delete paragraph 3.12.7 in its entirety and substitute the following:

3.12.7 The Contractor shall perform no portion of the Work for which the Contract Documents require submittal and review of Shop Drawings, Product Data, Samples or similar submittals, until the respective submittal has been reviewed by the Architect. The Contractor must correct at its cost, and without any adjustment in Contract time, any Work the correction of which is required due to the Contractor’s failure to obtain approval of a submittal required to have been obtained prior to proceeding with the Work, including, but not limited to, correction of any conflicts in the Work resulting from such failure.

H. Delete paragraph 3.12.8 in its entirety and substitute the following:

3.12.8 The Contractor shall perform the Work so as to cause a minimum of inconvenience to and interruption of the Owner’s operations. Interruptions of the operations of the Owner necessary for the performance of the Work shall be noted in the progress schedule and the Contractor shall additionally give the Owner sufficient advance notice of such interruption as to allow the Owner to adjust operations accordingly. The Contractor’s failure to give the Owner timely notice of such intentions shall place the responsibility of any resulting delays or additional costs solely the Contractor.

I. Modify paragraph 3.12.10.1 as follows:

In the last sentence, delete the words ", and approve".

J. Add paragraph 3.12.11 to Section 3.12 Shop Drawings, Product Data and Samples:

3.12.11 Additional provisions for Shop Drawings, Product Data, and Samples are included in the Specifications, 01 33 00, Submittal Procedures.

K. Add paragraphs 3.13.1 and 3.13.2 to Section 3.13 Use of Site.

3.13.1 The Contractor shall perform the Work so as to cause a minimum of inconvenience to and interruption of the Owner’s operations. Interruptions of the operations of the Owner necessary for the performance of the Work shall be noted in the progress schedule and the Contractor shall additionally give the Owner sufficient advance notice of such interruption as to allow the Owner to adjust operations accordingly. The Contractor’s failure to give the Owner timely notice of such intentions shall place the responsibility of any resulting delays or additional costs solely the Contractor.

3.13.2 Additional provisions for use of site are included in Section 01 10 00 - Summary.

1.06 ARTICLE 4 - ARCHITECT

A. Add 4.2.2.1 to paragraph 4.2.2:

4.2.2.1 The Owner is entitled to reimbursement from the Contractor for amounts paid to the Architect for site visits made necessary by the fault of the Contractor or by defects and deficiencies of the Work.

B. Modify paragraph 4.2.7 as follows:

Delete the words "approve or" and "other" at the beginning of the first sentence. Delete the word "approval," after the words "The Architect's ..." at the last sentence and in lieu thereof insert the word "...review ...".

C. Add 4.2.7.1 to paragraph 4.2.7:

4.2.7.1 Architect shall provide up to two (2) reviews, of each Shop Drawing, Product Data item, sample and similar submittals of the Contractor. The Contractor shall reimburse the Owner for the Architect’s additional services made necessary by additional reviews above the limits indicated above.

1.07 ARTICLE 5 - SUBCONTRACTORS

A. Review Article 5, specifically paragraph 5.2, sub-paragraphs 5.2.1, 5.2.2, 5.2.3, and 5.2.4. The Owner claims the right to review and object to any subcontractors under the provisions of this Article.

1.08 ARTICLE 7 - CHANGES IN THE WORK

A. Add the following paragraphs to Article 7 Changes in the Work:

7.14.4 "The allowance for overhead and profit combined, included in the total cost to the Owner, shall be based on the following schedule":

.1 "For the Contractor, for Work performed by the Contractor's own forces, 12 percent of the cost."
.2 "For the Contractor, for Work performed by his Subcontractor, 7.5 percent of the amount due the Subcontractor."
.3 "For each Subcontractor or Sub-subcontractor involved, for Work performed by that Subcontractor or Sub-subcontractor's own forces, 12 percent of the cost."
ARTICLE 8 - TIME

8.1.2 The normal working hours and the normal working days for Contractor's work on this project shall be between 7 a.m. and 5 p.m., Monday through Friday.

8.4.1 The normal working hours and the normal working days for Contractor's work on this project shall be between 7 a.m. and 5 p.m.

8.4.2 The Owner may require that certain limited portions of the Work be accomplished after normal working hours of other than on normal working days.

8.4.3 Contractor's activities within the building and on the roof shall be confined to normal working days unless other times or days are required or approved by the Owner.

8.4.4 Should the Contractor desire to carry out portions of the Work at times other than between the hours and days stipulated in 8.4.1 above, he shall submit a written request to do so to the Owner together with the specific calendar days and hours he wishes to work and a description of the activities he proposes to carry out during those times. Construction activities will not be permitted at times other than those specified or subsequently approved in writing by the Owner. Only those activities specifically approved by the Owner will be permitted during hours or on days other than those stipulated in 8.4.1.

8.4.5 Work performed other than between 7 a.m. and 5 p.m., Monday through Friday shall be done at no additional cost.

8.4.6 If necessary in order to complete the Work within the time fixed in the Contract or any extension thereof, the Contractor shall request approval from the Owner to perform work before 7 a.m. or after 5 p.m. or on holidays or weekends, and, if the Owner approves, shall perform work during such additional times and on such additional days as have been approved, at no additional cost. Work during such additional times and on such additional days shall continue only so long as is necessary to complete the Work within the stipulated time period.

D. Add paragraphs 8.5 thru 8.7:

8.5 The Contractor represents that the bid includes all costs, overhead and profit which may be incurred throughout the Contract Time and the period between Substantial and final Completion. Accordingly, the Contractor may not make any claim for delay damages based in whole or in part of the premise that the Contractor would have completed the Work prior to the expiration of the Contract time but for any claimed delay.

8.6 In planning the construction schedule within the agreed Contract time, it shall be assumed that the Contractor has anticipated the amount of adverse weather conditions normal to the site of the Work for the season or seasons of the year involved. Only those weather delays attributable to other than normal weather conditions will be considered by the Architect.

8.7 When the Contract time has been extended, as provided under this Paragraph 8.3, such extension of time shall not be considered as justifying extra compensation to the Contractor for administrative costs or other such reasons.

ARTICLE 9 - PAYMENTS AND COMPLETION

A. Add sentence to the end of paragraph 9.3.1:

Use AIA Document G702 and G703, "Application and Certificate for Payment", supported by continuation sheet or sheets.

B. Delete paragraph 9.3.1.1 in its entirety.

C. Delete paragraph 9.5.4 in its entirety.

D. Delete the first two sentences in paragraph 9.6.4 in their entirety.

E. Modify paragraph 9.8.1 as follows:

Delete the period at the end of the paragraph and add the following: ", subject only to completion of minor punch list items, the absence of completion of which does not interfere with the Owner's intended use of the Project."

F. Add paragraph 9.8.3.1 to paragraph 9.8.3:

9.8.3.1 The Architect will perform one (1) inspection to prepare a punch list and determine whether the Work or a designated portion thereof has attained Substantial Completion in accordance with the Contract Documents. The Architect will perform one (1) follow-up review of the punch list. The Owner is entitled to reimbursement from the Contractor for amounts paid to the Architect for any additional inspections.
When use or storage of explosives or other hazardous materials or equipment or unusual methods are necessary. The Contractor shall give the Owner reasonable advance notice.

1.12 ARTICLE 13 - MISCELLANEOUS PROVISIONS

A. Add the following sentence to the end of paragraph 13.4.1:

The Contractor shall schedule tests, inspections, or specific approvals, required by law or the Contract Documents so as to avoid any delay in the Work.

B. Add paragraph 13.4.7:

13.4.7 In addition to the tests required by this Section 13.4, the Owner may at any time arrange for other tests, inspections and specific approvals to be performed by others selected by the Owner, at the Owner’s expense. The Contractor shall cooperate with the Owner and provide access to the Work for such tests, inspections and approvals.

C. Add paragraph 13.6 Rebates to Article 13.

13.6 Owner shall have the right to apply for, and secure all rebates which are available when Bids are received. The Contractor shall provide invoices, itemizations, and cooperation to the Owner in this regard.

1.13 ARTICLE 15 - CLAIMS AND DISPUTES

A. Delete the words in paragraph 15.1.2:

but in any case not more than 10 years after the date of Substantial Completion of the Work.

B. Delete paragraph 15.1.4.1 and substitute the following:

15.1.4.1 Pending final resolution of a Claim, except as otherwise agreed in writing or as provided in Section 9.7 and Article 14, the Contractor shall proceed diligently with performance of the Contract in accordance with the Contract Documents.

C. Add paragraphs 15.1.6.3 and 15.1.6.4 to paragraph 15.1.8:

15.1.6.3 Claims for increase in the Contract Time shall set forth in detail the circumstances that form the basis for the Claim, the date upon which each cause of delay began to affect the progress of the Work, the date upon which each cause of delay ceased to affect the progress of the Work and the number of days' increase in the Contract Time claimed as a consequence of each such cause of delay. The Contractor shall provide such supporting documentation as the Owner may require including, where appropriate, a revised construction schedule indicating all the activities affected by the circumstances forming the basis of the Claim.

15.1.6.4 The Contractor shall not be entitled to a separate increase in the Contract Time for each one of the number of causes of delay which may have concurrent or interrelated effects on the progress of the Work, or for concurrent delays due to the fault of the Contractor.

D. Delete paragraph 15.4 "Arbitration" in its entirety.

1.14 NEW ARTICLE 16:

A. 16.1 Existing Operating Systems

16.1.1 Operating systems, utilities, and services serving the existing building and/or site shall be maintained in operation to serve the needs of portions of the site not involved in the Work under this Contract, except for such short periods as are absolutely necessary to perform the Work. Such operating systems, utilities, and services include, but are not necessarily limited to, water, electric power, heating, ventilating, air conditioning, sanitary sewer, fire alarm, nurses call, clock, telephone, and communications.

16.1.2 Prior to interrupting or otherwise affecting any such operating system, utility, or service, the Contractor shall consult with the Owner to establish a mutually satisfactory schedule for cutover, cutoff, disruption, or other change in operation of the affected system, utility or service. In accordance with Article 8 of these Supplementary Conditions, the Owner may require that such cutover, cutoff, disruption, or change in operation be made to occur after normal working hours, or on holidays or weekends. Such agreed upon times and dates shall be clearly indicated in a Progress Schedule. Once established and agreed to, schedules of disruption of systems, services, and utilities shall be strictly adhered to, unless later changed by mutual agreement between Owner and Contractor. Contractor shall give Owner a minimum of 48 hours notice before service interruption is anticipated.

PART 2 PRODUCTS - NOT USED

PART 3 EXECUTION - NOT USED

END OF DOCUMENT
PART 1 GENERAL

1.01 SECTION INCLUDES
A. Project Description.
B. Contract Description.
C. Work by Owner.
D. Owner Occupancy.
E. Contractor Use of Site and Premises.
F. Work Sequence.
G. Work Restrictions.
H. Application of Division 0, Division 1, and Division 2.

1.02 RELATED SECTIONS
A. Document 00 72 00 - General Conditions.
B. Section 01 30 00 - Administrative Requirements.

1.03 PROJECT DESCRIPTION
A. Project Name: Science Building and Liberal Arts Building Roof Replacements.
B. Owner's Name: Iowa Central Community College.
C. Architect's Name: Allers Associates Architects, PC.
D. The Project consists of roof replacements. The Work includes tear-off of existing EPDM roofing including insulation, and replacement of roofing systems with insulation and roofing membrane.

1.04 CONTRACT DESCRIPTION
A. Contract Type: A single prime contract based on a Stipulated Price as described in Document 00 52 00 - Agreement Form. The Prime Contractor shall furnish all labor and equipment required to complete the general, mechanical, and electrical work for this project.

1.05 OWNER OCCUPANCY
A. Owner intends to continue to occupy the existing building during the entire construction period.
B. Cooperate with Owner to minimize conflict and to facilitate Owner's operations.
C. Schedule the Work to accommodate Owner occupancy.

1.06 CONTRACTOR USE OF SITE AND PREMISES
A. Construction Operations: Limited to the immediate area around the building. Any damage to adjacent lawn or paved areas shall be repaired by the Contractor at no cost to the Owner.
B. Arrange use of site and premises to allow:
   1. Owner occupancy.
   2. Work by Others.
   3. Work by Owner.
   4. Use of site and premises by the public.
C. Provide access to and from site as required by law and by Owner:
   1. Emergency Building Exits During Construction: Keep all exits required by code open during construction period; provide temporary exit signs if exit routes are temporarily altered.
   2. Do not obstruct roadways, sidewalks, or other public ways without permit.
D. Existing building spaces may not be used for storage.
E. Utility Outages and Shutdown:
   1. Limit disruption of utility services to hours the existing buildings are unoccupied. Do not disrupt or shut down utility systems without 48 hours notice to Owner.
   2. Do not disrupt or shut down life safety systems, including, but not limited to fire sprinklers and fire alarm system, without 48 hours notice to Owner and authorities having jurisdiction.
   3. Prevent accidental disruption of utility services to other facilities.

1.07 WORK SEQUENCE
A. See Document 00 72 00 - General Conditions: Time.
B. Beginning Date: The work shall begin not more than ten (10) consecutive calendar days from the date that the written 'Notice to Proceed' is issued. The estimated starting date is 5/13/2019.
C. Coordinate construction schedule and operations with Architect and Owner.
D. Work to be completed in 2 phases:
   1. Work on Science Building to be completed first.
   2. Work on Liberal Arts Building to commence upon substantial completion of the Science Building.
E. Date of Substantial Completion: All construction work for both buildings shall be substantially complete on or before 7/31/2019; subject to extensions approved by the Owner and the Architect.
F. Overtime / Off-Hours Work: Provide overtime work and/or additional crew as required to maintain the schedule. Provide off-hours work as required by phasing, if any.

G. Punch List Period: Complete punch list items no later than 30 calendar days after Date of Substantial Completion.
   1. A service fee will be assessed for incomplete punch list items following the 30 day punch list period.
   2. The service fee shall be equal to $0.25 per thousand dollars of the Contract Sum per day. In no case shall the service fee be less than $100 per day.
   3. The total service fee shall be assessed by subtracting the amount from the Final Payment Application.

H. Claims for Delay / Extension: Submit, in writing, claims for delay and extension of time to the Architect within 21 days of the occurrence of the event causing the claim.
   1. Each claim shall include the date that the event occurred and the reason for the claim.
   2. The right to make any claims for delay / extension regarding the particular event shall be forfeited where the claim is not submitted by the deadline.
   3. The responsibility to substantiate the Claims shall rest with the party making the Claim.

1.08 JOB SUPERVISION
A. The Prime Contractor shall designate a single Project Superintendent at the start of the Project.
   1. The Project Superintendent that shall be on site when work related to the Project is being completed.
   2. The Project Superintendent shall have a minimum of five (5) years documented experience as a Project Superintendent managing projects of similar size and scope.
   3. Substitution of the Project Superintendent shall not be made without the approval of the Owner.

1.09 PRIME CONTRACTOR'S OFFICE PROJECT MANAGER
A. The Prime Contractor shall designate an Office Project Manager at the start of the Project.
   1. The Office Project Manager shall have a minimum of five (5) years documented experience as an Office Project Manager managing projects of similar size and scope.
   2. Substitution of the Office Project Manager shall not be made without the approval of the Owner.

1.10 WORK RESTRICTIONS
A. Tobacco is not permitted on the Owner's property.

1.11 CORRELATION AND INTENT OF THE CONTRACT DOCUMENTS
A. See Document 00 72 00 - General Conditions: Correlation and Intent of Contract Documents.
B. Division 00, Division 01, and Division 02 requirements shall apply to any work completed for this Project.
C. Related Documents / Sections in each spec section are listed for convenience. Additional sections may be applicable.
D. Use of Schedules:
   1. Schedules provided to assist in the determination of the scope of products and materials for the Project. The contractors and/or suppliers shall determine actual quantities of products / materials required to complete Work.
   2. In the event of a conflict between the drawings and various schedules, or where an item is omitted from the schedule, supply what would 'normally' be required to the extent indicated in the drawings, and as described in the individual spec section.

PART 2 PRODUCTS - NOT USED
PART 3 EXECUTION - NOT USED

END OF SECTION
SECTION 01 20 00
PRICE AND PAYMENT PROCEDURES

PART 1 GENERAL

1.01 SECTION INCLUDES
A. Schedule of Values.
B. Progress Payments.
C. Changes in the Work.
D. Final Payments.

1.02 DEFINITIONS
A. The following words, terms, and/or phrases shall, for the purposes of this and related sections, have the meanings shown herein:
   1. Authorized Change Order: A Change Order that has been signed by the Owner, Contractor, and Architect.

1.03 SCHEDULE OF VALUES
A. Provide and maintain a Schedule of Values during the course of the Project. The Schedule of Values shall identify the value of work by specification section, the value of allowances, and other items as indicated.
B. Form to be used: 1 Continuation Sheet.
C. Equivalent forms providing the same information will be considered in lieu of standard form specified; submit sample to Architect for approval.
D. Forms filled out by hand will not be accepted.
E. Submit the Schedule of Values within 10 days after date of Owner-Contractor Agreement.
F. Format: Utilize the Table of Contents of this Project Manual for line items. Identify site mobilization, bonds and insurance, and allowances as separate line items.

1.04 PROGRESS PAYMENTS
A. Progress payments to the Contractor shall be made by the Owner once each month on or about the 20th day of the month on the following basis:
   1. Ninety-five percent (95%) of that portion of the contract sum properly allocable to labor, materials, equipment and services incorporated in the Work.
   2. Ninety-five percent (95%) of that portion of the contract sum properly allocable to materials and equipment suitably stored on the project site.
   3. The billing period shall extend from the first day of the month to the last day of the month.
B. Applications shall be submitted to the Architect on or within five days of the first day of the following month.
C. Applications submitted after the deadline will be reviewed the following month bearing no interest for the delay.
D. Forms to be used: AIA Documents G702 ‘Application and Certification of Payment’ and G703 ‘Continuation Sheet’.
E. Equivalent forms providing same information will be considered in lieu of AIA Forms. Submit sample to Architect for approval.
F. Forms filled out by hand will not be accepted.
G. For each item, provide a column on the Continuation Sheet for listing each of the following:
   1. Description of Work.
   2. Scheduled Value.
   3. Work Completed From Previous Application.
   4. Work Completed This Period.
   5. Materials Presently Stored.
   6. Total Completed and Stored to Date of Application.
   7. Percentage of Completion.
   9. Retainage.
H. Execute certification by signature of authorized officer.
I. Transfer data from approved Schedule of Values for the Continuation Sheet. Provide dollar value in each column for each line item for portion of work performed and for stored products.
J. List each authorized Change Order as a separate line item, listing Change Order number and dollar amount as if for an original item of Work.
   1. Authorized Change Orders may be listed on the Application for Payment.
   2. Applications for Payment listing Change Orders that have not been authorized will be returned without action.
K. Submit three copies of each Application for Payment.
L. Include the following with the application:
   1. Construction progress schedule, revised and current. See Section 01 30 00 - Administrative Requirements.
   2. Project record documents for review by the Architect, which will be returned to the Contractor. See Section 01 78 00 - Record Documents.
   3. Photos showing label products and certificates of insurance attesting to off-site stored products.
M. When Architect requires substantiating information, submit data justifying dollar amounts in question.
1.05  CHANGES IN THE WORK

A. Submit name of the individual authorized to receive change documents and who will be responsible for informing others in Contractor's employ or subcontractors of changes to the Contract Documents.

B. For minor changes not involving an adjustment to the Contract Sum or Contract Time, Architect will issue instructions directly to Contractor.

C. For other required changes, Architect will issue a document signed by Owner instructing Contractor to proceed with the change, for subsequent inclusion in a Change Order.
   1. The document will describe the required changes and will designate method of determining any change in Contract Sum or Contract Time.
   2. Promptly execute the change.

D. For changes for which advance pricing is desired, Architect will issue a document that includes a detailed description of a proposed change with supplementary or revised drawings and specifications, a change in Contract Time for executing the change with a stipulation of any overtime work required and the period of time during which the requested price will be considered valid. Contractor shall prepare and submit a fixed price quotation within 10 days. Price quotations shall remain open for consideration for a minimum of 30 days.

E. Contractor may propose a change by submitting a request for change to Architect, describing the proposed change and its full effect on the Work, with a statement describing the reason for the change, and the effect on the Contract Sum and Contract Time with full documentation and a statement describing the effect on Work by separate or other contractors. Document any requested substitutions in accordance with Section 01 60 00.

F. Computation of Change in Contract Amount: As specified in the Agreement and Conditions of the Contract.
   1. For change requested by Architect for work falling under a fixed price contract, the amount will be based on Contractor's price quotation.
   2. For change requested by Contractor, the amount will be based on the Contractor's request for a Change Order as approved by Architect.
   3. For pre-determined unit prices and quantities, the amount will be based on the fixed unit prices.
   4. For change ordered by Architect without a quotation from Contractor, the amount will be determined by Architect based on the Contractor's substantiation of costs as specified for Time and Material work.

G. Substantiation of Costs: Provide full information required for evaluation.
   1. Provide following data:
      a. Quantities of products, labor, and equipment.
      b. Taxes, insurance, and bonds.
      c. Overhead and profit.
      d. Justification for any change in Contract Time.
      e. Credit for deletions from Contract, similarly documented.
   2. Support each claim for additional costs with additional information where requested:
      a. Origin and date of claim.
      b. Dates and times work was performed, and by whom.
      c. Time records and wage rates paid.
      d. Invoices and receipts for products, equipment, and subcontracts, similarly documented.
   3. For Time and Material work, submit itemized account and supporting data after completion of change, within time limits indicated in the Conditions of the Contract.

H. Execution of Change Orders: Architect will issue Change Orders for signatures of parties as provided in the Conditions of the Contract.

I. After execution of Change Order, promptly revise Schedule of Values and Application for Payment forms to record each authorized Change Order as a separate line item and adjust the Contract Sum.

J. Promptly revise progress schedules to reflect any change in Contract Time, revise sub-schedules to adjust times for other items of work affected by the change, and resubmit.

K. Promptly enter changes in Project Record Documents.

1.06  FINAL PAYMENT

A. Prepare Application for Final Payment as specified for progress payments, identifying total adjusted Contract Sum, previous payments, and sum remaining due.

B. Application for Final Payment will not be considered until the following have been accomplished:
   1. Submit completed punch list as specified in Section 01 70 00 - Execution and Closeout Requirements.
   2. Complete of closeout procedures specified in Section 01 70 00 - Execution and Closeout Requirements.
   3. Submit O&M manuals as specified in Section 01 78 23 - Operation and Maintenance Manuals.
   4. Submit warranties as specified in Section 01 78 36 - Warranties and required in spec sections.
   5. Submit specified record documents complying with Section 01 78 39 - Record Documents.
   6. Complete and document Owner training specified in Section 01 79 00 - Demonstration and Training.

C. Attach to the application for final payment properly executed copies of the following documents:
   2. AIA Doc. G706 - Affidavit of Payment of Debts and Claims.

PART 2 PRODUCTS - NOT USED

PART 3 EXECUTION - NOT USED

END OF SECTION
SECTION 01 21 00
ALLOWANCES

PART 1  GENERAL

1.01  SECTION INCLUDES
A. Cash allowances.
B. Contingency allowance.
C. Payment and modification procedures relating to allowances.

1.02  RELATED REQUIREMENTS
A. Section 01 20 00 - Price and Payment Procedures: Additional payment and modification procedures.

1.03  CASH ALLOWANCES
A. Costs Included in Cash Allowances: Cost of product to Contractor or subcontractor, less applicable trade discounts, less cost of delivery to site, less applicable taxes.
B. Costs Not Included in Cash Allowances other than the Contingency Allowance: Product delivery to site and handling at the site, including unloading, uncrating, and storage; protection of products from elements and from damage; and labor for installation and finishing.
C. Architect Responsibilities:
   1. Consult with Contractor for consideration and selection of products, suppliers, and installers.
   2. Select products in consultation with Owner and transmit decision to Contractor.
   3. Prepare Change Order.
D. Contractor Responsibilities:
   2. Obtain proposals from suppliers and installers and offer recommendations.
   3. On notification of which products have been selected, execute purchase agreement with designated supplier and installer.
   4. Arrange for and process shop drawings, product data, and samples. Arrange for delivery.
   5. Promptly inspect products upon delivery for completeness, damage, and defects. Submit claims for transportation damage.
E. Differences in costs will be adjusted by Change Order.
F. List Cash Allowance(s) in Schedule of Values.

1.04  CONTINGENCY ALLOWANCE
A. Costs included in Contingency Allowances: Contractor's costs for products, delivery, installation, labor, insurance, payroll, taxes, bonding, equipment rental, overhead and profit will be included in Change Orders authorizing expenditure of funds from this Contingency Allowance.
B. Funds will be drawn from the Contingency Allowance only by Change Order.
C. At closeout of Contract, funds remaining in Contingency Allowance will be credited to Owner by Change Order.
D. Contractor shall include Contingency Allowance in their Bid Amount. Refer to the Bid Form.
E. List Contingency Allowance(s) in Schedule of Values.

1.05  ALLOWANCES SCHEDULE
A. Contingency Allowance for Science Building: Include the stipulated sum/price of $10,000.00 for use upon Owner's instructions.
B. Contingency Allowance for Liberal Arts Building: Include the stipulated sum/price of $10,000.00 for use upon Owner's instructions.

PART 2  PRODUCTS - NOT USED
PART 3  EXECUTION - NOT USED

END OF SECTION
PART 1  GENERAL

1.01  SECTION INCLUDES
A. List of unit prices, for use in preparing Bids.
B. Measurement and payment criteria applicable to Work performed under a unit price payment method.

1.02  COSTS INCLUDED
A. Unit Prices included on the Bid Form shall include full compensation for all required labor, products, tools, equipment, plant, transportation, services and incidentals; erection, application or installation of an item of the Work; overhead and profit.

1.03  UNIT QUANTITIES SPECIFIED
A. Quantities indicated in the Bid Form are for bidding and contract purposes only. Quantities and measurements of actual Work will determine the payment amount.

1.04  MEASUREMENT OF QUANTITIES
A. Take all measurements and compute quantities. Photo document areas involved. Submit measurements, quantities, and photo documentation to Architect.
B. Measurement by Area: Measured by square dimension using mean length and width or radius.

1.05  PAYMENT
A. Payment for Work governed by unit prices will be made on the basis of the actual measurements and quantities of Work that is incorporated in or made necessary by the Work and accepted by the Architect, multiplied by the unit price.
B. Payment will not be made for any of the following:
1. Products wasted or disposed of in a manner that is not acceptable.
2. Products determined as unacceptable before or after placement.
3. Products remaining on hand after completion of the Work.
4. Loading, hauling, and disposing of rejected Products.

1.06  SCHEDULE OF UNIT PRICES
B. Item: Extend height of vent through roof, see notes on drawings.

PART 2  PRODUCTS - NOT USED
PART 3  EXECUTION - NOT USED
SECTION 01 30 00
ADMINISTRATIVE REQUIREMENTS

PART 1  GENERAL

1.01  SECTION INCLUDES
A. Preconstruction meeting.
B. Progress meetings.
C. Progress photographs.

1.02  RELATED REQUIREMENTS
A. Document 00 7200 - General Conditions: Additional project administration information and requirements.
B. Section 01 10 00 - Summary: Additional project information and requirements.
C. Section 01 32 16 - Construction Progress Schedule: Form, content, and administration of schedules.
D. Section 01 70 00 - Execution and Closeout Requirements: Additional coordination requirements.

PART 2  PRODUCTS - NOT USED

PART 3  EXECUTION

3.01  PRECONSTRUCTION MEETING
A. Architect will schedule a meeting after Notice of Award for the purpose of reviewing items related to the start of construction including, but not limited to the execution of Owner-Contractor Agreement, submission of executed bonds and insurance certificates, submission of list of Subcontractors, list of products, schedule of values, and progress schedule, and designation of personnel representing the parties to Contract, Engineer(s), and Architect.
B. Attendance Required: Owner, Architect, Contractor including Job Superintendent, and major Subcontractors.
C. Meeting Minutes: Architect will record minutes and distribute copies to General Contractor and Owner. Contract parties shall distribute meeting minutes, as appropriate, to participants and those affected by the decisions made.

3.02  PROGRESS MEETINGS
A. Meetings throughout progress of the Work shall be at bi-monthly intervals.
B. Architect will make arrangements for meetings and preside at meetings for the purpose of reviewing items related to construction progress including, but not limited to reviewing work progress, field observations, problems, and decisions, review of submittals schedule and status of submittals, maintenance of progress schedule, planned progress during succeeding work period, effect of proposed changes on progress schedule and coordination, and the review of Record Drawings.
C. Attendance Required: Owner, Architect, Contractor including Job Superintendent, and major Subcontractors as appropriate to agenda topics for each meeting.
D. Meeting Minutes: Architect will record minutes and distribute copies to the General Contractor and Owner. Contract parties shall distribute meeting minutes, as appropriate, to the rest of participants and those affected by the decisions made.

3.03  PROGRESS PHOTOGRAPHS
A. Submit new photographs at least once a month and at specified events, within 3 days after exposure.
B. New Work: Document the representative condition of completed work as follows:
   1. Reinforcing installation in concrete footings.
   2. Reinforcing installation in concrete foundation wall.
   3. Reinforcing installation in concrete slabs.
   4. Cavity flashing installation at masonry wall base and lintels.
   5. Reinforcing installation in masonry wall corners.
   7. Aluminum storefront framing and dam installation.
   8. Mastic under door threshold installations.
   9. Buried utilities, in context, prior to covering.
C. Existing Conditions: Document the representative condition of existing features as follows:
   1. Existing conditions before the work starts.
   2. Existing items to remain that are damaged before construction has started.
   3. Existing conditions that differ from the expected once uncovered / exposed.
D. Photographs: Digital, 24 bit color, minimum resolution of 1024 by 768, in JPG format.
   1. Delivery Medium: Email.
   2. Identify project and photo locations with each submission.
   3. Altered photos are not acceptable.
   4. Point of View Sketch: Include digital copy of point of view sketch with each electronic submittal.
E. Where representative conditions are not documented, uncover conditions as required. Patch and repair disturbed work to match adjacent work. Work required to uncover conditions, patching, and repairing shall be at no additional cost to Owner.

END OF SECTION
SECTION 01 31 00
REQUESTS FOR INTERPRETATION (RFI)

PART 1 GENERAL

1.01 SECTION INCLUDES
A. Requests For Interpretation Procedures

1.02 RELATED SECTIONS
A. 00 63 13 - RFI Form
B. 01 20 00 - Price and Payment Procedures
C. 01 30 00 - Administrative Requirements

1.03 RFI SUBMITTALS
A. RFI Origin: From the General, Mechanical, or Electrical Contractor. RFIs originating from other sources shall be returned without action.
B. Delay of Work: Coordinate submittal of RFIs with construction schedule so as not to delay Work. Allow adequate time for Architect to review question at hand.
C. Content: Include the following in the RFI. Use RFI Form included in project manual.
   1. Project Name & Architect's Project Number.
   2. Date of origination and date of submittal where two differ.
   3. Name of Contractor
   4. RFI number:
      a. Number RFIs sequentially.
      b. Include prefix (G) for General, (M) for Mechanical, (E) for Electrical.
   5. Specification section number, and paragraph mark as applicable and/or drawing sheet number and detail references as applicable.
   6. Attachments: Drawings, field calculations, measurements, conditions, descriptions, photos, etc as required to fully describe situation and the proposed solution.
   7. Identify the following:
      a. Description of the Contractor's question.
      b. Description of where the contractor has looked for the answer to the question.
      c. Description of what the contractor believes the answer to the question should be.
      d. Description of the Contractor's suggested solution(s) as applicable. Where Contractor's suggestion may alter the Contract Time or Sum it shall be noted in the RFI.
   8. Contractor's signature.
D. Action: Architect will review RFIs and return them with action as decided by Architect.
   1. Allow seven (7) days for Architect's response. RFIs received after 1:00 p.m. shall be considered as received the following day.
   2. RFIs will be returned without action as follows:
      a. RFIs request the approval of submittals or request interpretations of Architect's actions on submittals.
      b. RFIs request product substitutions.
      c. RFIs request adjustments in Project Schedule or Contract Sum.
      d. RFIs request coordination information already listed or noted in the Contract Documents including the Addenda.
      e. RFIs contain numerous errors and/or are incomplete.
   3. Architect's action may include request for additional information, in which case Architect's time for response will begin again.
   4. Architect's action may result in a change in Project Schedule or Contract Sum.
      a. Contractor shall notify the Architect in writing within one (1) day of the receipt of the RFI response where the Contractor believes that there may be a need to modify the Contract Sum or Project Schedule.
   5. Where upon receiving Architect's response maintain a copy of the Architect's Response and immediately distribute the response to affected parties. Maintain a record of distributed responses as required.
      a. Contractor shall notify the Architect with seven (7) days of the receipt of the response where the Contractor disagrees with the Architect's response.

PART 2 PRODUCTS - NOT USED
PART 3 EXECUTION - NOT USED

END OF SECTION
SECTION 01 32 16
CONSTRUCTION PROGRESS SCHEDULE

PART 1  GENERAL

1.01  SECTION INCLUDES
A. Preliminary schedule.
B. Construction progress schedule, bar chart type.

1.02  RELATED SECTIONS
A. Document 00 72 00 - General Conditions: Contractor's Construction Schedules.
B. Section 28 - 28: Work sequence and occupancy.
C. Section 01 30 00 - Administrative Requirements.

1.03  SUBMITTALS
A. Within 10 days after date of Agreement, submit preliminary schedule defining planned operations for the first 60 days of Work, with a general outline for remainder of Work.
B. If preliminary schedule requires revision after review, submit revised schedule within 10 days.
C. Within 20 days after review of preliminary schedule, submit draft of proposed complete schedule for review.
   1. Include written certification that major contractors have reviewed and accepted proposed schedule.
D. Within 10 days after joint review, submit complete schedule.
E. Submit updated schedule with each Application for Payment.
F. Submit the number of opaque reproductions that Contractor requires, plus two copies that will be retained by Architect.

PART 2 PRODUCTS - NOT USED

PART 3 EXECUTION

3.01  GENERAL
A. See Document 00 72 00 - General Conditions: Contractor's Construction Schedules for requirements related to the construction schedule.

3.02  PRELIMINARY SCHEDULE
A. Prepare preliminary schedule in the form of a horizontal bar chart.

3.03  CONTENT
A. Show complete sequence of construction by activity, with dates for beginning and completion of each element of construction.
B. Identify each item by specification section number.
C. Identify work of separate stages and other logically grouped activities.
D. Include pre-construction conferences in the schedule.
E. Indicate delivery dates for owner-furnished products.
F. Indicate dates for Owner.
G. Provide legend for symbols and abbreviations used.

3.04  BAR CHARTS
A. Include a separate bar for each major portion of Work or operation.
B. Identify the first work day of each week.

3.05  REVIEW AND EVALUATION OF SCHEDULE
A. Participate in joint review and evaluation of schedule with Architect at each submittal.
B. Evaluate project status to determine work behind schedule and work ahead of schedule.
C. After review, revise as necessary as result of review, and resubmit within 10 days.

3.06  UPDATING SCHEDULE
A. Maintain schedules to record actual start and finish dates of completed activities.
B. Indicate progress of each activity to date of revision, with projected completion date of each activity.
C. Annotate diagrams to graphically depict current status of Work.
D. Identify activities modified since previous submittal, major changes in Work, and other identifiable changes.
E. Indicate changes required to maintain Date of Substantial Completion.
F. Submit reports required to support recommended changes.

3.07  DISTRIBUTION OF SCHEDULE
A. Distribute copies of updated schedules to Contractor's project site file, to Subcontractors, suppliers, Architect, Owner, and other concerned parties.
B. Instruct recipients to promptly report, in writing, problems anticipated by projections shown in schedules.

END OF SECTION
PART 1  GENERAL

1.01  SECTION INCLUDES
   A. Submittals for review, information, and project closeout.
   B. Submittal procedures.

1.02  RELATED REQUIREMENTS
   A. Document 00 7200 - General Conditions: Additional project administration information and requirements.
   B. Section 01 10 00 - Summary: Additional project information and requirements.
   C. Section 01 7000 - Execution and Closeout Requirements: Additional coordination requirements.

PART 2  PRODUCTS - NOT USED

PART 3  EXECUTION

3.01  SUBMITTALS FOR REVIEW
   A. When the following are specified in individual sections, submit them for review:
      1. Product data.
      2. Shop drawings.
      3. Samples: For selection and for verification.
   B. Submit to Architect for review for the limited purpose of checking for conformance with information given and the design concept expressed in the contract documents.
   C. Submit Mechanical, Electrical, and Structural submittals directly to the Engineer for review with a copy of the cover letter sent to the Architect for the limited purpose of checking for conformance with information given and the design concept expressed in the contract documents.
   D. Samples will be reviewed only for aesthetic, color, or finish selection.
   E. After review, provide copies and distribute in accordance with SUBMITTAL PROCEDURES article below and for record documents purposes.
   F. List referenced specification section number and specification section title on the front page each submittal. Where feasible, locate number and title in the upper right hand corner for the submittal.

3.02  SUBMITTALS FOR INFORMATION
   A. When the following are specified in individual sections, submit them for information:
      1. Design data.
      2. Certificates, test reports, and inspection reports.
      3. Manufacturer's instructions and field reports.
      4. Manufacturer's field reports.
      5. Other types indicated.
   B. Submit for Architect's knowledge as contract administrator or for Owner. No action will be taken.
   C. Submit Mechanical, Electrical, and Structural submittals directly for Engineer's knowledge with a copy of the cover letter sent to the Architect. No action will be taken.
   D. List referenced specification section number and specification section title on the front page of each submittal. Where feasible, locate number and title in the upper right hand corner on the cover page of the submittal.

3.03  SUBMITTALS FOR PROJECT CLOSEOUT
   A. When the following are specified in individual sections, submit them at project closeout:
      1. Project record documents.
      2. Operation and maintenance data.
      3. Warranties.
      5. Other types as indicated in specification sections.
   B. Submit for Owner's benefit during and after project completion.

3.04  SUBMITTAL FORMATS
   A. Documents: Submit one electronic copy in PDF format; an electronically-marked up file will be returned. Create PDFs at native size and right-side up; illegible files will be rejected.
   B. Samples: Submit the number specified in individual specification sections which will be retained by the Design Professional. Retained samples will not be returned to Contractor unless specifically so stated.

3.05  SUBMITTAL PREPARATION
   A. Provide space for both Contractor and Design Professional stamps on the front cover sheet.
   B. Identify proposed products, models, and/or options on each page / submittal. Failure to identify selected items to be integrated into the Work will be grounds for rejection of submittal.
   C. Identify variations from Contract Documents. Identify product or system limitations that may be detrimental or successful to the performance of the completed Work.
3.06 SUBMITTAL PROCEDURES

A. Transmittal Form: Use Project Submittal / Shop Drawing Form - found at end of this section, 01 33 01.
   1. Fill out form in entirety. Form will be made available digitally to contractor upon request.
   2. Submittals without filled out form will be considered incomplete and returned without action.

B. Digital Submittals: Name according to instructions on Project Submittal / Shop Drawing Form.
   1. Digital submittals named differently will be considered incomplete and returned without action.
   2. Maximum file size of submittal 7MB.
   3. Provide original digital submittals unless no other form is available.

C. Review submittals and complete required actions prior to submittal to the Design Professional.

D. Submittals that have not been reviewed and noted as reviewed or approved by the Contractor in accordance with the General Conditions shall be returned by the Architect without action for resubmittal.

E. Submittals for various products such as embedded anchors, structural steel, shop fabricated wood trusses, stair systems, etc., requiring cross-coordination and interconnection of products, shall be submitted at the same time. Review, by the architect, of these items will not commence until each of the items has been submitted to the architect.

F. Field verify dimensions contained in the submittal and related to the Work. Record dimensions on submittals.

G. Verify products, systems, and materials in the submittal comply with the specifications and drawings. Make changes as required to comply with the Contract Documents.

H. Verify both type and quantities of products required to complete the project. Record quantities on the submittals.

I. Apply Contractor's stamp, signed or initialed certifying that review, approval, verification of Products required, field dimensions, adjacent construction Work, and coordination of information is in accordance with the requirements of the Work and Contract Documents.

J. Submittals shall be submitted to the Design Professional within forty-five (45) days of the Notice to Proceed.

K. Schedule submittals to expedite the Project, and coordinate submission of related items.

L. Transmit each submittal with the Prime Contractor's standard typewritten transmittal letter.

M. Identify Project, Contractor, Subcontractor or supplier; pertinent drawing and detail number, and specification section number, as appropriate on each copy.

N. Deliver submittals to Design Professional at respective business address.

O. For each submittal for review, allow 15 days excluding delivery time to and from the Contractor. The Architect's action will be taken with such reasonable promptness as to cause no delay in the Work or in the activities of the Owner, Contractor or separate contractors, but shall allow sufficient time in the Design Professional's professional judgement to permit adequate review.

P. When revised for resubmission, identify all changes made since previous submission.

Q. Distribute reviewed submittals as appropriate. Instruct parties to promptly report any inability to comply with requirements.

R. Submittals that are not required by the Contract Drawings may be returned by the Architect without action.

END OF SECTION
PROJECT SUBMITTAL / SHOP DRAWING for:

Science Building and
Liberal Arts Building Roof Replacements Project Number: 1808
Iowa Central Community College
Fort Dodge, Iowa

General contractor shall include this form with each project submittal.

General Contractor: __________________________ Construction Company: __________________________ Address, City, Iowa 505 __

Division Number Spec Section Name:

___ ______

Description of items contained in submittal
Example: Cast Stone shop drawings in .pdf form

Digital submittal naming procedure:
Architect’s Project Number space Division Number space Brief Description. Maximum file size 7 MB.
Example: 1808 - 08 71 01 Hardware submittal.pdf

FOR THE ABOVE LISTED ITEMS: (check box that applies)
☐ Contractor has already field verified dimensions and indicated them on the submittal.
☐ Contractor has not field verified dimensions yet, but will do so prior to ordering product.
☐ Contractor does not believe field dimensions affect project or product.

GENERAL CONTRACTOR COMPLETE BEFORE FORWARDING TO ARCHITECT: (For Owner’s General Knowledge)
Lead time from date order is placed:
__________________________ example: 3 weeks

Date general contractor believes product is needed on site:
__________________________ example: January 20

BY SUBMITTING THESE DOCUMENTS THE CONTRACTOR ACKNOWLEDGES: (check box or boxes below that apply)
☐ Contractor has reviewed and recognizes their duties and responsibilities set forth in the Contract Documents as they relate to submittals / shop drawings.
☐ When submittal information contains multiple products, Contractor has clearly identified products which are related to this project.
☐ Contractor has already performed cross-coordination between various submittals.
☐ Contractor has not performed cross-coordination between various submittals, but will do so prior to ordering or placing product.
☐ Contractor does not believe cross-coordination between various submittals is needed.

Contractor stamp: Architect stamp:

☐ Owner copy ☐ Architect copy
PART 1 GENERAL

1.01 SECTION INCLUDES
   A. Quality Assurance Submittals.
   B. Mock-ups.
   C. Control of installation.
   D. Tolerances.
   E. Testing and inspection agencies and services.
   F. Control of installation.
   G. Mock-ups.
   H. Tolerances.
   I. Manufacturers’ field services.
   J. Defect Assessment.

1.02 RELATED REQUIREMENTS
   A. Section 01 30 00 - Administrative Requirements: Submittal procedures.
   B. Section 01 60 00 - Product Requirements: Requirements for material and product quality.

1.03 SUBMITTALS
   A. See Section 01 30 00 - Administrative Requirements, for submittal procedures.
   B. Design Data: Submit for Architect’s knowledge as contract administrator for the limited purpose of assessing conformance with information given and the design concept expressed in the contract documents, or for Owner's information.
   C. Test Reports: After each test/inspection, promptly submit two copies of report to Architect and to Contractor.
      1. Include:
         a. Date issued.
         b. Project title and number.
         c. Name of inspector.
         d. Date and time of sampling or inspection.
         e. Identification of product and specifications section.
         f. Location in the Project.
         g. Type of test/inspection.
         h. Date of test/inspection.
         i. Results of test/inspection.
         j. Conformance with Contract Documents.
         k. When requested by Architect, provide interpretation of results.
      2. Test report submittals are for Architect's knowledge as contract administrator for the limited purpose of assessing conformance with information given and the design concept expressed in the contract documents, or for Owner's information.
   D. Certificates: When specified in individual specification sections, submit certification by the manufacturer and Contractor or installation/application subcontractor to Architect, in quantities specified for Product Data.
      1. Indicate material or product conforms to or exceeds specified requirements. Submit supporting reference data, affidavits, and certifications as appropriate.
      2. Certificates may be recent or previous test results on material or product, but must be acceptable to Architect.
   E. Manufacturer's Instructions: When specified in individual specification sections, submit printed instructions for delivery, storage, assembly, installation, start-up, adjusting, and finishing, for the Owner's information. Indicate special procedures, perimeter conditions requiring special attention, and special environmental criteria required for application or installation.

1.04 PROJECT MANUAL
   A. Maintain copy at project site during the entire duration of the Work.

1.05 REFERENCES AND STANDARDS
   A. For products and workmanship specified by reference to a document or documents not included in the Project Manual, also referred to as reference standards, comply with requirements of the standard, except when more rigid requirements are specified or are required by applicable codes.
   B. Conform to reference standard of date current on date of Contract Documents, except where a specific date is established by applicable code.
   C. Obtain copies of standards where required by product specification sections.
   D. Maintain copy at project site during submittals, planning, and progress of the specific work, until Substantial Completion.
   E. Should specified reference standards conflict with Contract Documents, request clarification from Architect before proceeding.
   F. Neither the contractual relationships, duties, or responsibilities of the parties in Contract nor those of Architect shall be altered from the Contract Documents by mention or inference otherwise in any reference document.

1.06 TESTING AND INSPECTION AGENCIES AND SERVICES
   A. Contractor shall employ and pay for services of an independent testing agency to perform specified testing.
B. Employment of agency in no way relieves Contractor of obligation to perform Work in accordance with requirements of Contract Documents.

C. Contractor Employed Agency:
   1. Laboratory: Authorized to operate in the State in which the Project is located.
   2. Laboratory Staff: Maintain a full time registered Engineer on staff to review services.

PART 2 PRODUCTS - NOT USED

PART 3 EXECUTION

3.01 CONTROL OF INSTALLATION
A. Monitor quality control over suppliers, manufacturers, products, services, site conditions, and workmanship, to produce Work of specified quality.
B. Comply with manufacturers’ instructions, including each step in sequence.
C. Should manufacturers’ instructions conflict with Contract Documents, request clarification from Architect before proceeding.
D. Comply with specified standards as minimum quality for the Work except where more stringent tolerances, codes, or specified requirements indicate higher standards or more precise workmanship.
E. Have Work performed by persons qualified to produce required and specified quality.
F. Verify that field measurements are as indicated on shop drawings or as instructed by the manufacturer.
G. Secure products in place with positive anchorage devices designed and sized to withstand stresses, vibration, physical distortion, and disfigurement.

3.02 MOCK-UPS
A. Tests shall be performed under provisions identified in this section and identified in the respective product specification sections.
B. Assemble and erect specified items with specified attachment and anchorage devices, flashings, seals, and finishes.
C. Accepted mock-ups shall be a comparison quality standard for the work.
D. Where mock-up has been accepted by Architect and is specified in product specification sections to be removed, protect mock-up throughout construction, remove mock-up and clear area when directed to do so by Architect.

3.03 TOLERANCES
A. Monitor fabrication and installation tolerance control of products to produce acceptable Work. Do not permit tolerances to accumulate.
B. Comply with manufacturers’ tolerances. Should manufacturers’ tolerances conflict with Contract Documents, request clarification from Architect before proceeding.
C. Adjust products to appropriate dimensions; position before securing products in place.

3.04 TESTING AND INSPECTION
A. See individual specification sections for testing required.
B. Testing Agency Duties:
   2. Perform specified sampling and testing of products in accordance with specified standards.
   3. Ascertain compliance of materials and mixes with requirements of Contract Documents.
   4. Promptly notify Architect and Contractor of observed irregularities or non-conformance of Work or products.
   5. Perform additional tests and inspections required by Architect.
   6. Submit reports of all tests/inspections specified.
C. Limits on Testing/Inspection Agency Authority:
   1. Agency may not release, revoke, alter, or enlarge on requirements of Contract Documents.
   2. Agency may not approve or accept any portion of the Work.
   3. Agency may not assume any duties of Contractor.
   4. Agency has no authority to stop the Work.
D. Contractor Responsibilities:
   1. Cooperate with laboratory personnel, and provide access to the Work.
   2. Provide incidental labor and facilities:
      a. To provide access to Work to be tested/inspected.
      b. To obtain and handle samples at the site or at source of Products to be tested/inspected.
      c. To facilitate tests/inspections.
      d. To provide storage and curing of test samples.
   3. Notify Architect and laboratory 24 hours prior to expected time for operations requiring testing/inspection services.
   4. Employ services of an independent qualified testing laboratory and pay for additional samples, tests, and inspections required by Contractor beyond specified requirements.
   5. Arrange with Owner's agency and pay for additional samples, tests, and inspections required by Contractor beyond specified requirements.
E. Re-testing required because of non-conformance to specified requirements shall be performed by the same agency on instructions by Architect.
F. Re-testing required because of non-conformance to specified requirements shall be paid for by Contractor.
3.05 MANUFACTURERS’ FIELD SERVICES
   A. When specified in individual specification sections, require material or product suppliers or manufacturers to provide qualified staff personnel to observe site conditions, conditions of surfaces and installation, quality of workmanship, start-up of equipment, test, adjust and balance of equipment and installation as applicable, and to initiate instructions when necessary.
   B. Report observations and site decisions or instructions given to applicators or installers that are supplemental or contrary to manufacturers’ written instructions.

3.06 DEFECT ASSESSMENT
   A. Replace Work or portions of the Work not conforming to specified requirements.
   B. If, in the opinion of Architect, it is not practical to remove and replace the Work, Architect will direct an appropriate remedy or adjust payment.

END OF SECTION
SECTION 01 50 00
TEMPORARY FACILITIES AND CONTROLS

PART 1  GENERAL

1.01  SECTION INCLUDES
   A.  Regulatory Agencies.
   B.  Temporary telecommunications services.
   C.  Temporary sanitary facilities.
   D.  Temporary Controls: Barriers, enclosures, and fencing.
   E.  Vehicular access and parking.
   F.  On-site storage.

1.02  RELATED REQUIREMENTS
   A.  Section 01 51 00 - Temporary Utilities.

1.03  REGULATORY AGENCIES
   A.  Comply with federal, state, and local codes and regulations for all items in this section.

1.04  TEMPORARY UTILITIES - SEE SECTION 01 51 00

1.05  TEMPORARY TELECOMMUNICATIONS SERVICES
   A.  Provide and maintain telephone services to field office or project superintendent for the duration of the project.
   B.  Cell phone usage in lieu of a direct line is permitted.

1.06  TEMPORARY SANITARY FACILITIES
   A.  Provide and maintain required temporary self-contained sanitary facilities and enclosures for the duration of the project. Facilities shall comply with all applicable codes and regulations on the project site.
   B.  Use of existing permanent facilities, where available, is not permitted during construction operations unless otherwise indicated.
   C.  New permanent facilities may not be used during construction operations unless otherwise indicated.
   D.  Maintain sanitary facilities daily in clean and sanitary condition.
   E.  Where permanent facilities are indicated to be used; return facilities to same or better condition as originally found.

1.07  BARRIERS
   A.  Provide and install barriers to prevent unauthorized entry to construction areas, to prevent access to areas that could be hazardous to workers or the public, to allow for owner's use of site and to protect existing facilities and adjacent properties from damage from construction operations and demolition.
   B.  Provide barricades and covered walkways required by governing authorities for public rights-of-way and for public access to existing building.
   C.  Provide protection for plants designated to remain. Replace damaged plants.
   D.  Protect non-owned vehicular traffic, stored materials, site, and structures from damage.

1.08  FENCING
   A.  Chain Link Fencing:
      1.  72-inch high chain-link fence. Minimum No. 11 gage wire with 1-1/2-inch mesh openings.
   B.  Provide 6 foot high fence around construction site; equip with vehicular and pedestrian gates with locks.

1.09  VEHICULAR ACCESS AND PARKING
   A.  Coordinate access and haul routes with governing authorities and Owner.
   B.  Provide and maintain access to fire hydrants, free of obstructions.
   C.  Location(s) for construction vehicle parking as designated by the Owner or where indicated on drawings.

1.10  ON-SITE STORAGE
   A.  Location(s) of on-site storage for products and materials as designated by Owner or where indicated on drawings.

1.11  REMOVAL OF UTILITIES, FACILITIES, AND CONTROLS
   A.  Remove temporary utilities, equipment, facilities, materials, prior to Date of Substantial Completion inspection.
   B.  Clean and repair damage caused by installation or use of temporary work.
   C.  Restore new permanent facilities used during construction to specified condition.

PART 2  PRODUCTS - NOT USED
PART 3  EXECUTION - NOT USED

END OF SECTION
SECTION 01 51 00
TEMPORARY UTILITIES

PART 1 GENERAL

1.01 SECTION INCLUDES
   A. Temporary Utilities: Electricity and water.

1.02 RELATED REQUIREMENTS
   A. Section 01 50 00 - Temporary Facilities and Controls:
      1. Temporary telephone services for administrative purposes.
      2. Temporary sanitary facilities required by law.

1.03 REGULATORY AGENCIES
   A. Comply with federal, state, and local codes and regulations.

1.04 TEMPORARY ELECTRICITY
   A. Cost of electricity used: By Owner.
   B. Connect to Owner's existing power service.
      1. Do not disrupt Owner's need for continuous service.
      2. Exercise measures to conserve energy.
   C. Permanent convenience receptacles may be utilized during construction.

1.05 TEMPORARY WATER SERVICE
   A. Cost of Water Used: By Owner.
   B. Connect to existing water source.
      1. Exercise measures to conserve water.

PART 2 PRODUCTS - NOT USED
PART 3 EXECUTION - NOT USED

END OF SECTION
PART 1 GENERAL

1.01 SECTION INCLUDES
   A. General product requirements.
   B. Re-use of existing products.
   C. Transportation, handling, storage and protection.
   D. Product option requirements.
   E. Post-Bid Substitution limitations and procedures.
   F. Procedures for Owner-supplied products.
   G. Maintenance materials, including extra materials, spare parts, tools, and software.

1.02 RELATED REQUIREMENTS
   A. Document 00 21 13 - Instructions to Bidders: Product options and substitution procedures prior to bid date.
   B. Section 01 40 00 - Quality Requirements: Product quality monitoring.
   C. Section 01 74 19 - Construction Waste Disposal: Waste disposal requirements potentially affecting packaging and substitutions.

1.03 SUBMITTALS
   A. Proposed Products List: Submit list of major products proposed for use, with name of manufacturer, trade name, and model number of each product.
      1. Submit within 15 days after date of Notice to Proceed.
      2. For products specified only by reference standards, list applicable reference standards.
   B. Product Data Submittals: Submit manufacturer’s standard published data. Mark each copy to identify applicable products, models, options, and other data. Supplement manufacturers’ standard data to provide information specific to this Project.
   C. Shop Drawing Submittals: Prepared specifically for this Project; indicate utility and electrical characteristics, utility connection requirements, and location of utility outlets for service for functional equipment and appliances.
   D. Sample Submittals: Illustrate functional and aesthetic characteristics of the product, with integral parts and attachment devices.
      Coordinate sample submittals for interfacing work.
      1. For selection from standard finishes, submit samples of the full range of the manufacturer’s standard colors, textures, and patterns.

PART 2 PRODUCTS

2.01 EXISTING PRODUCTS
   A. Do not use materials and equipment removed from existing premises unless specifically required or permitted by the Contract Documents.
   B. Unforeseen historic items encountered remain the property of the Owner; notify Owner promptly upon discovery; protect, remove, handle, and store as directed by Owner.
   C. Existing materials and equipment indicated to be removed, but not to be re-used, relocated, reinstalled, delivered to the Owner, or otherwise indicated as to remain the property of the Owner, become the property of the Contractor; remove from site.
   D. Reused Products: Reused products include materials and equipment previously used in this or other construction, salvaged and refurbished as specified.

2.02 NEW PRODUCTS
   A. Provide new products unless specifically required or permitted by the Contract Documents.
   B. DO NOT USE products having any of the following characteristics:
      1. Made using or containing CFC’s or HCFC’s.
   C. Where all other criteria are met, Contractor shall give preference to products that:
      1. Have longer documented life span under normal use.
      2. Result in less construction waste.
   D. Provide interchangeable components of the same manufacture for components being replaced.

2.03 PRODUCT OPTIONS
   A. Products Specified by Reference Standards or by Description Only: Use any product meeting those standards or description.
   B. Products Specified by Naming One or More Manufacturers: Use a product of one of the manufacturers named and meeting specifications, no options or substitutions allowed.
   C. Products Specified by Naming One or More Manufacturers with a Provision for Substitutions: Submit a request for substitution for any manufacturer not named prior to bidding.

2.04 MAINTENANCE MATERIALS
   A. Furnish extra materials, spare parts, tools, and software of types and in quantities specified in individual specification sections.
   B. Deliver to Project site; obtain receipt prior to final payment.

PART 3 EXECUTION

3.01 PRE-BID SUBSTITUTION PROCEDURES
   A. Bidders shall submit all proposed substitutions prior to Date for Last Questions during the bidding period. Such substitution shall herein be called Pre-Bid Substitutions.
B. After the bidding period, substitutions will only be considered when a product becomes unavailable through no fault of the Contractor. Such substitutions shall herein be called Post-Bid Substitutions.

C. Supplementary Instructions to Bidders specifies additional information for submitting requests for Pre-Bid Substitutions. Comply with all requirements specified in this section.

3.02 POST-BID SUBSTITUTION PROCEDURES

A. After the bidding period, substitutions will only be considered when a product becomes unavailable through no fault of the Contractor. See Section 00 22 13 - Supplementary Instructions to Bidders for Prebid Substitutions.

B. Document each request with complete data substantiating compliance of proposed substitution with Contract Documents.

C. A request for substitution constitutes a representation that the submitter:

1. Has investigated proposed product and determined that it meets or exceeds the quality level of the specified product.

2. Agrees to provide the same warranty for the substitution as for the specified product.

3. Agrees to coordinate installation and make changes to other Work that may be required for the Work to be complete with no additional cost to Owner.

4. Waives claims for additional costs or time extension that may subsequently become apparent.

5. Agrees to reimburse Owner and Architect for review or redesign services associated with re-approval by authorities.

D. Post Bid Substitutions will not be considered when they are indicated or implied on shop drawing or product data submittals, without separate written request, or when acceptance will require revision to the Contract Documents.

E. Post Bid Substitution Submittal Procedure:

1. Submit three copies of request for substitution for consideration. Limit each request to one proposed substitution.

2. Submit shop drawings, product data, and certified test results attesting to the proposed product equivalence. Burden of proof is on proposer.

3. The Architect will notify Contractor in writing of decision to accept or reject request. Such substitutions shall herein be called Post-Bid Substitutions.

4. The Architect determines the acceptability of the proposed substitutions.

5. Do not order or install substitute products without written acceptance of the Architect.

3.03 OWNER-SUPPLIED PRODUCTS

A. See Section 01 10 00 for identification of Owner-supplied products.

B. Owner's Responsibilities:

1. Arrange for and deliver Owner reviewed shop drawings, product data, and samples, to Contractor.

2. Arrange and pay for product delivery to site.

3. On delivery, inspect products jointly with Contractor.

4. Submit claims for transportation damage and replace damaged, defective, or deficient items.

5. Arrange for manufacturers' warranties, inspections, and service.

C. Contractor's Responsibilities:

1. Review Owner reviewed shop drawings, product data, and samples.

2. Receive and unload products at site; inspect for completeness or damage jointly with Owner.

3. Handle, store, install and finish products.

4. Repair or replace items damaged after receipt.

3.04 TRANSPORTATION AND HANDLING

A. Package products for shipment in manner to prevent damage; for equipment, package to avoid loss of factory calibration.

B. If special precautions are required, attach instructions prominently and legibly on outside of packaging.

C. Coordinate schedule of product delivery to designated prepared areas in order to minimize site storage time and potential damage to stored materials.

D. Transport and handle products in accordance with manufacturer's instructions.

E. Transport materials in covered trucks to prevent contamination of product and littering of surrounding areas.

F. Promptly inspect shipments to ensure that products comply with requirements, quantities are correct, and products are undamaged.

G. Provide equipment and personnel to handle products by methods to prevent soiling, disfigurement, or damage, and to minimize handling.

H. Arrange for the return of packing materials, such as wood pallets, where economically feasible.

3.05 STORAGE AND PROTECTION

A. All on-site storage location(s) shall be where designated by Owner.

B. Designate receiving/storage areas for incoming products so that they are delivered according to installation schedule and placed convenient to work area in order to minimize waste due to excessive materials handling and misapplication.

C. Store and protect products in accordance with manufacturers' instructions.

D. Store with seals and labels intact and legible.

E. Store sensitive products in weather tight, climate controlled, enclosures in an environment favorable to product.

F. For exterior storage of fabricated products, place on sloped supports above ground.

G. Provide off-site storage and protection when site does not permit on-site storage or protection.

H. Cover products subject to deterioration with impervious sheet covering. Provide ventilation to prevent condensation and degradation of products.

I. Store loose granular materials on solid flat surfaces in a well-drained area. Prevent mixing with foreign matter.

J. Prevent contact with material that may cause corrosion, discoloration, or staining.
K. Provide equipment and personnel to store products by methods to prevent soiling, disfigurement, or damage.

L. Arrange storage of products to permit access for inspection. Periodically inspect to verify products are undamaged and are maintained in acceptable condition.

END OF SECTION
SECTION 01 70 00
EXECUTION AND CLOSEOUT REQUIREMENTS

PART 1 GENERAL

1.01 SECTION INCLUDES
A. Examination, preparation, and general installation procedures.
B. Requirements for alterations work, including selective demolition, except removal, disposal, and/or remediation of hazardous materials and toxic substances.
C. Pre-installation meetings.
D. Cutting and patching.
E. Surveying for laying out the work.
F. Cleaning and protection.
G. Starting of systems and equipment.
H. Demonstration and instruction of Owner personnel.
I. Closeout procedures, except payment procedures.
J. General requirements for maintenance service.

1.02 RELATED REQUIREMENTS
A. Section 01 10 00 - Summary: Additional project information and requirements.
B. Section 35 - 35: Submittals procedures.
C. Section 01 40 00 - Quality Requirements: Testing and inspection procedures.
D. Section 01 74 19 - Construction Waste Disposal: Additional procedures for trash/waste removal, recycling, salvage, and reuse.
E. Section 01 79 00 - Demonstration and Training: Demonstration of products and systems to be commissioned and where indicated in specific specification sections.

1.03 SUBMITTALS
A. See Section 01 30 00 - Administrative Requirements, for submittal procedures.
B. Cutting and Patching Notifications: Submit written request in advance of cutting or alteration that affects:
   1. Structural integrity of any element of Project.
   2. Integrity of weather exposed or moisture resistant element.
   3. Efficiency, maintenance, or safety of any operational element.
   5. Work of Owner or separate Contractor.
C. Project Record Documents: Accurately record actual locations of capped and active utilities.

1.04 NUISANCE CONTROL
A. Dust Control: Execute work by methods to minimize raising dust from construction operations.
B. Noise Control: Provide methods, means, and facilities to minimize noise produced by construction operations.
   1. At All Times: Excessively noisy tools and operations will not be tolerated inside the building at any time of day; excessively noisy includes jackhammers.
   2. Outdoors: Limit conduct of especially noisy exterior work to the hours of 8 am to 5 pm.
   3. Indoors: Limit conduct of especially noisy interior work to the hours of 6 pm to 7 am.

1.05 HAZARDOUS CHEMICALS
A. Comply with all applicable provisions of the IOWA HAZARDOUS CHEMICALS RISK RIGHT-TO-KNOW LAW and provide proper notification to all parties required to be notified of the presence of hazardous chemicals.
B. Maintain on the project site a minimum of one complete set of material safety data sheets to be available for inspection, reference, and use in connection with the Work.
C. Implement and maintain a hazardous chemical program, including proper signage and material controls, in areas where hazardous chemicals are present.

1.06 COORDINATION
A. Coordinate scheduling, submittals, and work of the various sections of the Project Manual to ensure efficient and orderly sequence of installation of interdependent construction elements, with provisions for accommodating items installed later.
B. Notify affected utility companies and comply with their requirements.
C. Verify that utility requirements and characteristics of new operating equipment are compatible with building utilities. Coordinate work of various sections having interdependent responsibilities for installing, connecting to, and placing in service, such equipment.
D. Coordinate space requirements, supports, and installation of mechanical and electrical work that are indicated diagrammatically on Drawings. Follow routing shown for pipes, ducts, and conduit, as closely as practicable; place runs parallel with lines of building. Utilize spaces efficiently to maximize accessibility for other installations, for maintenance, and for repairs.
E. In finished areas except as otherwise indicated, conceal pipes, ducts, and wiring within the construction. Coordinate locations of fixtures and outlets with finish elements.
F. Coordinate locations of new and existing ceiling elements, above ceiling elements with ceiling heights. Coordinate locations of elements of construction near ceiling height including, but not limited to, exit signage, smoke detectors, fire alarm devices, sprinkler heads, wall mounted lighting, wall mounted diffusers, and casework with ceiling heights.

G. Coordinate completion and clean-up of work of separate sections.

H. After Owner occupancy of premises, coordinate access to site for correction of defective work and work not in accordance with Contract Documents, to minimize disruption of Owner's activities.

PART 2 PRODUCTS

2.01 PATCHING MATERIALS

A. New Materials: As specified in product sections; match existing products and work for patching and extending work.

B. Type and Quality of Existing Products: Determine by inspecting and testing products where necessary, referring to existing work as a standard.

C. Product Substitution: For any proposed change in materials, submit request for substitution described in Section 01 60 00 - Product Requirements.

PART 3 EXECUTION

3.01 EXAMINATION

A. Verify that existing site conditions and substrate surfaces are acceptable for subsequent work. Start of work means acceptance of existing conditions.

B. Verify that existing substrate is capable of structural support or attachment of new work being applied or attached.

C. Examine and verify specific conditions described in individual specification sections.

D. Take field measurements before confirming product orders or beginning fabrication, to minimize waste due to over-ordering or misfabrication.

E. Verify that utility services are available, of the correct characteristics, and in the correct locations.

F. Locate existing utilities and service as required to complete work; both public and private in the area affected by work.

G. Prior to Cutting: Examine existing conditions prior to commencing work, including elements subject to damage or movement during cutting and patching. After uncovering existing work, assess conditions affecting performance of work. Beginning of cutting or patching means acceptance of existing conditions.

3.02 PREPARATION

A. Clean substrate surfaces prior to applying next material or substance.

B. Seal cracks or openings of substrate prior to applying next material or substance.

C. Apply manufacturer required or recommended substrate primer, sealer, or conditioner prior to applying any new material or substance in contact or bond.

3.03 PREINSTALLATION MEETINGS

A. When required in individual specification sections, convene a preinstallation meeting at the site prior to commencing work of the section.

B. Require attendance of parties directly affecting, or affected by, work of the specific section.

C. Notify Architect four days in advance of meeting date.

D. Prepare agenda and preside at meeting:
   1. Review conditions of examination, preparation and installation procedures.
   2. Review coordination with related work.

3.04 LAYING OUT THE WORK

A. Verify locations of survey control points where provided prior to starting work.

B. Promptly notify Architect of any discrepancies discovered.

C. Locate and protect survey control points prior to starting site work; preserve permanent reference points during construction.

D. Promptly report to Architect the loss or destruction of any reference point or relocation required because of changes in grades or other reasons.

E. Replace dislocated survey control points based on original survey control. Make no changes without prior written notice to Architect.

F. Utilize recognized engineering survey practices.

G. Establish a minimum of two permanent bench marks on site, referenced to established control points. Record locations, with horizontal and vertical data, on project record documents.

H. Establish elevations, lines and levels. Locate and lay out by instrumentation and similar appropriate means:
   1. Site improvements including pavements; stakes for grading, fill and topsoil placement; utility locations, slopes, and invert elevations.
   2. Grid or axis for structures.
   3. Building foundation, column locations, ground floor elevations.

I. Periodically verify layouts by same means.

J. Maintain a complete and accurate log of control and survey work as it progresses.

3.05 GENERAL INSTALLATION REQUIREMENTS

A. Install products as specified in individual sections, in accordance with manufacturer's instructions and recommendations, and so as to avoid waste due to necessity for replacement.
B. Make vertical elements plumb and horizontal elements level, unless otherwise indicated.
C. Install equipment and fittings plumb and level, neatly aligned with adjacent vertical and horizontal lines, unless otherwise indicated.
D. Make consistent texture on surfaces, with seamless transitions, unless otherwise indicated.
E. Make neat transitions between different surfaces, maintaining texture and appearance.

3.06 ALTERATIONS

A. Refer to Section 02 00 00 - Existing Conditions for requirements related to examination of existing conditions.
B. Drawings showing existing construction and utilities are based on casual field observation and existing record documents only.
   1. Verify that construction and utility arrangements are as shown.
   2. Report discrepancies to Architect before disturbing existing installation.
   3. Beginning of alterations work constitutes acceptance of existing conditions.
C. Keep areas in which alterations are being conducted separated from other areas that are still occupied. Contractor shall maintain exit access and continuity when laying out temporary partitions. The cost of moving the partitions for anticipated construction related activities shall be the Contractor's.
   1. Provide, erect, and maintain temporary dustproof partitions of construction specified in Section 01 50 00 in locations indicated on drawings.
   2. Provide sound retardant partitions of construction between areas being altered and areas being occupied.
D. Maintain weatherproof exterior building enclosure except for interruptions required for replacement or modifications; take care to prevent water and humidity damage.
   1. Where openings in exterior enclosure exist, provide construction to make exterior enclosure weatherproof.
   2. Insulate existing ducts or pipes that are exposed to outdoor ambient temperatures by alterations work.
E. Remove existing work as indicated and as required to accomplish new work.
   1. Remove rotted wood, corroded metals, and deteriorated masonry and concrete; replace with new construction specified.
   2. Remove items indicated on drawings.
   3. Relocate items indicated on drawings.
   4. Where new surface finishes are to be applied to existing work, perform removals, patch, and prepare existing surfaces as required to receive new finish; remove existing finish if necessary for successful application of new finish.
   5. Where new surface finishes are not specified or indicated, patch holes and damaged surfaces to match adjacent finished surfaces as closely as possible.
F. Services (Including but not limited to HVAC, Plumbing, Fire Protection, Electrical, and Telecommunications): Remove, relocate, and extend existing systems to accommodate new construction.
   1. Maintain existing active systems that are to remain in operation; maintain access to equipment and operational components; if necessary, modify installation to allow access or provide access panel.
   2. Where existing systems or equipment are not active and Contract Documents require reactivation, put back into operational condition; repair supply, distribution, and equipment as required.
   3. Where existing active systems serve occupied facilities but are to be replaced with new services, maintain existing systems in service until new systems are complete and ready for service.
      a. Disable existing systems only to make switchovers and connections; minimize duration of outages.
      b. See Section 01 10 00 for other limitations on outages and required notifications.
      c. Provide temporary connections as required to maintain existing systems in service.
   4. Verify that abandoned services serve only abandoned facilities.
   5. Remove abandoned pipe, ducts, conduits, and equipment, including those above accessible ceilings; remove back to source of supply where possible, otherwise cap stub and tag with identification; patch holes left by removal using materials specified for new construction.
G. Protect existing work to remain.
   1. Prevent movement of structure; provide shoring and bracing if necessary.
   2. Perform cutting to accomplish removals neatly and as specified for cutting new work.
   3. Repair adjacent construction and finishes damaged during removal work.
H. Adapt existing work to fit new work: Make as neat and smooth transition as possible.
   1. When existing finished surfaces are cut so that a smooth transition with new work is not possible, terminate existing surface along a straight line at a natural line of division and make recommendation to Architect.
   2. Where removal of partitions or walls results in adjacent spaces becoming one, rework floors, walls, and ceilings to a smooth plane without breaks, steps, or bulkheads.
   3. Where a change of plane of 1/4 inch or more occurs in existing work, submit recommendation for providing a smooth transition for Architect review and request instructions.
   4. Trim existing wood doors as necessary to clear new floor finish. Refinish trim as required.
I. Patching: Where the existing surface is not indicated to be refinished, patch to match the surface finish that existed prior to cutting. Where the surface is indicated to be refinished, patch so that the substrate is ready for the new finish.
J. Refinish existing surfaces as indicated:
   1. Where rooms or spaces are indicated to be refinished, refinish all visible existing surfaces to remain to the specified condition for each material, with a neat transition to adjacent finishes.
   2. If mechanical or electrical work is exposed accidentally during the work, re-cover and refinish to match.
K. Clean existing systems and equipment.
L. Remove demolition debris and abandoned items from alterations areas and legally dispose of off-site; do not burn or bury.
M. Do not begin new construction in alterations areas before demolition is complete.
N. Comply with all other applicable requirements of this section.
3.07  CUTTING AND PATCHING

A. Whenever possible, execute the work by methods that avoid cutting or patching.

B. See Alterations article above for additional requirements.

C. Perform whatever cutting and patching is necessary to:
   1. Complete the work.
   2. Fit products together to integrate with other work.
   3. Provide openings for penetration of mechanical, electrical, and other services.
   4. Match work that has been cut to adjacent work.
   5. Repair areas adjacent to cuts to required condition.
   6. Repair new work damaged by subsequent work.
   7. Remove samples of installed work for testing when requested.
   8. Remove and replace defective and non-conforming work.

D. Execute work by methods that avoid damage to other work and that will provide appropriate surfaces to receive patching and finishing. In existing work, minimize damage and restore to original condition.

E. Employ original installer to perform cutting for weather exposed and moisture resistant elements, and sight exposed surfaces.

F. Cut rigid materials using masonry saw or core drill. Pneumatic tools not allowed without prior approval.

G. Restore work with new products in accordance with requirements of Contract Documents.

H. Fit work air tight to pipes, sleeves, ducts, conduit, and other penetrations through surfaces.

I. At penetrations of fire rated walls, partitions, ceiling, or floor construction, completely seal voids with fire rated material in accordance with Section 07 84 00, to full thickness of the penetrated element.

J. Patching:
   1. Finish patched surfaces to match finish that existed prior to patching. On continuous surfaces, refinish to nearest intersection or natural break. For an assembly, refinish entire unit.
   2. Match color, texture, and appearance.
   3. Repair patched surfaces that are damaged, lifted, discolored, or showing other imperfections due to patching work. If defects are due to condition of substrate, repair substrate prior to repairing finish.

3.08  PROGRESS CLEANING

A. Maintain areas free of waste materials, debris, and rubbish. Maintain site in a clean and orderly condition.

B. Remove debris and rubbish from pipe chases, plenums, attics, crawl spaces, and other closed or remote spaces, prior to enclosing the space.

C. Broom and vacuum clean interior areas prior to start of surface finishing, and continue cleaning to eliminate dust.

D. Collect and remove waste materials, debris, and trash/rubbish from site daily and dispose off-site; do not burn or bury.

E. Provide trash containers for construction use. Do not use Owner's trash facilities unless otherwise indicated.

3.09  PROTECTION OF INSTALLED WORK

A. Protect installed work from damage by construction operations.

B. Provide special protection where specified in individual specification sections.

C. Provide temporary and removable protection for installed products. Control activity in immediate work area to prevent damage.

D. Provide protective coverings at walls, projections, jambs, sills, and soffits of openings.

E. Protect finished floors, stairs, and other surfaces from traffic, dirt, wear, damage, or movement of heavy objects, by protecting with durable sheet materials. Limit traffic on new finished floors.

F. Limit storage on finished floors; where storage must be on new or existing finished floors protect floors from materials and traffic to and from storage locations with durable sheet materials.

G. Prohibit traffic or storage upon waterproofed or roofed surfaces. If traffic or activity is necessary, obtain recommendations for protection from waterproofing or roofing material manufacturer.

H. Prohibit traffic from landscaped areas.

I. Remove protective coverings when no longer needed; reuse or recycle plastic coverings if possible.

3.10  PROTECTION OF EXISTING ELEMENTS

A. The various contractors shall be responsible for confining their construction methods, systems, and equipment to those capable of performing the required work without damage to the building or its contents.

B. Take all precautions necessary to prevent damage to the building structure due to overloading of structural members by concentrating excessive amounts of construction materials in one area.

C. Repair to its original condition any lawn areas, building wall surfaces, any masonry walls, concrete sidewalks, concrete curbing, and asphalt paving damaged during the construction work.

D. Provide protective coverings within elevators cars, and at walls, projections, jambs, sills, and soffits of openings.

E. Protect finished floors, stairs, and other surfaces from traffic, dirt, wear, damage, or movement of heavy objects, by protecting with durable sheet materials.

F. Prohibit traffic or storage upon waterproofed or roofed surfaces. If traffic or activity is necessary, obtain recommendations for protection from waterproofing or roofing material manufacturer.

G. Prohibit traffic from landscaped areas.
H. Protect reroofing operations from water infiltration. Correct damage incurred by water intrusion including labor and material costs incurred by Owner as a result of water infiltration.

3.11 ADJUSTING
A. Adjust operating products and equipment to ensure smooth and unhindered operation.

3.12 FINAL CLEANING
A. Execute final cleaning prior to Substantial Completion and as required after punch list items are completed.
   1. Clean areas to be occupied by Owner prior to final completion before Owner occupancy.
B. Provide additional cleaning services after the completion of punch list items as required to maintain the final cleaning completed prior to Substantial Completion.
   1. At minimum, additional foot traffic from punch list walk throughs shall be anticipated and accommodated.
C. Use cleaning materials that are nonhazardous and non-damaging to the building components.
D. Remove dust using damp clean method from all surfaces, including from the exterior of plumbing, mechanical, and electrical equipment. Start at upper surfaces and move in a downward pattern towards floor level.
E. Remove smudges and fingerprints from all surfaces.
F. Wash windows free of streaks, marks, and debris. Clean window frames and sills. Protect finished flooring from overspray and cleaning materials.
G. Sweep and wash hard surface floors clean with floor cleaner; use products and method acceptable to manufacturer
H. Remove dust, finger prints, and other contaminates from finished surfaces of light fixtures; use methods and products acceptable to the manufacturer. Do not scratch or otherwise damage the fixture during cleaning.
I. Polish transparent and glossy surfaces.
J. Remove all labels that are not permanent. Do not paint or otherwise cover fire test labels or nameplates on mechanical and electrical equipment.
K. Clean debris from roofs, gutters, downspouts, scuppers, overflow drains, area drains, and drainage systems.
L. Clean site; power wash concrete walks, broom clean paved areas free of dirt and debris, rake clean landscaped surfaces.
M. Remove waste, surplus materials, trash/rubbish, and construction facilities from the site; dispose of in legal manner; do not burn or bury.

3.13 CLOSEOUT PROCEDURES
A. Make submittals that are required by authorities having jurisdiction. Provide copies of submittals to Architect.
B. Substantial Completion:
   1. Notify Architect when work is considered ready for Architect's Substantial Completion inspection.
   2. Submit written certification that Contract Documents have been reviewed, work has been inspected, and that work is complete in accordance with Contract Documents and ready for Architect's review.
   3. Submit contractor's punch list with the written certification indicated above. Note items of work requiring completion or correction on contractor's punch list.
   4. The Architect will review the work and add items to the punchlist as required by the architect's review.
   5. Correct items of work listed in final punch list attached to executed Certificates of Substantial Completion. Comply with requirements for access to Owner-occupied areas during completion of work.
C. Final Completion:
   1. Submit the completed punch list to the Architect. Initial completed items.
   2. Notify Architect when work is considered ready for Final Completion. Document 00 65 19 - Notice of Final Completion is provided for the Contractor's use.
   3. Review items with Owner and Architect on site when requested.
   4. Correct items of work noted on the final walk-through.

3.14 MAINTENANCE
A. Provide service and maintenance of components indicated in specification sections.
B. Maintenance Period: As indicated in specification sections or, if not indicated, not less than one year from the Date of Substantial Completion or the length of the specified warranty, whichever is longer.
C. Examine system components at a frequency consistent with reliable operation. Clean, adjust, and lubricate as required.
D. Include systematic examination, adjustment, and lubrication of components. Repair or replace parts whenever required. Use parts produced by the manufacturer of the original component.
E. Maintenance service shall not be assigned or transferred to any agent or subcontractor without prior written consent of the Owner.

END OF SECTION
PART 1 GENERAL

1.01 WASTE MANAGEMENT REQUIREMENTS

A. Employ processes that ensure the generation of as little waste as possible due to error, poor planning, breakage, mishandling, contamination, or other factors.

B. Minimize trash/waste disposal in landfills; reuse, salvage, or recycle as much waste as economically feasible.

C. Recycling, Salvage, and Reuse: The following should not be disposed of in landfills or by incineration:
   1. Aluminum and plastic beverage containers.
   2. Corrugated cardboard.
   3. Metals, including packaging banding, metal studs, sheet metal, structural steel, piping, reinforcing bars, door frames, and other items made of steel, iron, galvanized steel, stainless steel, aluminum, copper, zinc, lead, brass, and bronze.

D. Contractor shall develop and follow a Waste Management Plan designed to implement these requirements.

E. Methods of trash/waste disposal that are not acceptable are:
   1. Burning on the project site.
   2. Burying on the project site.
   3. Dumping or burying on other property, public or private.
   4. Other illegal dumping or burying.

F. Regulatory Requirements: Contractor is responsible for knowing and complying with regulatory requirements, including but not limited to Federal, state and local requirements, pertaining to legal disposal of all construction and demolition waste materials.

G. Do not use Owner's trash facilities unless otherwise indicated. Provide trash containers for construction use.

1.02 RELATED REQUIREMENTS

A. Section 01 30 00 - Administrative Requirements: Additional requirements for project meetings, reports, submittal procedures, and project documentation.

B. Section 01 50 00 - Temporary Facilities and Controls: Additional requirements related to trash/waste collection and removal facilities and services.

C. Section 01 60 00 - Product Requirements: Waste prevention requirements related to delivery, storage, and handling.

D. Section 01 70 00 - Execution and Closeout Requirements: Trash/waste prevention procedures related to demolition, cutting and patching, installation, protection, and cleaning.

PART 3 EXECUTION

2.01 WASTE MANAGEMENT IMPLEMENTATION

A. Facilities: Provide specific facilities for separation and storage of materials for recycling, salvage, reuse, return, and trash disposal, for use by all contractors and installers.
   1. Provide containers as required.
   2. Provide adequate space for pick-up and delivery and convenience to subcontractors.
   3. Keep recycling and trash/waste bin areas neat and clean and clearly marked in order to avoid contamination of materials.

B. Hazardous Wastes: Separate, store, and dispose of hazardous wastes according to applicable regulations.

C. Recycling: Separate, store, protect, and handle at the site identified recyclable waste products in order to prevent contamination of materials and to maximize recyclability of identified materials. Arrange for timely pickups from the site or deliveries to recycling facility in order to prevent contamination of recyclable materials.

D. Reuse of Materials On-Site: Set aside, sort, and protect separated products in preparation for reuse.

E. Salvage: Set aside, sort, and protect products to be salvaged for reuse off-site.

2.02 WASTE REMOVAL

A. Provide waste removal facilities and services as required to maintain the site in clean and orderly condition.

B. Provide containers with lids. Remove waste from site periodically.

C. If materials to be recycled or re-used on the project must be stored on-site, provide suitable non-combustible containers; locate containers holding flammable material outside the structure unless otherwise approved by the authorities having jurisdiction.

D. Open free-fall chutes are not permitted. Terminate closed chutes into appropriate containers with lids.

END OF SECTION
PART 1 GENERAL

1.01 SECTION INCLUDES
A. Operation and Maintenance Manuals.

1.02 SUBMITTALS
A. Operation and Maintenance Data:
1. Submit one (1) copy of preliminary draft or proposed formats and outlines of contents for the Operation and Maintenance Manual before start of Work. Architect will review draft and return one copy with comments.
2. For equipment, or component parts of equipment put into service during construction and operated by Owner, submit one (1) copy of the maintenance and operation data for the Owner's use within ten days after acceptance. Provide a location in one copy of the Owner's Operation and Maintenance Manual for each submittal provided prior to the final submittal of the Operation and Maintenance Manual.
3. Submit one (1) set of Operation and Maintenance Manual on or before the Date of Substantial Completion. This copy will be reviewed and returned, with Architect comments. Revise content of all document sets as required prior to final submission.
4. Submit three (3) sets of Operation and Maintenance Manual, revised in accordance with Architect's comments in final form within ten (10) days after final inspection.

B. Quantities:
1. Digital Media: CD/DVD/memory stick; sized for all project content to fit on one media device.
   a. 1 copy for Architect.
   b. 1 copy for Owner.
2. 3-Ring Binders:
   a. 1 copy for Architect.
   b. 1 copy for Owner.

C. Organization of Content:
1. Media device content arrangement shall match in exact order and page content to the 3-ring binders content.
2. Device Title:
   a. Table of Contents.
      1) Section 1:
         a. Project Directory: Title and address of Project; names, addresses, and telephone numbers of Contractor, subcontractors, and suppliers.
      2) Section 2:
         a. Certificate of Occupancy, Test Reports, Authority Having Jurisdiction (AHJ) Reports, etc.
      3) Section 3:
         a. Final Color Schedule.
      4) Section 4:
         a. Warranties: Arranged by system, then by product category.
      5) Section 5:
         a. Shop Drawings: Arranged by system, then by product category.
      6) Section 6:
         a. Operation and Maintenance Data: Arranged by system, then by product category.
3. Arrange content by systems under section numbers and sequence of Table of Contents of this Project Manual.
4. Digital Naming Procedure for Items:
   a. Architect's project number - spec section number spec section name - type of item - date.pdf

PART 2 PRODUCTS - NOT USED

PART 3 EXECUTION

3.01 CERTIFICATE OF OCCUPANCY, TEST REPORTS, AUTHORITY HAVING JURISDICTION (AHJ) REPORTS
A. Certificate of Occupancy: When the project is in a location where the local Authority Having Jurisdiction (AHJ) issues a Certificate of Occupancy, include a copy of the certificate in the Operation and Mainatence Manual.
B. Code Required Special Inspections Report(s): When the project includes code required special inspections, include a copy of each report in the Operation and Mainatence Manual.
C. State Fire Marshal Inspection Report(s): When the project is in a location where the State Fire Marshal issues Inspection Reports, include a copy of each report in the Operation and Mainatence Manual.
D. Local Authority Having Jurisdiction Inspection Report(s): When the project is in a location where the local Authority Having Jurisdiction issues Inspection Reports, include a copy of each report in the Operation and Mainatence Manual.
E. Flushing and Disinfection of Domestic Water Piping System: When the project requires flushing and disinfection of the domestic water piping, include a copy of each report in the Operation and Mainatence Manual.
F. HVAC Testing and Balancing Report(s): When the project requires HVAC Testing and Balancing, include a copy of each report in the Operation and Mainatence Manual.
G. Ground Electrode Resistance Testing Report(s): When the project requires ground electrode resistance testing, include a copy of each report in the Operation and Mainatence Manual.
H. Fire Alarm Test Report(s): When the project has fire alarm system work, include a copy of each report in the Operation and Maintenance Manual.

3.02 OPERATION AND MAINTENANCE DATA

A. Source Data: For each product or system, list names, addresses and telephone numbers of Subcontractors and suppliers, including local source of supplies and replacement parts.

B. Product Data: Mark each sheet to clearly identify specific products and component parts, and data applicable to installation. Delete inapplicable information.

C. Drawings: Supplement product data to illustrate relations of component parts of equipment and systems, to show control and flow diagrams. Do not use Project Record Documents as maintenance drawings.

D. Typed Text: As required to supplement product data. Provide logical sequence of instructions for each procedure, incorporating manufacturer's instructions.

3.03 OPERATION AND MAINTENANCE DATA FOR MATERIALS AND FINISHES

A. For each product, applied material, and finish; provide information applicable to the product:
   1. Product data, with catalog number, size, composition, and color and texture designations.
   2. Information for re-ordering custom manufactured products.
   3. Instructions for Care and Maintenance: Manufacturer's recommendations for cleaning agents and methods, precautions against detrimental cleaning agents and methods, and recommended schedule for cleaning and maintenance.

B. Where additional instructions are required, beyond the manufacturer's standard printed instructions, have instructions prepared by personnel experienced in the operation and maintenance of the specific products.

C. Additional information as specified in individual product specification sections.

3.04 OPERATION AND MAINTENANCE DATA FOR EQUIPMENT AND SYSTEMS

A. For Each Item of Equipment and Each System; provide information applicable:
   1. Description of unit or system, and component parts including:
      a. Operating Characteristics: Identify function, normal operating characteristics, and limiting conditions.
      b. Performance Curves: Include performance curves, with engineering data and tests.
      c. Wiring Diagrams: Include color coded wiring diagrams as installed.
   2. Complete nomenclature and model number of replaceable parts including:
      a. Parts List / Diagrams: Provide original manufacturer's parts list, illustrations, assembly drawings, and diagrams required for maintenance.
      b. Space Parts List: Provide list of original manufacturer's spare parts. Provide list recommended quantities to be maintained in storage.
   3. Operating Procedures: Include start-up, break-in, and routine normal operating instructions and sequences. Include regulation, control, stopping, shut-down, and emergency instructions including:
      a. Maintenance Requirements: Include routine procedures and guide for preventative maintenance and trouble shooting, disassembly, repair, and reassembly instructions; and alignment, adjusting, balancing, and checking instructions.
      b. Service Schedule: Provide servicing and lubrication schedule, and list of lubricants required.
      c. Operation Instructions: Include manufacturer's printed operation instructions. Include summer, winter, and any special operating instructions.
      d. Sequence of Operation: Include sequence of operation by controls manufacturer.
      e. Control Diagrams: Provide control diagrams by controls manufacturer as installed.
      f. Valve Tag Directories: Provide charts of valve tag numbers, with location and function of each valve, keyed to flow and control diagrams.
      g. Panelboard Circuit Directories: Provide electrical service characteristics, controls, and communications; typed.
   4. Testing and Balancing Reports: Include copies of test and balancing reports originally submitted to the design professional.

B. Where additional instructions are required, beyond the manufacturer's standard printed instructions, have instructions prepared by personnel experienced in the operation and maintenance of the specific products.

C. Additional Requirements: As specified in individual product specification sections.

3.05 OPERATION AND MAINTENANCE MANUAL ASSEMBLY

A. Bind individual operation and maintenance data along with warranties into manuals for the Owner's use.

B. Where systems involve more than one specification section, label information by system.

C. Binders: Insert manual contents into binders. Utilize commercial quality, 8-1/2 by 11 inch, three-ring binders with durable clear plastic covers; 3 inch maximum ring size. Size binder contents. When multiple binders are used, correlate data into related consistent groupings. Color shall be black unless otherwise indicated.

D. Covers: Identify each binder with typed or printed title OPERATION AND MAINTENANCE MANUALS; identify title of Project; identify subject matter of contents. Provide labels on the cover and spine of each binder.

E. Paper: White, 20 pound weight minimum.

F. Text: Printed or typewritten data.

G. Sheet Protectors: Separate and insert each operation and maintenance item into plastic sheet protectors. Utilize commercial quality, 8-1/2 by 11 inch, clear plastic sheet protectors. Insert one item per sheet protector. Fold larger drawings to size of text pages.
H. Sheet Protector Labels: Label each sheet protector on the bottom right corner using self adhesive labels. Utilize 3/4 by 3 inch white self-adhesive labels with black printed text. Include the title of specification section in which it was specified, the name installing contractor(s), and the phone of the installing contractor(s).

END OF SECTION
SECTION 01 78 36
WARRANTIES

PART 1 GENERAL

1.01 SECTION INCLUDES
   A. Warranties.

1.02 RELATED REQUIREMENTS
   A. Section 01 70 00 - Execution and Closeout Requirements: Contract closeout procedures.
   B. Individual Product Sections: Warranties required for specific products or Work.

1.03 DEFINITIONS
   A. Warranty terms

1.04 SUBMITTALS
   A. For items of Work put into service on or prior to the Date of Substantial Completion, submit warranties to the office of the Architect in manual form by the date of the last scheduled progress meeting.
   B. For items of Work for which acceptance is delayed beyond Date of Substantial Completion, submit warranties from delayed sections to the office of the Architect within five (5) days after acceptance of the work.
   C. Warranties shall be submitted prior to review of the Application For Payment. The review of the final Application For Payment may be delayed until warranties have been received.

PART 3 EXECUTION

2.01 MATERIAL AND LABOR WARRANTIES
   A. Refer to individual product sections for special warranty requirements in addition to those specified herein.
   B. Provide the manufacturer's standard warranty for products where special warranty requirements are not specified.
   C. Warranty terms and coverage shall be as specified or by the manufacturer's standard warranty, whichever are greater.
   D. Submit standard warranties and proposed forms of executed warranties with submittals and shop drawings.
   E. Submit actual executed / signed warranties within ten (10) days of completing work.
   F. Submit workmanship warranties from each contractor and fabricator providing work for the Project.
      1. Individual product sections may specify warranty periods to be in excess of one year.
   G. Warranty durations shall start on the Date of Substantial Completion except as indicated.
      1. Where put into service prior to the Date of Substantial Completion, list the Date of Substantial Completion as the beginning of the warranty period.
      2. For items of Work for which acceptance is delayed beyond Date of Substantial Completion, list the date of acceptance as the beginning of the warranty period.
   H. Submit originals of the warranties and bonds.
   I. Verify that documents are in proper form, contain full information, and are notarized.
   J. Co-execute submittals when required.

2.02 WARRANTY BINDER ASSEMBLY
   A. Organize and assemble the warranties as specified herein.
   B. Warranties may be integrated into the Operation and Maintenance Manuals at the option of the Prime Contractor.
   C. Binders: Bind in commercial quality, 8-1/2 by 11 inch, three-ring binders with durable clear plastic covers. Size binder contents. Binder cover color shall be black unless otherwise indicated.
   D. Covers: Identify each binder with typed or printed title WARRANTIES AND BONDS, identify title of Project; identify subject matter of contents. Provide label on the cover and spine of each binder.
   E. Project Directory: Title and address of Project; names, addresses, and telephone numbers of Architect, Consultants, Contractor and subcontractors, with names of responsible parties.
   F. Table of Contents: Neatly typed, in the sequence of the Table of Contents of the Project Manual, with each item identified with the number and title of the specification section in which specified, and the name of product or work item.
   G. Sheet Protectors: Separate and insert each warranty or bond into plastic sheet protectors. Use one sheet protector per warranty or bond item.
   H. Sheet Protector Labels: Label each sheet protector on the bottom right corner using self adhesive labels. Include the title of specification section in which it was specified, the name installing contractor(s), and the phone of the installing contractor(s). Color of labels shall be white unless otherwise indicated.

END OF SECTION
PART 1 GENERAL

1.01 SECTION INCLUDES
   A. Scope of Work to Existing Structures.
   B. Examination of Existing Conditions.
   C. Structural Design of Existing Structures.
   D. Hazardous Materials in Existing Structures.

1.02 RELATED REQUIREMENTS
   A. Division 00, Division 01, and Division 02 requirements shall apply to any work completed for this Project.
   B. Section 00 73 00 - Supplementary Conditions: Language relating to the Contractor's responsibility to review and compare existing conditions.
   C. Section 02 41 00 - Demolition.

1.03 SCOPE OF WORK TO EXISTING STRUCTURES
   A. The scope of this project is to provide an addition and/or renovate the existing structure(s) designed by Others and is limited to only those items encompassed in signed and sealed Contract Documents.

1.04 EXAMINATION OF EXISTING CONDITIONS
   A. Carefully study and compare the Contract Documents with existing conditions at the Job Site.
      1. Immediately report in writing errors, inconsistencies, and/or omissions discovered including materials, systems, procedures, or methods of construction, either shown on the drawings or specified, which are believed to be incorrect, inadequate, obsolete, or unsuitable for the purpose intended, or which cannot be guaranteed as specified.
      2. Do not proceed with any work in such areas until written instructions are received from the Architect.
   B. Drawings illustrating existing roof structure, floor structure, and other building elements are prepared from existing drawings and do not necessarily represent actual job conditions.
      1. Field verify all job site conditions affecting the Work prior to bidding, ordering, and installation.
   C. Before ordering any material or starting work, verify dimensions and check conditions.
      1. Report inconsistencies to the Architect immediately.
      2. In the event that discrepancies occur between ordered material and actual conditions, of which the Architect was not notified beforehand, costs to correct such discrepancies shall be born by the contractor responsible for the work.
   D. The Bidder shall make a thorough inspection of all existing conditions and shall become familiar with all conditions affecting the extent and cost of the work.
      1. Extra payment for the Bidder's failure to examine existing conditions at the site prior to submitting a Bid will not be granted.
   E. By submitting a Bid, the Bidder guarantees that they have examined the existing conditions at the site of the project and have included the cost of dealing with the existing conditions in the Bid Amount.

1.05 STRUCTURAL DESIGN OF EXISTING STRUCTURES
   A. The structural design of the existing structure(s) is provided by Others. Neither the Architect or Consultants for this project assumes responsibility for design or construction work performed by Others nor for any consequences resulting there from.

1.06 HAZARDOUS MATERIALS IN EXISTING STRUCTURES
   A. Nothing in this agreement shall impose liability on the Architects, Consultants, or Owner for claims, lawsuits, expenses, or damages arising from, or in any manner related to the exposure to, or the handling, manufacturing or disposal hazardous materials in any form, as defined by the Environmental Protection Agency (EPA), should they be within the existing structure(s).
      1. Notify Architect immediately should asbestos, lead, or other hazardous materials be encountered.

PART 2 PRODUCTS - NOT USED

PART 3 EXECUTION - NOT USED

END OF SECTION
PART 1 GENERAL

1.01 SECTION INCLUDES

A. Selective demolition of built site elements.
B. Selective demolition of building elements for alteration purposes.
C. Abandonment and removal of existing utilities and utility structures.

1.02 RELATED REQUIREMENTS

A. Division 00, Division 01, and Division 02 requirements shall apply to any work completed for this Project.
B. Section 01 10 00 - Summary: Limitations on Contractor's use of site and premises.
C. Section 01 50 00 - Temporary Facilities and Controls: Site fences, security, protective barriers, and waste removal.
D. Section 01 60 00 - Product Requirements: Handling and storage of items removed for salvage and relocation.
E. Section 01 70 00 - Execution and Closeout Requirements: Project conditions; protection of bench marks, survey control points, and existing construction to remain; reinstallation of removed products; temporary bracing and shoring.
F. Section 01 70 00 - Execution and Closeout Requirements: Erosion control requirements.
G. Section 01 7419 - Construction Waste Management and Disposal: Limitations on disposal of removed materials.
H. Section 02 00 00 - Existing Conditions.
I. Section 31 22 00 - Grading: Topsoil removal.
J. Section 31 23 23 - Fill: Filling holes, pits, and excavations generated as a result of removal operations.

1.03 SUBMITTALS

A. See Section 01 33 00 – Submittal Procedures, for requirements relating to submittals.
B. Site Plan: Showing at minimum in relation to rest of site:
   1. Vegetation to be protected.
   2. Areas for temporary construction and field offices.
   3. Areas for temporary and permanent placement of removed materials.
   4. Site elements to be protected.
C. Project Record Documents: Accurately record actual locations of capped and active utilities and subsurface construction.

PART 3 EXECUTION

2.01 SCOPE

A. Remove existing paving and curbs as required to accomplish new work.
B. Remove items as indicated on Drawings, and as required to complete new Work.

2.02 GENERAL PROCEDURES AND PROJECT CONDITIONS

A. Comply with other requirements specified in Section 01 70 00 - Execution and Closeout Requirements.
B. Comply with applicable codes and regulations for demolition operations and safety of adjacent structures and the public.
   1. Obtain required permits.
   2. Use of explosives is not permitted.
   3. Take precautions to prevent catastrophic or uncontrolled collapse of structures to be removed; do not allow worker or public access within range of potential collapse of unstable structures.
   4. Provide, erect, and maintain temporary barriers and security devices.
   5. Use physical barriers to prevent access to areas that could be hazardous to workers or the public.
   6. Conduct operations to minimize effects on and interference with adjacent structures and occupants.
   7. Do not close or obstruct roadways or sidewalks without permit.
   8. Conduct operations to minimize obstruction of public and private entrances and exits; do not obstruct required exits at any time; protect persons using entrances and exits from removal operations.
   9. Obtain written permission from owners of adjacent properties when demolition equipment will traverse, infringe upon or limit access to their property.
C. Do not begin removal until receipt of notification to proceed from Architect.
D. Do not begin removal until built elements to be salvaged or relocated have been removed.
E. Protect existing structures and other elements that are not to be removed.
   1. Provide bracing and shoring.
   2. Prevent movement or settlement of adjacent structures.
   3. Stop work immediately if adjacent structures appear to be in danger.
F. Minimize production of dust due to demolition operations; do not use water if that will result in ice, flooding, sedimentation of public waterways or storm sewers, or other pollution.
G. If hazardous materials are discovered during removal operations, stop work and notify Architect and Owner; hazardous materials include regulated asbestos containing materials, lead, PCB's, and mercury.
H. Partial Removal of Paving, Walks, and Curbs: Neatly saw cut at right angle to surface.
I. Additions to Existing Paving, Walks, and Curbs: Neatly saw cut existing paving where new work is to be abutted.
2.03 EXISTING UTILITIES
A. Coordinate work with utility companies; notify before starting work and comply with their requirements; obtain required permits.
B. Protect existing utilities to remain from damage.
C. Do not disrupt public utilities without permit from authority having jurisdiction.
D. Do not close, shut off, or disrupt existing life safety systems that are in use without at least 7 days prior written notification to Owner.
E. Do not close, shut off, or disrupt existing utility branches or take-offs that are in use without 48 hours prior written notification to Owner.
F. Locate and mark utilities to remain; mark using highly visible tags or flags, with identification of utility type; protect from damage due to subsequent construction, using substantial barricades if necessary.
G. Remove exposed piping, valves, meters, equipment, supports, and foundations of disconnected and abandoned utilities.
H. Prepare building demolition areas by disconnecting and capping utilities outside the demolition zone; identify and mark utilities to be subsequently reconnected, in same manner as other utilities to remain.

2.04 SELECTIVE DEMOLITION FOR ALTERATIONS
A. Drawings showing existing construction and utilities are based on casual field observation and existing record documents only.
   1. Verify that construction and utility arrangements are as shown.
   2. Report discrepancies to Architect before disturbing existing installation.
   3. Beginning of demolition work constitutes acceptance of existing conditions that would be apparent upon examination prior to starting demolition.
B. Separate areas in which demolition is being conducted from other areas that are still occupied.
   1. Provide, erect, and maintain temporary dustproof partitions of construction specified in Section 01 50 00 in locations indicated on drawings.
C. Maintain weatherproof exterior building enclosure except for interruptions required for replacement or modifications; take care to prevent water and humidity damage.
D. Remove existing work as indicated and as required to accomplish new work.
   1. Remove rotted wood, corroded metals, and deteriorated masonry and concrete; replace with new construction specified.
   2. Remove items indicated on drawings.
E. Services (Including but not limited to electrical, plumbing, telecommunications, fire notification, networking, etc): Remove existing systems and equipment as indicated.
   1. Maintain existing active systems that are to remain in operation; maintain access to equipment and operational components.
   2. Where existing active systems serve occupied facilities but are to be replaced with new services, maintain existing systems in service until new systems are complete and ready for service.
   3. Verify that abandoned services serve only abandoned facilities before removal.
   4. Remove abandoned pipe, ducts, conduits, and equipment, including those above accessible ceilings; remove back to source of supply where possible, otherwise cap stub and tag with identification.
F. Protect existing work to remain.
   1. Prevent movement of structure; provide shoring and bracing if necessary.
   2. Perform cutting to accomplish removals neatly and as specified for cutting new work.
   3. Repair adjacent construction and finishes damaged during removal work.
   4. Patch as specified for patching new work.

2.05 DEBRIS AND WASTE REMOVAL
A. Remove debris, junk, and trash from site.
B. Remove from site all materials not to be reused on site; comply with requirements of Section 01 74 19 - Waste Management.
C. Leave site in clean condition, ready for subsequent work.
D. Clean up spillage and wind-blown debris from public and private lands.

END OF SECTION
PART 1 GENERAL

1.01 SECTION INCLUDES
A. Non-structural dimension lumber framing.
B. Roofing nailers.
C. Miscellaneous framing.
D. Concealed wood blocking, nailers, and supports.

1.02 RELATED REQUIREMENTS
A. Division 00, Division 01, and Division 02 requirements shall apply to any work completed for this Project.

1.03 ADMINISTRATIVE REQUIREMENTS
A. See General Conditions Article 12.2.2, for Contractor's one-year period for correction of Work.
B. See General Conditions Article 12.2.5, for Contractor's obligations to comply with the Contract Documents.
C. Preinstallation Meeting: Convene a preinstallation meeting one week before starting work of this section to discuss requirements; require attendance by all relevant installers.

1.04 QUALITY ASSURANCE
A. Obtain specified installation standards, construction standards, and applicable manufacturer's installation instructions for each product and/or system specified. Maintain one copy of each document on site until the work is complete.

1.05 DELIVERY, STORAGE, AND HANDLING
A. Deliver and store in accordance with manufacturer's instructions.
B. Cover wood products to protect against moisture.
C. Protect from mold, mildew, or fungus growth. Discard materials showing signs of mold, mildew, or fungus growth. As work progresses, inspect, and replace installed materials showing signs of mold, mildew, or fungus growth.
D. Support stacked products to prevent deformation and to allow air circulation.
E. Prevent exposure of fire retardant treated wood to precipitation during shipping, storage, or installation.

1.06 WARRANTY
A. See Section 01 78 36 - Warranties, for additional warranty requirements.
B. Verify the requirements for manufacturer's warranties.
   1. Provide the manufacturer's standard warranty for products where special warranty requirements are not specified.
   2. Submit executed and/or extended manufacturer warranties and ensure forms have been completed in the Owner's name and registered with the manufacturer as required to obtain warranty coverage.
   3. Submit proof, in warranty binders, that manufacturer's warranty forms have been properly executed.

PART 2 PRODUCTS

2.01 GENERAL REQUIREMENTS
A. Dimension Lumber: Comply with PS 20 and requirements of specified grading agencies.
   1. Grading Agency: Any grading agency whose rules are approved by the Board of Review, American Lumber Standard Committee (www.alsc.org) and who provides grading service for the species and grade specified; provide lumber stamped with grade mark unless otherwise indicated.
   2. Lumber of other species or grades is acceptable provided structural and appearance characteristics are equivalent to or better than products specified.

2.02 DIMENSION LUMBER FOR CONCEALED APPLICATIONS
A. Grading Agency: Western Wood Products Association (WWPA).
B. Sizes: Nominal sizes as indicated on drawings, S4S.
C. Moisture Content: S-dry or MC19.
D. Miscellaneous Framing, Blocking, Nailers, Grounds, and Furring:
   1. Lumber: S4S, Construction, No. 2, or better.
   2. Boards: Standard or No. 3.

2.03 ACCESSORIES
A. Fasteners and Anchors:
   2. Washers: Provide washers under bolt heads and nuts in contact with wood.

PART 3 EXECUTION

3.01 INSTALLATION - GENERAL
A. Select material sizes to minimize waste. Use the longest practical lengths and sizes to minimize jointing.
B. Use sound, thoroughly seasoned materials. Do not use warped material and material with other defects that would impair the quality of the work.
C. Securely attach carpentry work to substrates by anchoring and fastening as shown and as required by recognized standards and codes.
D. Install fasteners without splitting wood; predrill as required.
E. Do not drive threaded fasteners into place; turn into place.
F. Make tight connections between members and components. Fit carpentry work to other work; scribe and cope as required to accurately fit.
G. Tighten bolt and lag screws at installation; retighten as required for tight connections prior to closing in or at completion of work.

3.02 BLOCKING, NAILERS, AND SUPPORTS
A. Provide framing, blocking, and shimming members as indicated or as required to support finishes, fixtures, specialty items, screeding, and trim. Coordinate locations of blocking, nailers and supports with other work.
B. Attach to substrates securely with anchor bolt and other attachment devices as shown and as required to support applied loading. Countersink bolts and nuts flush with surfaces, unless otherwise shown. Build items into masonry; anchor to formwork before concrete placement.
C. Cut as required to form true line and level for work to be attached. Set true to line and level, plumb, with intersections true to required angle.

3.03 ROOF-RELATED CARPENTRY
A. Coordinate installation of roofing carpentry with deck construction, framing of roof openings, and roofing assembly installation.

3.04 TOLERANCES
A. Framing Members: 1/4 inch from true position, maximum.
B. Surface Flatness of Floor: 1/8 inch in 10 feet maximum, and 1/4 inch in 30 feet maximum.
C. Variation from Plane (Other than Floors): 1/4 inch in 10 feet maximum, and 1/4 inch in 30 feet maximum.

3.05 CLEANING
A. Waste Disposal: Comply with the requirements of Section 01 74 19.
   1. Comply with applicable regulations.
   2. Do not burn scrap on project site.
   3. Do not burn scraps that have been pressure treated.
   4. Do not send materials treated with pentachlorophenol, CCA, or ACA to co-generation facilities or “waste-to-energy” facilities.
B. Do not leave any wood, shavings, sawdust, etc. on the ground or buried in fill.
C. Prevent sawdust and wood shavings from entering the storm drainage system.

END OF SECTION
SECTION 06 16 00
CONSTRUCTION PANELS

PART 1 GENERAL

1.01 SECTION INCLUDES
A. Fire retardant treated wood materials.

1.02 RELATED REQUIREMENTS
A. Division 00, Division 01, and Division 02 requirements shall apply to any work completed for this Project.

1.03 ADMINISTRATIVE REQUIREMENTS
A. See General Conditions Article 12.2.2, for Contractor's one-year period for correction of Work.
B. See General Conditions Article 12.2.5, for Contractor's obligations to comply with the Contract Documents.
C. Preinstallation Meeting: Convene a preinstallation meeting one week before starting work of this section to discuss requirements; require attendance by all relevant installers.

1.04 SUBMITTALS
A. See Section 01 33 00 – Submittal Procedures, for requirements relating to submittals.
B. Product Data: Provide technical data on sheathing products demonstrating compliance with PART 2 PRODUCTS and the Drawings.

1.05 QUALITY ASSURANCE
A. Obtain specified installation standards, construction standards, and applicable manufacturer's installation instructions for each product and/or system specified. Maintain one copy of each document on site until the work is complete.

1.06 DELIVERY, STORAGE, AND HANDLING
A. Deliver and store in accordance with manufacturer’s instructions.
B. Cover wood products to protect against moisture.
C. Protect from mold, mildew, or fungus growth. Discard materials showing signs of mold, mildew, or fungus growth. As work progresses, inspect, and replace installed materials showing signs of mold, mildew or fungus growth.
D. Support stacked products to prevent deformation and to allow air circulation.
E. Prevent exposure of fire retardant treated wood to precipitation during shipping, storage, or installation.

1.07 WARRANTY
A. See Section 01 78 36 - Warranties, for additional warranty requirements.
B. Verify the requirements for manufacturer's warranties.
   1. Provide the manufacturer's standard warranty for products where special warranty requirements are not specified.
   2. Submit executed and/or extended manufacturer warranties and ensure forms have been completed in the Owner's name and registered with the manufacturer as required to obtain warranty coverage.
   3. Submit proof, in warranty binders, that manufacturer's warranty forms have been properly executed.

PART 2 PRODUCTS

2.01 CONSTRUCTION PANELS
A. OSB Wall Sheathing: APA PRP-108/APA PRPR-108, Form B455, Rated Sheathing, Exterior Exposure Class, and as follows:
   1. Thickness: 5/8 inch, nominal.

2.02 ACCESSORIES
A. Fasteners and Anchors:
   1. General Fastener Requirements: Select fasteners of size that will not penetrate members where opposite side will be exposed to view.

2.03 FACTORY WOOD TREATMENT
A. Fire Retardant Treatment:
   1. Exterior Type: AWPA U1, Category UCFB, Commodity Specification H, chemically treated and pressure impregnated; capable of providing a maximum flame spread rating of 25 when tested in accordance with ASTM E 84, with no evidence of significant combustion when test is extended for an additional 20 minutes both before and after accelerated weathering test performed in accordance with ASTM D 2898.
      a. Kiln dry wood after treatment to a maximum moisture content of 19 percent for lumber and 15 percent for plywood.
      b. Do not use treated wood in direct contact with the ground.

PART 3 EXECUTION

3.01 PREPARATION
A. Coordinate installation of rough carpentry members specified in other sections.

3.02 INSTALLATION - GENERAL
A. Select material sizes to minimize waste. Use the longest practical lengths and sizes to minimize jointing.
B. Use sound, thoroughly seasoned materials. Do not use warped material and and material with other defects that would impair the quality of the work.
C. Install fasteners without splitting wood; predrill as required.
D. Do not drive threaded fasteners into place; turn into place.
E. Countersink nail heads on exposed carpentry work.
F. Make tight connections between members and components. Fit carpentry work to other work; scribe and cope as required to accurately fit.

3.03 ROOF-RELATED CARPENTRY
A. Coordinate installation of roofing carpentry with deck construction, framing of roof openings, and roofing assembly installation.

3.04 INSTALLATION OF CONSTRUCTION PANELS
A. Comply with fastening recommendations and spacing of the American Plywood Association unless otherwise indicated.

3.05 CLEANING
A. Waste Disposal: Comply with the requirements of Section 01 7419 - Construction Waste Disposal.
   1. Comply with applicable regulations.
   2. Do not burn scrap on project site.
   3. Do not burn scraps that have been pressure treated.
   4. Do not send materials treated with pentachlorophenol, CCA, or ACA to co-generation facilities or “waste-to-energy” facilities.
B. Do not leave any wood, shavings, sawdust, etc. on the ground or buried in fill.
C. Prevent sawdust and wood shavings from entering the storm drainage system.

END OF SECTION
SECTION 07 53 00
ELASTOMERIC MEMBRANE ROOFING

PART 1  GENERAL

1.01  SECTION INCLUDES
A.  Elastomeric roofing membrane, adhered conventional application.
B.  Insulation, flat and tapered.
C.  Membrane flashings.
D.  Roofing accessories including penetration stack boots and other miscellaneous accessories.

1.02  ADMINISTRATIVE REQUIREMENTS
A.  See Section 01 30 00 - Administrative Requirements, for additional requirements.
B.  See General Conditions Article 12.2.2, for Contractor's one-year period for correction of Work.
C.  See General Conditions Article 12.2.5, for Contractor's obligations to comply with the Contract Documents.
D.  Pre-Installation Meeting:  Convene a pre-installation meeting one week before starting work of this section; require attendance by all affected installers; review preparation and installation procedures and coordination and scheduling necessary for related work.
E.  Roof Traffic:  Coordinate between various trades to avoid unnecessary traffic over sections of the roof and to prevent damage to the roof.
F.  Roof Inspection:  Schedule completed roof inspection within time period required by the manufacturer for warranty approval.

1.03  SUBMITTALS
A.  See Section 01 33 00 - Submittal Procedures, for submittal procedures requirements.
B.  Product Data:  Provide data for the materials required to complete the work specified in this section including material characteristics, performance criteria, and limitations showing compliance with PART 2 PRODUCTS.
   1.  Roof membrane.
   2.  Insulation, including R value data for product(s) used.
   3.  Roof edge materials.
C.  Shop Drawings:  Prepare shop drawings indicating seam locations, tapered insulation layout, and cricket layouts.  Provide copies of manufacturer recommended details for typical conditions and where details differ from the Contract Documents.
   1.  Submit to the manufacturer's representative for approval prior submission to the Design Professional.
   2.  Field-verify measurements and conditions prior to submitting shop drawings to the Design Professional.
D.  Provide submittals as required by the manufacturer to obtain the specified warranty terms and duration.
E.  Sample warranty for coverage specified.
F.  Roofing manufacturer's intent to warrant letter indicating the specified warranty terms.
G.  Roof Inspection Report:  Provide a copy of the membrane manufacturer's representative's inspection report.

1.04  OPERATION AND MAINTENANCE DATA
A.  See Section 01 78 23 - Operation and Maintenance Manuals for submittal procedures.
B.  Manufacturer's Maintenance Instructions:  Indicate manufacturer's instructions for periodic inspection, cleaning, and other maintenance procedures including warranty requirements.

1.05  QUALITY ASSURANCE
A.  Obtain specified installation standards, construction standards, and applicable manufacturer's installation instructions for each product and/or system specified.  Maintain one copy of each document on site until the work is complete.
B.  Perform work in accordance with the NRCA Roofing and Waterproofing Manual and manufacturer's approved current specifications and standard details.
C.  Perform work in accordance with applicable local and state codes for roofing system installation requirements and limitations.
D.  Manufacturer Qualifications:  Company specializing in manufacturing the products specified in this section with minimum five (5) years of documented experience.
   1.  Manufacturer able to furnish warranty for all products.
E.  Installer Qualifications:
   1.  Company approved by the product manufacturer.
F.  Metal Roof Edge:  ANSI/SPRI ES-1 approval.
G.  Perform adhesion tests of existing gypsum deck.  Provide temporary membrane patches.  Verify results are acceptable to membrane manufacturer.

1.06  PROJECT CONDITIONS
A.  There shall be no deviations made from the manufacturer's specifications, details, or the approved shop drawings without the PRIOR WRITTEN APPROVAL of the manufacturer.
   1.  Where field conditions necessitate modifications to the originally approved shop drawings, a copy of the shop drawings outlining all modifications shall be submitted to the manufacturer prior to inspection.
B.  Consult manufacturer's safety data bulletins for applicable cautions and warnings prior to using products.
   1.  Do not place open containers of adhesives and bonding agents near fresh air intakes or ventilators.
   2.  Adhesives and bonding agents contain petroleum distillates and are extremely flammable.  Do use near fire, open flame, or in a confined or unventilated area; dispense only from UL rated safety cans.
C. Consult manufacturer's specifications prior to installing system over existing conditions. Do not install system over prohibited conditions as noted in the manufacturer's specifications and as follows:
   1. Do not install directly onto low melting point asphalt (ASTM-D312, Type I or Type II).
   2. Do not install recovery board directly over metal deck.
   3. Do not adhere membrane directly to thermal barriers.
   4. Do not install thermal barriers directly over coal-tar roof surfaces.

D. Do not allow petroleum, grease, lubricants, oils (including cooking oils and mineral oil), solvents, animal fats, etc, or direct steam venting to come in contact with EPDM roofing system. Exposure to non-typical elements shall be presented to the manufacturer for assessment of any impact on the performance of the roof.

E. Do not use deformed, damaged, or bowed materials. Replacement of such materials, if used, shall be at roofing contractor's expense.

1.07 DELIVERY, STORAGE, AND HANDLING

A. Deliver and store in accordance with the fabricator's and/or manufacturer's instructions.

B. Avoid sources of membrane punctures and physical damage; take care when moving, transporting, or handling.

C. Materials shall be delivered in labeled original, dry, unopened packages.

D. Where the manufacturer's instructions indicate to remove packaging to allow for venting and/or heat dissipation, retain and display labels adjacent to materials.

E. Protect from damage from sunlight, weather, excessive temperatures, and construction operations.

F. Ensure storage and staging of materials does not exceed static and dynamic load-bearing capacities of roof decking.

G. Protect foam insulation from direct exposure to sunlight.

H. Do not exceed design load limitations of the roof deck with material or equipment storage.

I. Support, orientate, distribute, and protect materials as required to minimize damage due to bending, warping, distortion, creep, and deflection. Do not use cupped, damaged, or warped materials.

J. Damaged or deteriorated materials shall be removed from the premises.

1.08 FIELD CONDITIONS

A. Do not apply roofing membrane during unsuitable weather including wind where membrane application cannot be controlled.

B. Do not apply roofing membrane when ambient temperature is below 40 degrees F or above recommended application temperature for the applicable products.

C. Do not apply roofing membrane to damp or frozen deck surface or when precipitation is expected or occurring.

D. Do not expose materials vulnerable to water or sun damage in quantities greater than can be weatherproofed the same day.

E. Schedule applications so that no partially completed sections of roof are left exposed at end of workday.

1.09 WARRANTY

A. See Section 01 78 36 - Warranties, for additional warranty requirements.

B. Verify the requirements for manufacturer warranties.
   1. Submit all executed and/or extended manufacturer warranties and ensure forms have been completed in Owner's name and registered with manufacturer as required to obtain warranty coverage.

C. Thirty (30) years, material and labor, with comprehensive no-dollar limit liability. One manufacturer shall provide warranties for the membrane, insulation, and metal. Owner shall have one point of contact for warranty service.
   1. The start date of warranty shall be the Date of Substantial Completion.
   2. The warranty shall cover failure of system to resist penetration of water, repair or replacement of defective workmanship, and repair or replacement of defective materials.
   3. Provide extended wind speed coverage for 90 mph peak gusts measured at 10 meters above ground level.
   4. In submitting a Bid, the contractor and the manufacturer warrant that they have reviewed and agreed to additional terms of the warranty.

PART 2 PRODUCTS

2.01 MANUFACTURERS


B. Other Acceptable Manufacturers:
   2. Substitutions: See Section 01 60 00 - Product Requirements.

C. Polyisocyanurate Insulation: Same manufacturer as EPDM membrane.

2.02 SYSTEM / ASSEMBLIES - UNBALLASTED APPLICATIONS

A. Roofing Assembly Requirements:
   1. Roof Covering External Fire-Resistance Classification: UL Class A.
   2. Uplift Rating: Provide minimum uplift resistance as follows:
      a. Roof Field: 60 psf.
      b. Roof Perimeter: 80 psf.
      c. Roof Corners: 120 psf.

2.03 ROOFING MEMBRANE AND ASSOCIATED MATERIALS

A. Membrane: Ethylene-propylene-diene-terpolymer (EPDM); non-reinforced; complying with minimum properties of ASTM D4637.
   1. Thickness: 0.090 inch.
2. Sheet Width: Factory-fabricate into largest sheets possible.

B. Seaming Materials: Factory applied seaming tape.
C. Membrane Fasteners: As recommended by and approved by membrane manufacturer.
E. Flexible Flashing Material: Same material as membrane.

2.04 INSULATION
A. Factory laminated polyiso insulation and polyiso coverboard approved by the membrane manufacturer may be utilized at the Contractor's option. The performance requirements indicated below shall not be reduced by this option.
B. Polysiocyanurate Board Insulation: Rigid cellular foam, complying with ASTM C1289, Type II, Class I, glass fiber mat both faces and with the following characteristics:
1. Board Thickness: See drawings.
2. Tapered Board: Slope as indicated; minimum thickness 1/2 inch; fabricate of fewest layers possible.
3. Thermal Resistance: R-value 5.7 per inch of thickness.
C. High Density HD Polysiocyanurate Cover Board: Rigid cellular foam, complying with ASTM C1289, glass fiber mat both faces and with the following characteristics:
1. Board Thickness: 1/2 inch.
2. Thermal Resistance: R-value 2.5.

2.05 ACCESSORIES
A. Manufactured Roof Edges: See drawings for types. Same manufacturer as EPDM membrane. ANSI/SPRI ES-1 approval.
B. Stack Boots: Prefabricated flexible boot and collar for pipe stacks through membrane; same material as membrane.
C. Membrane Adhesive: As recommended by membrane manufacturer.
D. Surface Conditioner for Adhesives: Compatible with membrane and adhesives.
E. Thinners and Cleaners: As recommended by adhesive manufacturer, compatible with membrane.
F. Insulation Adhesive: As recommended by insulation manufacturer.
G. Sealants: As recommended by membrane manufacturer.
H. Daily Sealant: As recommended by membrane manufacturer.

PART 3 EXECUTION
3.01 EXAMINATION
A. Verify that surfaces and site conditions are ready to receive work.
B. Verify deck is supported and secure.
C. Verify deck is clean and smooth, flat, free of depressions, waves, or projections, properly sloped and suitable for installation of roof system.
D. Verify deck surfaces are dry and free of snow or ice.
E. Verify that roof openings, curbs, and penetrations through roof are solidly set, and nailing strips are in place.
F. Areas of repair to existing gypsum deck are to be documented. Cost of repairs will be pulled from Owner's Contingency Allowance based on Unit Costs.
G. Notify Architect of unsuitable conditions prior to starting. Start of work signifies acceptance of as-built conditions.

3.02 INSULATION - UNDER MEMBRANE
A. Attachment of Insulation: Embed insulation in adhesive in full contact, in accordance with roofing and insulation manufacturers' instructions.
1. Adhered insulation:
   a. In the field, perimeter, and corners: full spray or no less than 4 inches on center rows, or the manufacturer's requirements to meet warranty wind speeds, whichever is more stringent.
B. Lay insulation in parallel courses with long joints continuous and end joints broken.
C. Lay subsequent layers of insulation with joints staggered minimum 12 inch from joints of preceding layer.
D. Lay boards with edges in moderate contact without forcing. Cut insulation to fit neatly to perimeter blocking and around penetrations through roof.
E. At roof drains, use factory-tapered boards to slope down to roof drains over a distance of 24 inches.
F. Do not apply more insulation than can be covered with membrane in same day.

3.03 MEMBRANE APPLICATION
A. Comply with manufacturer's recommended guidelines, specifications, and printed installation instructions.
B. Roll out membrane, free from wrinkles or tears. Place sheet into place without stretching. Allow membrane to relax approximately a half hour prior to bonding, seaming, or flashing.
C. Shingle joints on sloped substrate in direction of drainage.
D. Maintain uniform side and end laps of minimum dimensions required by manufacturer.
E. Fully Adhered Application: Apply adhesive to substrate at rate recommended by the membrane/adhesive manufacturer. Fully embed membrane in adhesive except in areas directly over or within 3 inches of expansion joints. Fully adhere one roll before proceeding to adjacent rolls.

F. Overlap edges and ends and seal seams by splicing cement, minimum 3 inches.

G. Clean splice areas of both membranes by scrubbing with manufacturer’s splice cleaner using clean, non-shedding, natural fiber rags. Cleaned membrane shall be free of black, clean, and dry showing no visible talc. 
   1. Remove dirt, dust, and other contaminants from the mating surfaces by wiping with a clean natural fiber rag prior to using splice cleaner. If necessary, scrub with warm soapy water, rinse with clean water, and dry.
   2. Extra cleaning is required along factory seams which intersect splice areas.
   3. Hold the top sheet back to simultaneous expose both mating surfaces for cleaning.

H. Maintain straight and uniform side and end lap dimensions.

I. At intersections with vertical surfaces:
   1. Extend membrane over base tie-in strips and up a minimum of 8 inches onto vertical surfaces.
   2. Fully adhere flexible flashing over membrane and up to mechanically fastened termination bars.

J. Around roof penetrations, seal flanges and flashings with flexible flashing.

K. Coordinate installation of roof drains and sumps and related flashings.

L. Coordinate installation of associated counterflashings installed under other sections.

3.04 DAILY SEALING

A. Execute work such that the all loose membrane can be temporarily sealed on a down slope surface at the end of each day according to manufacturer’s recommended procedures for daily sealing.
   1. Check for continuous contact of embedded membrane after application. Apply pressure over entire length of temporary seal using EPDM tubes filled with dry sand.
   2. Trim and remove membrane where temporary seal was formed prior to resuming work.
   3. On existing built up roof applications, remove the gravel before applying temporary seal.

3.05 SURFACE SPLICE

A. Correction of splices, tears, etc may be accomplished by splicing a membrane section of the affected area; surface splices shall be kept at a minimum.

B. Select repair membrane which is the same material as that to be repaired.

C. Remove field dirt by scrubbing the splice area with warm soapy water; rinse with clean water and dry.

D. Overlap edges and ends and seal seams by contact adhesive, minimum 3 inches and at splices near drains, overlap edges and ends at a minimum of 6 inches. Seal permanently waterproof.

3.06 FIELD QUALITY CONTROL

A. See Section 01 40 00 - Quality Requirements, for general requirements for field quality control and inspection.

B. Final Inspection of Roof: Upon completion of the installation, an inspection shall be conducted by an authorized representative of the manufacturer to ascertain that the roofing system has been installed according to the manufacturer’s most current published specification and details for warranty purposes.
   1. Notify the Architect a minimum of 48 hours prior to the inspection.

3.07 CLEANING

A. See Section 01 74 19 - Construction Waste Disposal, for additional requirements.

B. Remove bituminous markings and joint sealers from finished surfaces.

C. In areas where finished surfaces are soiled by work of this section, consult manufacturer of surfaces for cleaning advice and conform to their documented instructions.

D. Repair or replace defaced or damaged finishes caused by work of this section.

3.08 PROTECTION

A. Protect installed roofing and flashings from construction operations.

B. Where traffic must continue over finished roof membrane, protect surfaces using durable materials.

END OF SECTION
PART 1 GENERAL

1.01 SECTION INCLUDES
   A. Roof hatches.
   B. Non-penetrating pedestals.
   C. Safety railings.

1.02 RELATED REQUIREMENTS
   A. Section 07 53 00 - Elastomeric Membrane Roofing.

1.03 ADMINISTRATIVE REQUIREMENTS
   A. See General Conditions Article 12.2.2, for Contractor's one-year period for correction of Work.
   B. See General Conditions Article 12.2.5, for Contractor's obligations to comply with the Contract Documents.
   C. Preinstallation Meeting: Convene a preinstallation meeting one week before starting work of this section to discuss requirements; require attendance by all relevant installers.

1.04 SUBMITTALS
   A. See Section 01 30 00 - Administrative Requirements, for submittal procedures.
   B. Product Data: Manufacturer's data sheets on each product to be used.
      1. Preparation instructions and recommendations.
      2. Storage and handling requirements and recommendations.
      3. Installation methods.
      4. Maintenance requirements.
   C. Warranty Documentation: Submit documentation that roof accessories accessories are acceptable to roofing manufacturer, and do not limit the roofing warranty.

1.05 DELIVERY, STORAGE, AND HANDLING
   A. Store products in manufacturer's unopened packaging until ready for installation.
   B. Store products under cover and elevated above grade.

1.06 WARRANTY
   A. See Section 01 78 36 - Warranties, for additional warranty requirements.
   B. Verify the requirements for manufacturer's warranties.
      1. Provide the manufacturer's standard warranty for products where special warranty requirements are not specified.
      2. Submit executed and/or extended manufacturer warranties and ensure forms have been completed in the Owner's name and registered with the manufacturer as required to obtain warranty coverage.
      3. Submit proof, in warranty binders, that manufacturer's warranty forms have been properly executed.

PART 2 PRODUCTS

2.01 ROOF HATCHES
   A. Manufacturers - Roof Hatches:
   B. Roof Hatches: Factory-assembled steel frame and cover, complete with operating and release hardware.
      1. Style: Provide flat metal covers unless otherwise indicated.
      2. Mounting: Provide frames and curbs suitable for mounting conditions indicated on the drawings.
      3. Size(s): As indicated on drawings; single-leaf style unless indicated as double-leaf.
   C. Frames/Curbs: One-piece curb and frame with integral cap flashing to receive roof flashings; extended bottom flange to suit mounting.
      1. Material: Galvanized steel, 14 gage, 0.0747 inch thick.
      2. Finish: Factory applied finish.
      3. Insulation: Manufacturer's standard; 1 inc rigid glass fiber.
   D. Metal Covers: Flush, insulated, hollow metal construction.
      1. Capable of supporting 40 psf live load.
      2. Material: Galvanized steel; outer cover 14 gage, 0.0747 inch thick, liner 22 gage, 0.03 inch thick.
      3. Insulation: 1 inch rigid glass fiber.
   E. Safety Railing System: Manufacturer's standard accessory safety rail system mounted directly to curb.
      2. Posts and Rails: Steel tube.
      3. Gate: Same material as railing; automatic closing with latch.
      4. Finish: Manufacturer's standard, factory applied finish.
      5. Gate Hinges and Post Guides: ASTM B221 (ASTM B221M), 6063 alloy, T5 temper aluminum.
7. Fasteners: Type 316 stainless steel.

F. Hardware: Steel, zinc coated and chromate sealed, unless otherwise indicated or required by manufacturer.
   1. Lifting Mechanisms: Compression or torsion spring operator with shock absorbers that automatically opens upon release of latch; capable of lifting covers despite 10 psf load.
   2. Hinges: Heavy duty pintle type.
   3. Hold open arm with vinyl-coated handle for manual release.

2.02 NON-PENETRATING ROOFTOP ASSEMBLIES
   A. Non-Penetrating Pedestals: Steel pedestals with square, round, or rectangular bases.
      1. Base Sizes: As required to distribute load sufficiently to prevent indentation of roofing assembly.
      2. Steel Components: Stainless steel, or carbon steel hot-dip galvanized after fabrication in accordance with ASTM A123/A123M.
      3. Products:
         b. Substitutions: See Section 01 60 00 - Product Requirements.
      1. Slip resistant rubber, with holes for drainage and venting.
      2. Sizes: As recommended by manufacturer for size of base supported.
      3. Products:
         b. Substitutions: See Section 01 60 00 - Product Requirements.

PART 3 EXECUTION

3.01 EXAMINATION
   A. Do not begin installation until substrates have been properly prepared.
   B. If substrate preparation is the responsibility of another installer, notify Architect of unsatisfactory preparation before proceeding.

3.02 PREPARATION
   A. Clean surfaces thoroughly prior to installation.
   B. Prepare surfaces using the methods recommended by the manufacturer for achieving the best result for the substrate under the project conditions.

3.03 INSTALLATION
   A. Install in accordance with manufacturer’s instructions, in manner that maintains roofing weather integrity and warranty.

3.04 PROTECTION
   A. Protect installed products until completion of project.
   B. Touch-up, repair or replace damaged products before Substantial Completion.

END OF SECTION
SECTION 07 90 05
JOINT SEALERS

PART 1 GENERAL

1.01 SECTION INCLUDES
A. Sealants and joint backing.
B. Sealant Schedule.

1.02 ADMINISTRATIVE REQUIREMENTS
A. See General Conditions Article 12.2.2, for Contractor's one-year period for correction of Work.
B. See General Conditions Article 12.2.5, for Contractor's obligations to comply with the Contract Documents.
C. Preinstallation Meeting: Convene a preinstallation meeting one week before starting work of this section to discuss requirements; require attendance by all relevant installers.

1.03 PRECONSTRUCTION TESTING
A. Test sealant adhesion to project joint substrates prior to installation in project for combinations unfamiliar to installer, where a manufacturer recommends testing to determine primer requirements, and at variations to typical installations i.e. unusual texture of brick, new type of coating, etc.

1.04 QUALITY ASSURANCE
A. Maintain one copy of each referenced document covering installation requirements on site.
B. Do not change source or brands of sealant materials during the course of the Work.
C. Manufacturer Qualifications: Company specializing in manufacturing the Products specified in this section with minimum three years experience.

1.05 DELIVERY, STORAGE, AND HANDLING
A. Deliver sealants to jobsite in sealed containers, each bearing manufacturer's name and product designation.
B. Protect stored materials from damage, deterioration, and contamination in accordance with manufacturer's recommendations.

1.06 FIELD CONDITIONS
A. Maintain temperature and humidity recommended by the sealant manufacturer during and after installation.

1.07 WARRANTY
A. See Section 01 78 36 - Warranties, for additional warranty requirements.
B. Verify the requirements for manufacturer's warranties.
   1. Provide the manufacturer's standard warranty for products where special warranty requirements are not specified.
   2. Submit executed and/or extended manufacturer warranties and ensure forms have been completed in the Owner's name and registered with the manufacturer as required to obtain warranty coverage.
   3. Submit proof, in warranty binders, that manufacturer's warranty forms have been properly executed.
   4. Specified warranty coverage: 2 years, or manufacturer's standard warranty, whichever is greater. For replacement of sealants and accessories which fail to achieve watertight seal, exhibit loss of adhesion or cohesion, cracking, sagging, or do not cure.

PART 2 PRODUCTS

2.01 GENERAL
A. Provide and install sealants as required to complete the work including sealants indicated in the Contract Documents, sealants required to produce a weathertight building and sealants required to correct appearance or performance of questionable workmanship or improper fit.

2.02 MANUFACTURERS
A. Polyurethane Sealants - Acceptable Manufacturers:

2.03 MATERIALS
A. Type A - General Purpose Exterior Sealant: Polyurethane; ASTM C 920, Type S (single component), Grade NS, Class 25, Uses NT, M, A, O.
   1. Color: Match adjacent finished surfaces unless otherwise indicated.
B. Type D - Exterior Metal Lap Joint Sealant: Butyl or polyisobutylene, ASTM C920, Type S (single component), Grade NS, Class 10, nondrying, nonskinning, noncuring.

2.04 ACCESSORY MATERIALS
A. Primer: Non-staining type, recommended by sealant manufacturer to suit application.
B. Joint Cleaner: Non-corrosive and non-staining type, recommended by sealant manufacturer; compatible with joint forming materials.
C. Joint Backing: Round foam rod compatible with sealant; closed cell polyethylene; oversized 30 to 50 percent larger than joint width or as recommended by sealant manufacturer.
D. Bond Breaker: Pressure sensitive tape recommended by sealant manufacturer to suit application.
PART 3 EXECUTION

3.01 EXAMINATION
A. Verify that joint dimensions are acceptable to receive work of this section.
B. Verify that substrate surfaces are ready to receive work of this section.
C. Verify that joint backing and release tapes are compatible with sealant.
D. Review sealant and substrate combinations. Test substrate sealant combinations as required.

3.02 PREPARATION
A. Remove loose materials and foreign matter that could impair adhesion of sealant.
B. Remove form release agents and laitance from concrete joint surfaces.
C. Clean and prime joints in accordance with manufacturer's instructions.
D. Confine primers to areas of joint sealant bond.
E. Perform preparation in accordance with manufacturer's instructions and ASTM C1193.
F. Protect elements surrounding the work of this section from damage, migration, or disfigurement.
G. Mask adjacent surfaces as required to maintain a neat edge.

3.03 INSTALLATION
A. Perform work in accordance with sealant manufacturer's requirements for preparation of surfaces and material installation instructions.
B. Perform general sealant installation in accordance with ASTM C 1193.
C. Do not seal joints designed to allow moisture to escape from windows, louvers, aluminum storefront systems, etc. Confirm requirements with manufacturer prior to installing sealants.
D. Install joint backing materials to achieve joint depths and function as recommended by manufacturer.
E. Install joint backing materials to achieve joint depths and function as recommended by manufacturer.
   1. Do not leave gaps between ends of backings.
   2. Do not stretch, twist, puncture, or tear backings.
   3. Replace absorbent backings that have become wet before sealant is installed.
F. Install bond breaker materials where joint backing is not used between sealants and backs of joints.
G. Apply sealant within recommended application temperature ranges. Consult manufacturer when sealant cannot be applied within these temperature ranges.
H. Install masking parallel with joints.
I. Produce uniform, cross-sectional shapes and depths relative to the joint widths.
J. Tool joints concave. Finish joints free of air pockets, voids, foreign embedded matter, ridges, and sags. Ensure that sealant materials are fully adhering to sides of joint.
K. Do not allow work to overflow or spill onto adjoining surfaces or to migrate into voids of adjoining surfaces such as rough aggregate panels.
L. Remove masking immediately after tooling without disturbing joint seal.
M. Remove excess material and spillage as work progresses.

3.04 CLEANING
A. Clean adjacent soiled surfaces with means necessary to eliminate evidence of spillage. Do not damage adjoining surfaces or finishes with cleaning methods.
B. Dispose of flammable waste materials and debris in approved containers and locations.

3.05 PROTECTION
A. Protect sealant work until cured.

3.06 SEALANT SCHEDULE
A. General:
   1. Provide and install sealants as indicated in this section, as indicated in drawings, and as required in individual sections.
   2. Provide and install sealants as required to correct appearance or performance of questionable workmanship or improper fit, and as required to produce a weathertight building.
   3. Do not seal joints designed to allow moisture to escape from windows, louvers, aluminum storefront systems, etc. Confirm requirements with manufacturer prior to installing sealants.
B. Exterior Joints:
   1. Joints for Which No Other Sealant Type is Indicated: Type A.
   2. Lap Joints in Exterior Sheet Metal Flashing and Trim: Type D.
   3. Joints at Flashing Reglets and Retainers: Type A.

END OF SECTION