

EXHIBIT "B"

Project Manual

MPD-CENTRAL PAINTING & CARPET REPLACEMENT

CITY OF MADISON POLICE DEPT.

Volume 1 of 1
Bid Documents
August 08, 2019

Madison Contract No. 8459



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11 **PART 1 – GENERAL**

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13 **1.1. SUMMARY**

- 14 A. Each project has varying requirements for permits, inspections, and fees based on the scope, size, and location of
15 the project.
16 B. The City of Madison (Owner) is subject to all permits, inspections and associated fees for construction,
17 demolition, utility connection, storm water management, and other similar requirements that may be required
18 to complete the scope of work associated with these contract documents.
19 C. The General Contractor (GC) shall be responsible for obtaining all permits, inspections and paying for all
20 associated fees unless specifically identified within this specification.
21

22 **1.2. REFERENCES**

- 23 A. The following references are not intended to be all inclusive. It shall be the GC’s responsibility to determine all
24 requirements based on the scope of work in the contract documents.
25 B. City of Madison Ordinances: Review all ordinances that may require a permit or fee that may be connected with
26 a required permit. Contact the following City Agencies to determine the exact requirements during bidding
27 1. Building Inspection
28 2. Zoning
29 3. Engineering
30 4. Water Utility
31 5. Traffic Engineering
32 6. Others as may be specified by the contract documents.
33 B. State Statutes
34 C. Other Regulatory Regulations
35 D. Other Agencies or companies that may have related requirements
36 1. Madison Metropolitan Sewerage District
37 2. Local gas and electric utility companies
38 3. Other utility companies
39

40 **1.3. GENERAL CONTRACTORS REQUIREMENTS**

- 41 A. The GC shall be responsible for all of the following:
42 1. Execute application for all required permits as may be required by the scope of work described within the
43 contract documents.
44 2. Paying all fees associated with the application of any required permits.
45 3. Scheduling all required inspections that may be conditions of any required permits.
46 B. The GC shall provide high quality scanned images of all required permits and inspections to the City Project
47 Manager (CPM).
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49 **PART 2 – PRODUCTS – THIS SECTION NOT USED**

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51 **PART 3 – EXECUTION – THIS SECTION NOT USED**

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55 **END OF SECTION**
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**SECTION 00 43 43
WAGE RATES FORM**

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PART 1 – GENERAL

1.1. SUMMARY

- A. The Reimbursable Hourly Worksheet is a contractor provided document that indicates the basic rate of pay, fringe benefits, and each companies cost of required insurance for all Trades and Classifications that will be performing productive labor during the execution of this contract.
 - 1. Rates shall be similar to recognized rates published by the Bureau of Labor Statistics, Associated General Contractors (AGC), Associated Builders and Contractors (ABC), appropriate union contracts, and other similar organizations or documents.
- B. The Reimbursable Labor Rate Worksheet shall provide the basis for labor rates being used on Change Order Request forms.

1.2. RELATED SPECIFICATIONS

- A. Section 01 26 57 Change Order Request

PART 2 – PRODUCTS – NOT USED

PART 3 - EXECUTION

3.1. GENERAL REQUIREMENTS

- A. Prior to the Pre-Construction Meeting the City Project Manager (CPM) or the City Construction Manager (CCM) shall provide the GC a copy of the *Reimbursable Labor Rate Worksheet.xls*.
 - 1. See the last page of this specification for an example of the worksheet.
- B. The GC shall provide all subcontractors that will be performing productive labor during the execution of this contract with additional copies of the worksheet as needed.
- C. All contractors shall be required to fill out and submit completed worksheets for all Trades and Classifications of labor that will be performing productive labor during the execution of this contract.

3.2. GENERAL CONTRACTORS RESPONSIBILITIES

- A. The GC shall consolidate all Trades and Classifications into one master Excel Workbook of all trades.
- B. The GC shall provide the combined workbook for review and approval by the Owners Representatives.
 - 1. Submittal shall be an Exported PDF of the completed Excel Workbook.
 - a. As an Exported PDF the individual worksheets will be bookmarked and the document will be word searchable for easy reference.
- C. The GC shall only use the rates posted in the approved submittal throughout the execution of this contract.

Reimbursable Hourly Rate Worksheet

(see bottom of page for instructions)

Project Name: _____
 Project Location: _____
 Project Number: _____
 Contractor: _____
 Rates are based on the following documentaton: _____

Enter TRADE Here:

Carpenter

<u>Classification:</u>		<u>Foreman</u>	<u>Journeyman</u>	<u>Laborer</u>	<u>Apprt 1</u>	<u>Other</u>	<u>Other</u>	<u>Other</u>
Base Rate (BR)		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Vacation		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Health Insurance		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Pension		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Apprenticeship		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<i>Sub-total</i>		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
BR Sub-total		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Work. Comp	% of BR	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Gen Liability	% of BR	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
WI Unemploy	% of BR	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Fed Unemploy	% of BR	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
FICA	% of BR	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<i>Sub-total</i>		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL COST		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Enter YOUR percentage of base rate in the column below.

% of BR	
0	- Work. Comp
0	- Gen Liability
0	- WI Unemploy
0.6	- Fed Unemploy
7.65	- FICA

Form Instructions:

1. Provide a work sheet for ALL Trade Classifications that will be performing on site productive labor during the execution of this project.
2. Responsible contractor to complete only boxes that are shaded, all non-shaded boxes are formula driven.
3. Contractor shall provide the name of the source used for these rates. (union contract, Bureau of Labor and Statistics, AIGC, ABC, etc.) and be prepared to provide copies if so requested.

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END OF SECTION

**SECTION 00 62 76.13
SALES TAX FORM**

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4 PART 1 – GENERAL 1
5 1.1. SUMMARY 1
6 1.2. RELATED SPECIFICATION SECTIONS 1
7 1.2. TAX EXEMPT FORM 1
8 PART 2 – PRODUCTS – THIS SECTION NOT USED 1
9 PART 3 – EXECUTION – THIS SECTION NOT USED 1

10
11 **PART 1 – GENERAL**

12
13 **1.1. SUMMARY**

- 14 A. The City of Madison is a qualifying tax exempt entity in the State of Wisconsin.
15 B. The Contractor shall refer to *Section 102.9 – Bidders Understanding of the City of Madison Standard Specifications for Public Works Construction* for more information on Tax Exempt Status.
16 C. This project constructs or remodels facilities owned by the City of Madison in Madison, Wisconsin.

17
18
19 **1.2. RELATED SPECIFICATION SECTIONS**

- 20 A. Parts of this specification will reference articles within “The City of Madison Standard Specifications for Public
21 Works Construction”.
22 1. Use the following link to access the Standard Specifications web page:
23 <http://www.cityofmadison.com/business/pw/specs.cfm>
24 a. Click on the “Part” chapter identified in the specification text. For example if the specification
25 says “Refer to City of Madison Standard Specification 210.2” click the link for Part II, the Part II
26 PDF will open.
27 b. Scroll through the index of Part II for specification 210.2 and click the text link which will take you
28 to the referenced text.

29
30 **1.3. TAX EXEMPT FORM**

- 31 A. The Contractor can access Wisconsin Sales and Use Tax Exemption Certificates (form S-211, Wisconsin
32 Department of Revenue) from the City of Madison Finance website.
33 1. City of Madison tax exempt information and signature by Purchasing Supervisor is already completed.
34 2. Website: <http://www.cityofmadison.com/employeeenet/finance/purchasing>
35 a. Under the title *Purchasing Forms*, scroll down to the form link titled *Sales Tax Exempt Form S-211*.

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37 **PART 2 – PRODUCTS – THIS SECTION NOT USED**

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39 **PART 3 – EXECUTION – THIS SECTION NOT USED**

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44 **END OF SECTION**
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**SECTION 01 26 13
REQUEST FOR INFORMATION (RFI)**

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5 1.1. SUMMARY 1
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7 1.3. PERFORMANCE REQUIREMENTS..... 1
8 1.4. QUALITY ASSURANCE 1
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11 PART 3 - EXECUTION 1
12 3.1. CONTRACTOR INITIATED RFI 1
13 3.2. RFI RESPONSES 2
14 3.3. COMMENCEMENT OF WORK RELATED TO AN RFI 2
15

PART 1 – GENERAL

1.1. SUMMARY

- 19 A. Contractors shall use the RFI form/process to request additional information or clarification regarding the
20 construction documents.
21 B. Form will be provided by CPM.
22

1.2. RELATED SPECIFICATIONS

- 23 A. Section 01 26 46 Construction Bulletin (CB)
24 B. Section 01 26 57 Change Order Request (COR)
25 C. Section 01 26 63 Change Order (CO)
26
27

1.3. PERFORMANCE REQUIREMENTS

- 29 A. RFI issues initiated by any contractor shall be done through the General Contractor (GC).
30 1. RFIs submitted by any Sub-contractor under the GCs control shall be returned with no response.
31 B. Submit a new RFI for each issue. Only multiple questions that are of a similar nature may be combined into one
32 RFI shall be allowed and responded to.
33

1.4. QUALITY ASSURANCE

- 34 A. The GC shall be responsible for all of the following:
35 1. Ensure that any request for additional information is valid and the information being requested is not
36 addressed in the construction documents.
37 2. Ensure that all requests are clearly stated and the RFI form is completely filled out.
38 3. Ensure that all Work associated an RFI response is carried out as intended.
39 B. The Project Engineer (PE) shall be responsible for the following:
40 1. Ensure that all responses to contractor initiated RFIs are properly responded to in a timely fashion.
41 a. The CPM, Owner, consulting staff, and other City staff shall be responsible for the initial review of
42 the RFI. The PE shall be responsible for codifying all consultant and Owner/City staff comments
43 into a unified RFI response.
44
45

PART 2 – PRODUCTS

2.1. REQUEST FOR INFORMATION FORM

- 46
47
48 A. Will be provided by CPM.
49
50

PART 3 - EXECUTION

3.1. CONTRACTOR INITIATED RFI

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53 A. Immediately on discovery of the need for additional information or interpretation of the Contract Documents
54 any contractor may initiate an RFI for additional information or clarification through the GC.
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3.2. RFI RESPONSES

- A. Responses to simple RFI issues shall use the response section of the RFI form and shall be completed within five (5) working days of the RFI form being submitted.
- B. Responses to more complex issues may require additional time or may require a Construction Bulletin to be published. The initial RFI shall be responded to within five (5) working days stating that the RFI is being reviewed and provide an estimated date for the response.
- C. The following GC generated RFIs will be returned without action:
 - 1. Requests for approval of submittals
 - 2. Requests for approval of substitutions
 - 3. Requests for approval of Contractor’s means and methods.
 - 4. Requests for coordination information already indicated in the Contract Documents.
 - 5. Requests for adjustments in the Contract Time or the Contract Sum.
 - 6. Requests for interpretation of A/E’s actions on submittals.
 - 7. Incomplete RFI or inaccurately prepared RFI.

3.3. COMMENCEMENT OF WORK RELATED TO AN RFI

- A. The GC shall only proceed with the Work of an RFI where, additional information is not required.
- B. The GC shall not proceed with any Work associated with an RFI while it is under review.
- C. The GC shall not proceed with any Work associated with an RFI that clearly states a CB will be issued in response to the RFI.
- D. The GC will be required to immediately remove and replace unauthorized Work and all costs required to conform to the Contract Documents shall be borne by the GC.

END OF SECTION

**SECTION 01 26 46
CONSTRUCTION BULLETIN (CB)**

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11 PART 3 - EXECUTION 2
12 3.1. WRITING THE CONSTRUCTION BULLETIN 2
13 3.2. EXECUTING THE CONSTRUCTION BULLETIN..... 2
14

PART 1 – GENERAL

1.1. SUMMARY

- 18 A. Construction Bulletins (CB) are formal published construction documents that modify the original contract bid
19 documents after construction has commenced. CBs may be published for many reasons, including but not
20 limited to the following:
21 1. Clarification of existing construction documents including specifications, plans, and details
22 2. Change in product or equipment
23 3. A response to a Request for Information
24 4. Change in scope of the contract as either an add or a deduct of work
25 B. CBs provide a higher degree of detail in response to a Request for Information (RFI) through directives, revised
26 plans/details, and specifications as necessary.
27 C. The CB may change the original contract documents through additions or deletions to the Work.
28 D. Where the directives of a CB are significant enough to warrant a Change Order Request (COR) the GC shall use all
29 information provided in the CB to assemble all required back-up documentation for additions and deletions of
30 materials, labor and other related contract costs for the COR.
31

1.2. RELATED SPECIFICATIONS

- 33 A. Section 01 26 13 Request for Information (RFI)
34 B. Section 01 26 57 Change Order Request (COR)
35 C. Section 01 26 63 Change Order (CO)
36

1.3. PERFORMANCE REQUIREMENTS

- 38 A. Project Engineer (PE): The PE shall be the only person authorized to publish a CB as needed for any reason
39 indicated in section 1.1.A above. The PE shall consult as necessary with any of the following while drafting the
40 CB and shall confirm final direction with the CPM prior to issuing a CB:
41 1. City Project manager (CPM)
42 2. Owner
43 3. Members of the consulting staff
44 4. Members of city staff
45 5. The General Contractor
46 6. Sub-contractors
47 B. General Contractor: The GC shall be responsible for the following as needed:
48 1. Executing the directives of the CB when he/she believes that no changes in labor, materials, equipment,
49 or contract duration will be required for additions or deletions.
50 2. Submit a COR when he/she believes that a change in labor, materials, equipment or contract duration
51 will be required for additions or deletions.
52

1.4. QUALITY ASSURANCE

- 54 A. The PE shall be responsible for ensuring the final CB sufficiently provides direction, details, specifications and
55 other information as necessary for the GC to perform the intended Work.
56 B. The PE shall be responsible for ensuring the final CB is published as expeditiously as practical based on the
57 complexity of the CB being written. CBs that may affect the GC critical path shall be given priority.
58

1 **PART 2 – PRODUCTS**

2

3 **2.1. CONSTRUCTION BULLETIN FORM**

4 A. Will be provided by CPM.

5

6 **PART 3 - EXECUTION**

7

8 **3.1. WRITING THE CONSTRUCTION BULLETIN**

9 A. The PE shall draft a CB as needed using the form provided by CPM.

10 1. The PE and/or consulting staff as necessary shall provide specifications, model numbers and performance
11 data, details and other such information necessary to clearly state the intentions of the CB.

12 2. The consulting staff, CPM, Owner, and other City Staff shall review the draft and recommend changes as
13 needed.

14 3. The PE shall amend the draft as necessary into a final CB for review

15 B. Once the final CB has been approved the PE shall submit it to the GC.

16

17 **3.2. EXECUTING THE CONSTRUCTION BULLETIN**

18 A. The GC shall acknowledge receipt of the CB.

19 B. The GC shall notify all Sub-contractors of the CB and publish the CB to all field sets of drawings and specifications
20 as appropriate.

21 C. The GC shall execute the directives of the CB or submit COR documentation as necessary during the execution
22 and implementation of the CB.

23 1. See Specification 01 26 57 Change Order Request (COR)

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28

END OF SECTION

SECTION 01 26 57
CHANGE ORDER REQUESTS (COR)

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16 3.2. CHANGE ORDER REQUEST REVIEW, APPROVAL, AND PROCESSING 4
17 3.3. EMERGENCY CHANGE ORDER REQUEST 4
18

PART 1 – GENERAL

1.1. SUMMARY

- 22 A. Except in cases of emergency no changes in the Work required by the Contract Documents may be made by
23 the General Contractor (GC) without having prior approval of the City Engineer or his representative.
24 B. The City may at any time, without invalidating the Contract and without Notice to Sureties, order changes in
25 the Work by written Change Order (CO). Such changes may include additions and/or deletions.
26 C. Where the City desires to make changes in the Work through use of written Change Order Request (COR), the
27 following procedures apply:
28 1. If requested by the City, the GC shall prepare and submit a detailed proposal, including all cost and time
29 adjustments to which the GC believes it will be entitled if the change proposed is incorporated into the
30 Contract. The City shall be under no legal obligation to issue a Change Order for such proposal.
31 2. The parties shall attempt in good faith to reach agreement on the adjustments needed to the Contract to
32 properly incorporate the proposed change(s) into the Work. In the event that the parties agree on such
33 adjustments, the City may issue a Change Order and incorporate such changes and agreed to
34 adjustments, if any.
35 3. In some instances, it may be necessary for the City to authorize Work or direct changes in Work for which
36 no final and binding agreement has been reached and for which unit prices are not applicable. In such
37 cases the following shall apply.
38 a. Upon written request by the City, the GC shall perform proposed Work
39 b. The cost of such change may be determined in accordance with this specification.
40 c. In the event agreement cannot be accomplished as contemplated herein, the City may authorize
41 the Work to be performed by City forces or to hire others to complete the Work. Such action on
42 the part of the City shall not be the basis of a claim by the GC for failure to allow it to perform the
43 changed Work.
44 D. Where changes in the Work are made by the City through use of a force account basis, the GC shall as soon as
45 practicable, and in no case later than ten (10) working days from the receipt of such order, unless another time
46 period has been agreed to by both parties, give the City written Notice, stating:
47 1. The date, circumstances and source of the extra work; and,
48 2. The cost of performing extra work described by such Order, if any; and,
49 3. Effect of the order on the required completion date of the Project, if any.
50 E. The giving of each Notice by the GC as prescribed by this specification, shall be a requirement to liability of the
51 City for payment of any additional costs incurred by the GC in implementing changes in the Work. Under this
52 specification, no order or statement of the City shall be treated as a Change Order, or shall entitle the GC to an
53 equitable adjustment of the terms of this Contract or damages for costs incurred by the GC on any activity for
54 which the Notice was not given.
55 F. In the event Work is required due to an emergency as described in this specification the GC must request an
56 equitable adjustment as soon as practicable, and in no case later than ten (10) working days of the
57 commencement of such emergency.

- 1 G. All GC requests for equitable adjustment shall be submitted to the CPM per the specifications below. Such
2 requests shall set forth with specificity the amount of and reason(s) for the proposed adjustment and shall be
3 accompanied by supporting information and documents.
4 H. No adjustment of any kind shall be made to this Contract, if asserted by the GC for the first time, after the date
5 of final payment.
6 I. This specification shall be used by the GC when preparing documentation for any COR to ensure each has been
7 properly and completely filled out as required by the City of Madison.
8

9 **1.2. RELATED SPECIFICATION SECTIONS**

- 10 A. Section 01 26 13 Request for Information (RFI)
11 B. Section 01 26 46 Construction Bulletins (CB)
12 C. Section 01 26 63 Change Order (CO)
13 D. Parts of this specification will reference articles within "The City of Madison Standard Specifications for Public
14 Works Construction".
15 1. Use the following link to access the Standard Specifications web page:
16 <http://www.cityofmadison.com/business/pw/specs.cfm>
17 a. Click on the "Part" chapter identified in the specification text. For example if the specification
18 says "Refer to City of Madison Standard Specification 210.2" click the link for Part II, the Part II
19 PDF will open.
20 b. Scroll through the index of Part II for specification 210.2 and click the text link which will take you
21 to the referenced text.
22

23 **1.3. DEFINITIONS AND STANDARDS**

- 24 A. LABOR: The amount of time and cost associated with the performance of human effort for a defined scope of
25 Work. Labor is further defined as follows:
26 1. Labor rate is the total hourly rate which includes the base rate of pay, fringe benefits plus each
27 company's cost of required insurance, also referred to as a reimbursable labor rate.
28 2. Unit labor is the labor hours anticipated to install the corresponding unit of material.
29 3. Labor cost is the labor hours multiplied by the hourly labor rates.
30 B. MATERIAL: Actual material cost is the amount paid, or to be paid, by the GC for materials, supplies and
31 equipment entering permanently into the Work, including cost of transportation and applicable taxes. The cost
32 shall not exceed the usual and customary cost for such items available in the geographical area of the project.
33 C. LARGE TOOLS AND MAJOR EQUIPMENT: Large tools and major equipment are those with an initial cost greater
34 than \$1,500, whether from the GC or other sources.
35 1. Tool and equipment use and time allowed is only for extra work associated with change orders.
36 a. Rental Rate is the machine cost associated with operating a piece of equipment for a defined
37 length of time (hour, day, week, or month) and shall not exceed the usual and customary amount
38 for such items available in the geographical area of the project.
39 b. Rental cost is the rental rate multiplied by the anticipated duration the equipment shall be
40 required.
41 2. The GC shall provide a breakdown of all rental rates to indicate what items and costs are associated with
42 the rate. Examples of items to include in the breakdown would be fuel consumption, lubrication,
43 maintenance and other similar expenses but not including profit and overhead.
44 3. When large tools and equipment needed for Change Order work are not already at the job site, the
45 actual cost to get the item there is also reimbursable.
46 D. BOND COST: The cost shall be calculated at 1% of the total proposed change order.
47 E. SUB-CONTRACTOR COSTS: Sub-contractor costs are for those labor, material, and equipment costs required by
48 subcontracted specialties to complete the Change Order work.
49 F. OVERHEAD AND PROFIT Markup: The allowable markup percentage to a COR by the GC and Sub-contractors for
50 overhead and profit. All of the following are expenses associated with overhead and profit and shall not be
51 reimbursable as individual items on any COR:
52 1. CHANGE ORDER PREPARATION: All costs associated with the preparing and processing of the change
53 order.
54 2. DESIGN, ESTIMATING, AND SUPERVISION: All such efforts, unless specifically requested by Owner as
55 additional Work to be documented as a COR or portion thereof.
56 3. INSTALLATION LAYOUT: The layout required for the installation of material and equipment, and the
57 installation design, is the responsibility of the GC.

- 1 4. SMALL TOOLS AND SUPPLIES: The cost of small hand tools with an initial cost of \$1,500 or less, along
2 with consumable supplies and expendable items such as drill bits, saw blades, gasoline, lubricating or
3 cutting oil, and similar items.
4 5. GENERAL EXPENSE: The general expense, which is those items that are a specific job cost not associated
5 with direct labor and material such as job trailers, foreman truck, and similar items.
6 6. RECORD DRAWINGS: The preparation of record or as-built drawings.
7 7. OTHER COSTS: Any miscellaneous cost not directly assessable to the execution of the Change Order
8 including but not limited to the following:
9 a. All association dues, assessments, and similar items.
10 b. All education, training, and similar items.
11 c. All drafting and/or engineering, unless specifically requested by Owner as additional Work to be
12 documented as a Change Order proposal or portion thereof.
13 d. All other items including but not limited to review, coordination, estimating and expediting, field
14 and office supervision, administrative work, etc.
15 G. Contract Extension: The necessary amount of time to be added to the contract deadlines for the completion of a
16 change order.
17

18 **1.4. CONTRACT EXTENSION**

- 19 A. The GC shall not assume that every COR will require a Contract Extension. If the GC feels a contract extension is
20 warranted he/she shall provide sufficient scheduling information that shows how the COR being requested
21 impacts the critical path of the project.
22 B. The City of Madison strongly encourages the GC to explore alternative methods and practices prior to submitting
23 a COR with a request for contract extension.
24

25 **1.5. OVERHEAD AND PROFIT MARKUP**

- 26 A. Pursuant to the City of Madison Standard Specifications for Public Works Construction, Section 104.7, Extra
27 Work, the following maximum allowable markups shall be strictly enforced on all change orders associated with
28 the execution of this contract.
29 1. The total maximum overhead and profit shall not exceed fifteen percent (15%) of the total costs.
30 2. The total maximum overhead and profit shall be distributed as follows:
31 a. For work performed and materials provided solely by the General Contractor, fifteen percent
32 (15%) of the total costs.
33 b. For work performed and materials provided solely by Sub-contractors and supervised by the
34 General Contractor:
35 i. Supervision of the GC, five percent (5%) of the total Sub-contractor cost.
36 ii. Sub-contractors work and materials ten percent (10%) of the total Sub-contractor cost.
37

38 **1.6. PERFORMANCE REQUIREMENTS**

- 39 A. The GC shall become thoroughly familiar with this specification as it will identify procedures and expenses that
40 are or are not allowed under the Change Order and Change Order Request process.
41 B. The GC shall be responsible for all of the following:
42 1. Carefully reviewing the CB that is associated with the COR.
43 2. Collecting required supporting documentation from all contractors that quantify the need for a COR.
44 a. Labor hours and wage rates
45 b. Material costs
46 c. Equipment costs
47 C. The following shall apply to establishing prices for labor, materials, and equipment costs:
48 1. Where Work to be completed has previously been established by individual bid items in the contract bid
49 proposal the GC shall use the unit bid prices previously established.
50 2. Where Work to be completed was bid as a Lump Sum without individual bid items the GC shall provide a
51 breakdown of all labor, materials, equipment including unit rates and quantities required.
52 D. The completion date is determined by Owner. The schedule, however, is the responsibility of the GC. Time
53 extensions for extra Work will be considered when a schedule analysis of the critical path shows that the Change
54 Order Request places the Work beyond the completion date stated in the Contract.
55

56 **1.7. QUALITY ASSURANCE**

- 57 A. The GC shall be responsible for ensuring that all COR supporting documentation meets the following
58 requirements prior to completing the COR form:

**SECTION 01 26 63
CHANGE ORDER (CO)**

1
2
3
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5 1.1. SUMMARY 1
6 1.2. RELATED SPECIFICATION SECTIONS 1
7 1.3. BOARD OF PUBLIC WORKS PROCEDURE 1
8 PART 2 – PRODUCTS..... 1
9 2.1. CHANGE ORDER FORM..... 1
10 PART 3 - EXECUTION 1
11 3.1. PREPARATION OF THE CHANGE ORDER 2
12 3.2. EXECUTION OF THE CHANGE ORDER 2
13

PART 1 – GENERAL

1.1. SUMMARY

- 17 A. Except in cases of emergency, no changes in the Work required by the Contract Documents may be made
18 by the General Contractor (GC) without having prior approval of the City Project Manager (CPM).
19 B. The City may at any time, without invalidating the Contract and without Notice to Sureties, order changes in
20 the Work by written Change Order. Such changes may include additions and/or deletions.
21 C. The Change Order (CO) is a Board of Public Works (BPW) form that is reviewed and approved by a specific
22 process.
23 D. The CO form is typically made up of multiple Change Order Requests (CORs) and/or Bid Items as appropriate
24 depending on the type of project and how the contract was bid.
25

1.2. RELATED SPECIFICATION SECTIONS

- 26 A. Section 01 26 13 Request for Information (RFI)
27 B. Section 01 26 46 Construction Bulletin (CB)
28 C. Section 01 26 63 Change Order Request (COR)
29
30

1.3. BOARD OF PUBLIC WORKS PROCEDURE

- 31 A. The Board of Public Works has a very explicit procedure for the review and approval of all change orders
32 associated with any Public Works Contract as follows:
33 1. The Supervisory Chain of the CPM shall review and approve any CO under \$20,000 provided it does not
34 include either of the following:
35 a. The CO does not request a time extension to the contract.
36 b. The CO does not cause the contract contingency sum to be exceeded.
37 2. The Board of Public Works shall review and approve any CO that requires any of the following:
38 a. Any CO over \$20,000.
39 b. Any CO requesting a time extension to the contract regardless of the monetary value of the CO.
40 c. Any CO that that causes the contract contingency sum to be exceeded.
41 B. The Board of Public Works generally meets every other week and only once in August and December. The GC is
42 cautioned that, under normal scheduling, a CO requiring a BPW review will take a minimum of two (2) weeks to
43 achieve final approval.
44 1. The City shall not be responsible for additional delays to the Work caused by the scheduling constraints
45 of the Board of Public Works.
46 C. ***SPECIAL NOTE:*** The GC is cautioned to never proceed unless told to do so by the CPM. Only in rare instances
47 may the CPM give a written notice to proceed on a COR without an approved CO. Proceeding without the
48 written notice of the CPM or an approved CO is at the GC's own risk.
49
50

PART 2 – PRODUCTS

2.1. CHANGE ORDER FORM

- 51 A. Provided by CPM.
52
53
54
55

PART 3 - EXECUTION

1 **3.1. PREPARATION OF THE CHANGE ORDER**

- 2 A. The CPM shall prepare the required CO as follows:
- 3 1. Provide information for all contract information.
 - 4 2. Provide a general description of the items described within the change order.
 - 5 3. Provide detailed information for each Item on the CO form. At the option of the CPM he/she may include
 - 6 multiple Change Order Requests each as their own item.
 - 7 4. Provide required pricing breakdown and accounting information as needed for the item.
 - 8 5. Insert attachments of contractor/architect provided information that clarifies and quantifies the CO.
 - 9 Attachments may include but not be limited to material lists, estimated labor breakdown, revised details
 - 10 or specifications, and other documents that may be related to the requested change.
 - 11 6. Save the final version of the completed CO.

12
13 **3.2. EXECUTION OF THE CHANGE ORDER**

- 14 A. The GC shall do the following:
- 15 1. Review all items on the CO form.
 - 16 2. The GC shall notify the CPM immediately of any errors or discrepancies on the form and shall not sign or
 - 17 save it.
 - 18 a. The CPM shall make any corrections as needed, re-save the form, and notify the GC.
 - 19 3. If/when the GC concurs with the CO form as drafted the GC shall digitally sign the form.
- 20 B. The CPM shall do the following:
- 21 1. Monitor the review process
 - 22 2. Ensure that proper BPW procedures are executed as needed by the CO approval process.
 - 23 a. Schedule the CO on the next available BPW agenda if required.
 - 24 i. Attend the BPW meeting to speak on the CO to board members and answer questions.
 - 25 ii. The GC and/or PE may be required to attend the BPW meeting to address specific
 - 26 information as it relates to the Work and/or materials associated with the CO.
 - 27 3. Monitor final approval and distribution of the CO.
 - 28 4. Notify the GC that the CO has been completed.
 - 29 5. Ensure that the CO is posted to the next Public Works payment schedule.
 - 30 6. Verify that the GC's next Progress Payment-Schedule of Values show the CO as part of the contract sum.
- 31 C. Upon final approval of the CO the GC may proceed with executing the Work associated with the CO.
- 32
33
34

35 **END OF SECTION**

36

SECTION 01 31 13
PROJECT COORDINATION

1
2
3
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6 1.2. RELATED SPECIFICATIONS 1
7 1.3. GENERAL REQUIREMENTS..... 1
8 1.4. GENERAL CONTRACTOR PERFORMANCE REQUIREMENTS 2
9 1.5. SUB-CONTRACTOR PERFORMANCE REQUIREMENTS..... 2
10 PART 2 – PRODUCTS – THIS SECTION NOT USED 3
11 PART 3 – EXECUTION – THIS SECTION NOT USED 3
12

PART 1 – GENERAL

1.1. SUMMARY

- 16 A. Project Coordination covers many areas within the execution of the Contract Documents and the requirements
17 of proper coordination are the applicable to all contractors executing the Work of this contract.
18 B. This specification provides general information regarding project coordination for the General Contractor and all
19 Sub-contractors. All contractors shall be familiar with project coordination requirements and responsibilities
20 that may be defined in other specification within these Contract Documents.
21 C. The General Contractor shall at all times be responsible for the project, project site, and execution of the
22 Contract Documents.
23

1.2. RELATED SPECIFICATIONS

- 24 A. Section 01 33 23 Submittals
25
26

1.3. GENERAL REQUIREMENTS

- 28 A. The following general requirements shall applicable to all contractors:
29 1. Cooperate with the Owner, all authorized Owner Representatives, Project Engineer and all consultants of
30 the Owner.
31 2. Materials, products, and equipment shall be new, as specified and to industry standards except where
32 otherwise noted.
33 3. Labor and workmanship shall be of a high quality and to industry standards.
34 B. Existing conditions:
35 1. Verify all existing conditions noted in the contract documents with actual filed locations. Verify
36 dimensions, sizes and locations, of structural, equipment, mechanical and utility components.
37 2. Report any inconsistencies, errors, omissions, or code violations in writing to the General Contractor (GC)
38 immediately.
39 3. Annotate any inconsistencies, errors, omissions on the GC As-Built record drawings immediately for
40 future reference.
41 C. Contract Documents:
42 1. The Contract Documents are intended to include everything necessary to perform the work. Every item
43 required may not be specifically mentioned, shown, or detailed.
44 a. Except where specifically stated all systems and equipment shall be complete, installed, and fully
45 operable.
46 b. If a conflict exists within the contract documents the contractor shall furnish the item, system, or
47 workmanship of the highest quality, largest, largest quantity, or most closely fits the intent of the
48 contract documents.
49 c. Manufacturers recommended installation details shall be verified and used prior to installation of
50 products and equipment so as to not void warranties.
51 D. Errors and Omissions
52 1. No Contractor shall take any advantage of any apparent error or omission in the construction documents.
53 2. The City of Madison shall be permitted to make such corrections and interpretations as may be deemed
54 necessary for the fulfillment of the intent of the construction documents.
55 E. Owners Representatives
56 1. All contractors shall be familiar with various Owner Representatives having Quality Management
57 responsibilities for the duration of this project including but not limited to the following:

- 1 a. Project Engineer, responsible for all decisions affecting the code compliance and design intent of
2 the construction documents.
3 b. Owner, the designated representative of the City Agency that will occupy the project upon
4 completion.
5 c. City Project Manager, responsible for all day to day decisions regarding the execution and
6 performance of this Public Works Contract.
7 d. Consulting City Staff, responsible for providing consulting services to the Project Engineer, Owner,
8 and City Project Manager, also responsible for Quality Management of the construction
9 documents.
10 2. Owner Representatives shall be attending progress meetings, pre-installation meetings, performing or
11 being present for final testing and acceptance and quality management reporting during the execution of
12 the contract documents as outlined in other specifications.
13

14 **1.4. GENERAL CONTRACTOR PERFORMANCE REQUIREMENTS**

- 15 A. Assume the responsibility for all Work specified in the Contract Documents except where specifically identified
16 to be performed by the Owner or other contractor separately hired by the Owner.
17 1. Coordinate all work by Owner, equipment provided Owner, or contractor hired by the Owner into the
18 project schedule.
19 B. Provide all construction management responsibilities as specified in other Division 1 specifications including but
20 not limited to:
21 1. Scheduling of work
22 2. Coordination of work between other Trades and Sub-contractors
23 3. Construction administration and management
24 4. Site layout, cleanliness, and protection of completed work/stored materials
25 5. Waste Management
26 6. Quality Assurance and Quality Control
27 C. Use Diggers Hotline and private utility locating companies to accurately locate all public and private utilities on
28 the property as needed. The GC is responsible for any repair or replacement to any public or private utility
29 damaged during the execution of the Work
30 D. Report any inconsistencies, errors, omissions, or code violations in writing to the Project Engineer immediately.
31 Failure to report inconsistencies prior to beginning work shall indicate that the GC accepted all existing
32 conditions.
33 E. The GC shall be responsible for assigning work and related responsibilities where the Contract Documents may
34 not clearly state who is responsible for providing the work, material, or product.
35 F. Provide construction management oversight of all items described in Section 1.5 below.
36

37 **1.5. SUB-CONTRACTOR PERFORMANCE REQUIREMENTS**

- 38 A. Be familiar with all of the contract documents as they pertain to your Work, adjacent work and the overall
39 progress of the project.
40 1. All Sub-contractors shall be familiar with all Division 1 specifications as they may apply to progress,
41 progress payments, quality control construction management, and closeout of the contract.
42 B. Coordinate your Work with all adjacent work and existing conditions.
43 1. Perform your work in proper sequence according to the GC's project schedule and in relation to the work
44 of other trades.
45 2. Notify other sub-contractors and trades whose work may be connected to, combined with, or influenced
46 by your work and allow them reasonable time and access to complete their work.
47 3. Join your work to the work of others in accordance with the intent of the Contract Documents.
48 4. Order materials and schedule deliveries to facilitate the general progress of the Work.
49 C. Cooperate with all other trades to facilitate the general progress of the work. This shall include providing every
50 reasonable opportunity for the installation of work by others and the storage of their materials and equipment.
51 1. In no case shall any contractor exclude from the premises or work any Sub-contractor or their employees.
52 2. In no case shall any contractor interfere with the execution or installation of Work by any other Sub-
53 contractor or their employees.
54 D. Arrange your work, equipment, and materials and dispose of your construction waste so as to not interfere with
55 the work or storage of materials of others.
56 E. Coordinate all work as indicated during pre-installation meetings with Owner Representatives, the GC and other
57 trades. Any work improperly coordinated shall be relocated as designated by the Owner Representative at no
58 additional cost to the City.

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PART 2 – PRODUCTS – THIS SECTION NOT USED

PART 3 – EXECUTION – THIS SECTION NOT USED

END OF SECTION

SECTION 01 33 23
SUBMITTALS

1
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3
4 PART 1 – GENERAL 1
5 1.1. SUMMARY 1
6 1.2. RELATED REFERENCES 1
7 1.3. SUBMITTAL REQUIREMENTS 1
8 PART 2 – PRODUCTS – THIS SECTION NOT USED 2
9 PART 3 - EXECUTION 2
10 3.1. GENERAL CONTRACTORS PROCEDURES 2
11 3.2. SUBMITTAL REVIEW 2
12 3.3. PROJECT ENGINEERS REVIEW 2

PART 1 – GENERAL

1.1. SUMMARY

- 17 A. The General Contractor (GC) shall be responsible for providing submittals for review of all contractors and sub-
18 contractors as designated in the construction documents. Submittals shall include but not be limited to all of the
19 following:
- 20 1. Equipment specified and pre-approved in the specification; to ensure quality, construction, and
21 performance specifications have not changed since final design.
 - 22 2. Equipment specified by performance in the specification; to ensure that the intended quality,
23 construction, and performance specified is met by the selected material or product.
 - 24 3. Shop, piece, erection, and other such drawings as indicated in the specifications to ensure all structural,
25 dimensional, and assembly requirements are being met.
 - 26 4. Submittals indicating installation sequencing
 - 27 5. Submittals indicating control sequencing
 - 28 6. Contractor licensing, certification, and other such regulatory documentation when required by a
29 specification.
 - 30 7. Other submittals as may be required by individual specifications.
- 31 B. The submittal process shall not be used to determine alternates to specified products or equipment. All
32 considerations shall be reviewed during the bidding process and acceptable alternates shall be acknowledged by
33 addendum prior to the closing of bidding. See bidding instructions for the information on submitting alternates
34 for consideration.
- 35 D. In the event that a manufacturer has significantly changed a product (discontinued a model, changed dimension
36 or performance data changed available colors, etc.) since bid opening the GC shall submit a Request for
37 Information (RFI) to the Project Engineer requesting other approved alternates prior to uploading a digital
38 submittal.
- 39 E. Contractors and sub-contractors shall be responsible for knowing the submittal requirements of ALL sections
40 within their scope of work under the contract. The Owner reserves the right to request documentation on any
41 materials, equipment, or product being installed where a submittal is not on file. If the material, equipment, or
42 product installed is determined not to meet the intent of the specification the contractor/sub-contractor shall be
43 required to remove and replace the items involved. The GC shall be solely responsible for all costs associated
44 with the removal and replacement.

1.2. RELATED REFERENCES

- 46 A. All Technical Specifications, contract documents, construction drawings, and any published addendums during
47 the bidding process.
- 48 B. All contract documents generated during the execution of the contract including but not limited to Requests for
49 Information (RFI) and Construction Bulletins (CB).

1.3. SUBMITTAL REQUIREMENTS

- 53 A. A completed submittal shall meet the following requirements:
- 54 1. Digital submittal shall be original PDF of manufacturer’s data sheets or high quality color scan of the
55 same.
 - 56 a. Submittals shall not include sales fliers or other similar documents that typically do not provide
57 complete manufacturers data.

- 1 2. Documents within the PDF submittal shall be printable to a sized sheet no less than 8-1/2 by 11 inches
- 2 and no larger than 24 by 36 inches.
- 3 3. At the beginning of each submittal the contractor shall identify the plan reference (WC-1, EF-3, etc.) in
- 4 RED block letters that the submittal is for.
- 5 4. Where multiple model numbers appear in a table the contractor shall identify the specific model being
- 6 submitted by using a RED square, box, or other designation to distinguish the correct model from others
- 7 on the page.
- 8 B. A complete submittal will include all information associated with the product or equipment as presented in
- 9 plans, equipment tables, and specifications. Information shall include but not be limited to the following:
- 10 1. Dimensional data
- 11 2. Performance data
- 12 3. Resource requirements, power, water, waste, etc
- 13 4. Clearance and maintenance requirements
- 14 5. Finish information, colors, textures, etc.
- 15 6. Warranty information
- 16 C. Where a submittal includes material samples (carpet, tile, paint draw downs, etc.) the contractor shall do the
- 17 following:
- 18 1. The Contractor shall submit the sample(s) as indicated in the specification.
- 19 2. The Contractor shall include a quality photograph(s) of the product with the digital submittal.
- 20 Photographs shall meet the following requirements:
- 21 a. Formatted to be between 500Kb and 1.0 Mb in file size
- 22 b. Have no glare or flash reflection on the sample
- 23 c. Sample fills the frame of the photo and shows detail as needed. Include multiple photos from
- 24 other angles as needed.
- 25 d. Scanned copies of products or photos are not acceptable.
- 26 D. Uploaded submittals should be relative and related to a specific written specification.
- 27 1. Do not upload submittals under a broad category or division (I.E. HVAC 23 00 00). Always upload by the
- 28 specific specification that identifies a required product or performance to be met.
- 29 2. Group related items together if the specification is written that way. (I.E. all of the plumbing fixtures and
- 30 trim relative to one specific specification should be submitted together).
- 31 3. Submittals shall be grouped and adhere to the divisions in the submittal schedule. Submittals that do not
- 32 conform to the submittal schedule and/or specification divisions will be rejected for re-submittal.

33
34 **PART 2 – PRODUCTS – THIS SECTION NOT USED**

35
36 **PART 3 - EXECUTION**

37
38 **3.1. GENERAL CONTRACTORS PROCEDURES**

- 39 A. All required submittals will be submitted electronically by the GC.
- 40 B. Uploading the submittal indicates that the GC has reviewed and approved the submittal against the contract
- 41 document requirements.
- 42 C. The GC shall discuss submittal status at all progress meetings and shall monitor submittal review/approval/re-
- 43 submittal so as to not incur delays in the project schedule.
- 44 D. The GC and sub-contractors shall provide re-submittals as required.

45
46 **3.2. SUBMITTAL REVIEW**

- 47 A. The submittal shall be reviewed internally by the required Architect/Engineer and Owner Representative in a
- 48 timely fashion and provide commentary on missing items, incorrect information, or incomplete shop drawings,
- 49 etc. as needed.
- 50 B. When the internal review is completed the CPM will notify the Project Engineer the submittal is ready for final
- 51 review.
- 52 C. Information will be transmitted electronically.

53
54 **3.3. PROJECT ENGINEERS REVIEW**

- 55 A. Upon completion of the internal review the Project Engineer shall review all internal review comments, confer
- 56 with the CPM as needed and determine the appropriate disposition status for the submittal (approved or
- 57 resubmit).

- 1 B. The Project Engineer shall summarize final internal review comments onto the submittal cover sheet, provide a
- 2 final disposition of the submittal and update the review status of the submittal to "Complete..." (with or w/o
- 3 comments) or "Rejected".
- 4 C. A completed Final Review status initiates the CPM to notify the GC and appropriate sub-contractor(s) that the
- 5 review of the submittal has been completed.
- 6 D. Information will be transmitted electronically.

END OF SECTION

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**SECTION 01 74 13
PROGRESS CLEANING**

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4 PART 1 – GENERAL 1
5 1.1. SUMMARY 1
6 1.2. RELATED SPECIFICATIONS 1
7 1.3. QUALITY ASSURANCE 1
8 PART 2 - PRODUCTS 1
9 2.1. CLEANING MATERIALS AND EQUIPMENT 1
10 PART 3 - EXECUTION 1
11 3.1. SAFETY CLEANING 1
12 3.2. PROJECT SITE CLEANING 2
13 3.3. PROGRESS CLEANING 2
14 3.4. FINAL CLEANING 3
15 3.5. CALL BACK WORK 4
16

PART 1 – GENERAL

1.1. SUMMARY

- 20 A. Throughout the execution of this contract all contractors shall be responsible for maintaining the project site in a
21 standard of cleanliness as described in this specification.
22 B. All contractors shall also comply with the requirements for cleaning as described in other specifications.
23 C. Work included in this specification shall include but not be limited to:
24 1. Safety Cleaning
25 2. Project Site Cleaning
26 3. Progress Cleaning
27 4. Final Cleaning
28

1.2. RELATED SPECIFICATIONS

- 30 A. Section 01 74 19 Construction Waste Management and Disposal
31

1.3. QUALITY ASSURANCE

- 33 A. The General Contractor (GC) shall conduct daily inspections, more often if necessary, of the entire project site to
34 ensure the requirements of cleanliness are being met as described within these specifications.
35 B. All contractors shall comply with other regulatory requirements as they apply to waste recycling, reuse, hauling,
36 and disposal requirements of any governmental authority having jurisdiction.
37 C. The Owner reserves the right to have work done by others in the event any contractor fails to perform cleaning
38 as described within these specifications. The cost of any Owner provided cleaning shall be charged to the
39 contractor through a deduct change order.
40

PART 2 - PRODUCTS

2.1. CLEANING MATERIALS AND EQUIPMENT

- 44 A. The Contractor shall provide all required personnel, equipment, and materials necessary to maintain the
45 required level of cleanliness as described in this specification.
46 B. Use only cleaning materials and equipment that are compatible with the surface being cleaned, as
47 recommended by the manufacturer, or as approved by the A/E.
48 C. Use only cleaning materials, equipment, and methods as recommended in the manufacturers care and use guide
49 of the material, finish or equipment being cleaned.
50

PART 3 - EXECUTION

3.1. SAFETY CLEANING

- 54 A. All Contractors shall be responsible for safety cleaning as required by OSHA and other regulatory requirements
55 as applicable.
56 B. Safety Cleaning shall include but not be limited to the following:

1. All work areas, passageways, ramps, and stairs shall be kept free of debris, scrap materials, pallets, and other large items that would obstruct exiting routes. Small items such as tools, electrical cords, etc are picked up when not in use.
2. Form and scrap lumber shall have nails/screws removed or bent over. Lumber shall be neatly stacked in an area designated by the GC.
3. Spills of oil, grease, and other such liquids shall be cleaned immediately or sprinkled with sand/oil-dry first, then cleaned.
4. Oily, flammable, or hazardous items shall be stored in appropriate covered containers and storage devices unless actively being used.
5. Oily, or flammable rags, and other such waste shall only be disposed of in authorized covered containers.
6. Disposal by burning shall not be allowed at any time.

3.2. PROJECT SITE CLEANING

- A. This section applies to the general cleanliness of the project site as a whole for the duration of the execution of this contract.
- B. Exterior Project Site Areas
 1. The GC and other Contractors as appropriate shall ensure the following levels of cleanliness are applied to the exterior project site areas.
 - a. The overall appearance of the project site is neat and orderly. Defined areas for material storage, material waste, job trailers, and the project area are clean and well maintained.
 - b. The construction fence is maintained, erect with no gaps, and properly posted per all regulatory requirements.
 - c. All erosion control measures are properly maintained, cleaned, and repaired as necessary.
 - d. All loose materials (construction or waste) are properly tied or weighted down to resist blowing.
 - e. All construction materials are properly covered with fully functional tarps or plastic wrap, protected from the weather, coverings are tied, strapped, or weighted down to resist blowing.
 - f. Dust control is applied as necessary or as required by any regulatory requirement.
- C. Interior Project Site Areas
 1. All Contractors shall ensure the following levels of cleanliness are applied to the interior project site areas.
 - a. The overall appearance of the project site is neat and orderly. Defined areas for material storage, material waste, and project area are clean and well maintained.
 - b. Stored materials are kept in original shipping containers whenever possible. Stored materials not in shipping containers are properly stored and protected according to other applicable specifications.
 - c. All scraps and debris shall be properly disposed of as often as necessary to keep work areas, passageways, stairs, and ramps free of debris and clear for emergency exiting.
 - d. Boxes, pallets, and other such shipping containers, are broken down, stored in a consolidated area or, disposed of as often as is necessary.
 - e. Hand tools, supplies, materials, electrical cords not being used are picked up and stored in gang boxes, not left as walking hazards in work areas, passageways, etc.
- D. Job Trailer
 1. The interior of the job trailer shall be kept clean and available as a work space at all times. The GC shall ensure that the following is provided for within the job trailer:
 - a. Meeting space including tables and chairs.
 - b. Sufficient space for all contractors to access the official construction documents, provide updates, etc.

3.3. PROGRESS CLEANING

- A. This sub-section shall apply to all Progress Cleaning prior to the installation of finishes, fixtures, and trim (IE rough-in).
 1. For the purposes of this section "clean" shall be defined as a level of cleanliness free of dust and other material capable of being removed by use of reasonable effort using a good quality janitor broom and shop-vac.
 2. Daily cleanings shall be conducted by all contractors at the end of the work day as follows:
 - a. Debris in excavated areas shall be removed prior to backfill and compaction.
 - b. Debris in wall cavities, chase spaces, etc. shall be removed prior to enclosing the spaces.
 - c. Large items shall be properly stored, returned to designated areas, or disposed of as necessary.

- 1 d. Loose materials shall be properly secured.
2 e. Flammable or hazardous materials are properly stored or disposed of.
3 3. Weekly cleaning shall be conducted by all contractors as designated by the GC. Weekly cleanings shall
4 include all the above for a daily cleaning and other necessary cleaning as designated by the GC.
5 B. This sub-section shall apply to Progress Cleaning in preparation for the installation of finishes, fixtures, and trim.
6 a. Surfaces receiving finishes shall be thoroughly cleaned prior to contractors applying finish
7 materials. The GC shall be responsible for inspecting the area and surfaces being cleaned for
8 finish prior to the sub-contractor applying the finish. This shall include but not be limited to the
9 following:
10 i. Wall surfaces shall be wiped clean of dirt and oily residues, vacuumed free of dust, and
11 shall be free of surface imperfections prior to painting or installing wall coverings.
12 ii. Metal surfaces shall be wiped clean of dirt and oily residues, and be free of surface
13 imperfections prior to painting.
14 iii. Flooring shall be broom swept of large and loose items then vacuumed clean of dust and
15 small particles, and damp mopped clean and dried prior to installing any flooring finish.
16 Additional cleaning may be required depending on the preparation requirements
17 recommended by the flooring material manufacturer.
18 C. This sub-section shall apply to Progress Cleaning after the installation of finishes, fixtures, and trim.
19 1. For the purposes of this section "clean" shall be defined as a level of cleanliness free of dust and other
20 material capable of damaging or visually disfiguring finished work, finishes, fixtures, and trim.
21 2. Progress Cleaning at this point in the contract shall be conducted immediately as follows:
22 a. Dust, dirt, etc. shall be swept and vacuumed off of finish flooring and trim.
23 b. Liquid spills shall be cleaned up according to the spill type. This shall include drips and spills
24 caused by paint, stain, sealants, and other such items.
25 3. The Contractor(s) at no additional cost to the Owner shall be responsible for replacing any finished work,
26 finishes, fixtures, and trim damaged or disfigured because of inadequate or improper cleaning.
27

28 3.4. FINAL CLEANING

- 29 A. Final Cleaning shall not be conducted prior to requesting the 90% contract total progress payment and all of the
30 following shall be complete:
31 1. All final regulatory inspections including but not limited to Building Inspection Department and Madison
32 Fire Department inspections have been successfully completed.
33 2. All Quality Management Observation (QMO) reports have been closed out.
34 3. All Demonstration and Training has been completed.
35 4. All Attic Stock has been consolidated and located to its designated area
36 All protection for installed construction shall be removed prior to final cleaning by the contractor
37 responsible for providing the protections. This shall include the removal of any adhesive residues left
38 behind from tapes. Contractors shall only use manufacturer authorized cleaning materials for removing
39 adhesives, etc.
40 B. For the purposes of this section "clean" shall be defined as a level of cleanliness generally provided by skilled
41 cleaners using commercial quality building maintenance equipment and materials.
42 C. The GC shall be responsible for ensuring that all requirements under this section are being met.
43 D. General Requirements
44 1. Employ experienced personnel or professional cleaners for final cleaning as necessary for the areas or
45 equipment being cleaned.
46 2. Cleaning equipment used shall be commercial grade equipment commonly used by professional cleaners.
47 3. Cleaning equipment and materials shall be cleaned, rinsed, or replaced to ensure a uniform level of
48 cleanliness is being maintained during the final cleaning. This shall include but not be limited to the
49 following:
50 a. Vacuum cleaner bags and/or filters are changed and/or cleaned as often as necessary.
51 b. Dust & wipe down rags are washed, rinsed, or replaced before starting each room.
52 c. Mopping equipment
53 i. Mop water for washing shall have cleaning solution added to the amount and temperature
54 per manufacturer's recommendations. Mop washing water shall be replaced often to
55 maintain the levels of the cleaning solution and temperature required.
56 ii. Mop water for rinsing shall remain clean, clear, and be replaced as often as necessary.
57 iii. Mop heads shall be rinsed often and replaced as necessary.
58 iv. Mop heads and buckets shall be thoroughly rinsed with each change of water.

- 1 v. Only new mop heads shall be used for rinsing.
2 E. Refer to all other specifications in this contract for specific requirements regarding final cleaning of finishes,
3 fixtures, equipment, etc.
4 F. Exterior Cleaning shall include but not be limited to the following:
5 1. All exterior glazing surfaces have been professionally cleaned and are free of dust and streaking.
6 2. Metal roofs, siding, and other surfaces shall be clean of dirt and free of splashed or excess materials such
7 as sealants, mortar, paint, etc.
8 3. All exterior furnishings shall be clean, waste receptacles shall be empty.
9 4. Paved areas shall be clean, free of dirt, oily stains and other such blemishes
10 5. Exterior lights and diffusers are clean and free of dust.
11 G. Interior Cleaning shall include but not be limited to the following:
12 1. Remove all labels, stickers, tags, and other such items which are not required by code as permanent
13 labels.
14 2. All interior glazing surfaces, including mirrors, have been professionally cleaned and are free of dust and
15 streaking.
16 3. All interior surfaces have been cleaned of excess materials such as paint, sealants, etc and have been
17 wiped free of dust.
18 4. Interior metals, fixtures, and trim have been cleaned free of dust and oily residues
19 5. Carpet flooring has been thoroughly cleaned; vacuumed free of dust, excess glues and other stains
20 removed per manufacturers use and care instructions.
21 6. Resilient flooring has been thoroughly cleaned; vacuumed free of dust, excess glues and other stains
22 removed, mopped and buffed per manufacturers use and care instructions.
23 7. Interior non-occupied concrete floors shall be broom cleaned, vacuumed free of dust, excess glues and
24 other stains removed per manufacturers use and care instructions.
25 8. Light fixtures, lamps, diffusers and other such items have been dusted and cleaned as necessary.
26

27 **3.5. CALL BACK WORK**

- 28 A. The GC shall be responsible for ensuring that any contractor returning to the project site for completion or
29 correction work has re-cleaned and restored the area to the levels described in section 3.4 above upon
30 completion of the work. This shall include but not be limited to the following:
31 1. The immediate area(s) where work was completed.
32 2. Adjacent areas where dust or debris may have traveled.
33 3. Other areas occupied during the completion of the call back work.
34 4. Path of entrance/exit, to/from the area(s) of work.
35

36
37
38 **END OF SECTION**
39

SECTION 01 74 19
CONSTRUCTION WASTE MANAGEMENT AND DISPOSAL

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14 **PART 1 – GENERAL**

15
16 **1.1. SUMMARY**

- 17 A. This specification includes administrative and procedural requirements for the recycling, re-use, salvaging, and
18 disposal of non-hazardous construction and demolition waste.
19 B. The General Contractor (GC) shall be fully responsible for complying with all applicable ordinances and other
20 such regulatory requirements during the execution of this contract.
21

22 **1.2. RELATED SPECIFICAITONS**

- 23 A. 01 33 23 Submittals
24 B. Other Divisions and Specifications that may address the proper disposal of construction or demolition waste as it
25 pertains to work being conducted under that particular specification.
26

27 **1.3. CITY ORDINANCES**

- 28 A. There are two (2) Madison General Ordinances (MGO) that the City of Madison has regarding construction and
29 demolition waste.
30 1. MGO 10.185, Recycling and Reuse of Construction and Demolition Debris, describes the requirements
31 associated with this ordinance including definitions, documentation requirements, and penalties.
32 2. MGO 28.185, Approval of Demolition (Razing, Wrecking) and Removal, describes the requirements
33 associated with applying for and receiving a demolition permit.
34 B. All City of Madison, Board of Public Works, contracts being conducted by City Engineering, Facility Management,
35 for construction, remodeling, or demolition shall comply with the above ordinances regardless of project type or
36 size.
37

38
39 **PART 2 – PRODUCTS – THIS SECTION NOT USED**

40
41 **PART 3 - EXECUTION**

42
43
44 **3.1. GENERAL GUIDELINES FOR ALL WASTES**

- 45 A. Recycle all paper and beverage containers used by workers, sub-contractors, suppliers and visitors to the project
46 site.
47 B. All revenues, savings, rebates, tax credits, and other such incentives received from recycling, reusing, or
48 salvaging waste materials shall accrue to the GC unless specified otherwise in the contract documents.
49 C. Separate recyclable, reusable, and salvageable waste from other waste materials, trash, and debris except where
50 Waste Management Disposal Company allows comingled waste materials, see section 1.8.D above.
51 1. Separate by type in appropriate containers or designated areas according to the approved waste
52 management plan away from the construction area. Do not store within the drip lines of existing trees.
53 2. Inspect containers and bins frequently for contamination and inappropriately sorted materials. Remove
54 contaminated materials and resort as necessary.
55 3. Stockpile bulk materials such as sand, topsoil, stone, etc., on site away from the construction area and
56 without intermixing with other materials. Place, grade, and shape stockpiles to drain surface water, and
57 cover to prevent windblown dust. Do not store within the drip lines of existing trees.
58 4. Whenever possible store items off the ground and/or protect them from the weather.

1
2 **3.2. GUIDELINES FOR RECYCLABLE, RE-USABLE, AND SALVAGEABLE WASTE**

- 3 A. The following guidelines is not a complete or all inclusive list and shall be adjusted as needed by the methods
4 and procedures identified in the Waste Management Plan.
- 5 B. Asphalt Paving: Break-up into transportable pieces or grind, transport to an authorized recycling facility.
- 6 C. Carpet and Pad: Separate carpet and pad scraps, containerize and transport to an authorized recycling facility.
- 7 D. Ceiling System Components: Suspended ceiling system components shall be sorted by material type as follows:
8 1. Broken, cut, or damaged tiles shall be containerized, transport to an authorized recycling facility.
9 2. Damaged, or cut tracks, trim and other metal grid system components shall be sorted with other metals
10 of similar types, palletize, transport to an authorized recycling facility.
- 11 E. Clean Fill: When allowed by Division 31 Specifications; concrete, masonry, stone, asphalt pavement, sand and
12 other such materials may be used as clean fill on this project site. The GC shall verify with the Project Engineer,
13 Structural Engineer, or Civil Engineer as necessary prior to using any materials as clean fill. Materials shall be
14 processed, placed, and compacted as specified. If not being re-used on site, transport to an authorized recycling
15 facility.
- 16 F. Clean Wood Materials: Including but not limited framing cutoffs, wood sheathing or paneling materials,
17 structural or engineered wood products, and pallets or crates. Clean Wood shall be free of paints, stains, oils,
18 preservatives and other such contaminates.
19 1. Useable pieces shall be sorted by type and dimension, bundled and transported off site by the GC or
20 returned to the supplier.
21 2. Non-useable pieces shall be palletized or containerized, transport to an authorized recycling facility.
22 3. Clean, uncontaminated sawdust and wood shavings shall be bagged, transport to an authorized recycling
23 facility.
- 24 G. Concrete: Break-up into transportable pieces, remove all reinforcing and other metals, transport to an
25 authorized recycling facility.
- 26 H. Glass Products: Shall be sorted by types, do not include light fixture lamps and bulbs. Products broken in
27 shipment shall be returned to the supplier. Broken or cracked items still in frames shall be taped to prevent
28 further breakage and injury to workers. Transport to an authorized recycling facility.
- 29 I. Gypsum Board: Stack large clean pieces on wooden pallets or container, store in a dry location, transport to an
30 authorized recycling facility.
- 31 J. Light Fixture Lamps and Bulbs: Fluorescent tubes shall be containerized, transport to an authorized recycling
32 facility.
- 33 K. Masonry and CMU: Remove all metal reinforcing, anchors, and ties, clean undamaged pieces and neatly stack on
34 pallets, transport damaged pieces to an authorized recycling facility.
- 35 L. Metals: Sort metals by type as follows, this does not include piping:
36 1. Architectural metals including but not limited to siding, soffit, and roofing panels shall be sorted by
37 material, palletize or bundle as needed and transport to an authorized recycling facility.
38 2. Structural steel, sort by size and type; palletize and transport to an authorized recycling facility.
39 3. Miscellaneous metals such as aluminum, brass, bronze, etc shall be sorted by type, containerized or
40 palletized as necessary, transport to an authorized recycling facility.
- 41 M. Packaging and shipping materials
42 1. Cardboard boxes and containers: Breakdown all cardboard boxes and containers into flat sheets. Bundle
43 and store in a dry location until transported for recycling.
44 2. Pallets:
45 a. Whenever possible require deliveries using pallets to remove them from the project site.
46 b. Neatly stack pallets in preparation for reusing them or providing them to other companies for
47 salvage or re-use.
48 c. Break down pallets into component wood pieces that comply with the requirements for recycling
49 clean wood materials. Neatly stack or palletize pieces in preparation for transportation.
50 3. Crates: Break down crates into component wood pieces that comply with the requirements for recycling
51 clean wood materials. Neatly stack or palletize pieces in preparation for transportation.
52 4. Polystyrene Packaging: Separate and bag materials.
- 53 N. Piping and conduit: Reduce all piping and conduit to straight lengths, sort and store by size, material and type.
54 Remove supports, hangers, valves, boxes, sprinkler heads, and other such components, sort and store by size,
55 material and type. Transport to authorized recycling facilities according to material types.
- 56 O. Roofing: Roofing materials shall be sorted and containerized by type, transport to authorized recycling facilities
57 according to material types.
- 58 P. Site-Clearing Waste: Sort all site waste by type.

**SECTION 09 68 13
CARPET TILE**

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20

PART 1 – GENERAL

1.1. SUMMARY

- A. Carpet tile
- B. Adhesives and accessories
- C. Floor Preparation
- D. Removal of existing carpet tile.

1.2. RELATED SPECIFICATIONS

- A. SECTION 01 74 19 Construction Waste Management and Disposal

1.3. REFERENCE STANDARDS

- A. CRI 104 – Standard for Installation of Commercial Carpet; Carpet and Rug Institute; 2015

1.4. SUBMITTALS

- A. Product Data: Submit manufacturer’s product data for each type of carpet tile material and installation accessories required. Submit manufacturer’s printed data on physical characteristics, durability, fade resistance, and fire-tested response characteristics. Submit methods of installation for each type of substrate.
- B. Samples: Submit two full size samples of each type of carpet tile specified for verification purposes, showing full range of color, texture, and pattern variations expected. Prepare samples from same material to be used for the project. Label each sample with manufacturer’s name, material description, color, pattern, and designation indicated on drawings and/or room finish schedule.
- C. Manufacturer’s Installation Instructions: Indicate special procedures.
- D. Maintenance Data: Submit maintenance data for each type of carpet tile to include in operation and maintenance manual. Include recommended maintenance materials and suggested schedule for cleaning.
- E. Attic Stock: Furnish quantity equal to 3% for each type and color of carpet tile installed.
 - 1. Deliver extra carpet tile materials to Owner’s designated storage space, properly package with protective covering and identified with labels describing contents.

1.5. PRE-INSTALLATION MEETINGS

- A. Pre-installation Conference: Conduct conference at Project site.
 - 1. Review methods and procedures related to carpet tile installation including, but not limited to the following:
 - a. Review delivery, storage, and handling procedures.
 - b. Review ambient conditions and ventilation procedures.
 - c. Review subfloor preparation procedures
 - d. Review carpet installation layout

1 **1.6. QUALITY ASSURANCE**

- 2 A. Installer Qualifications: Engage an experienced Installer with a minimum of five (5) years of successful experience
3 in carpet tile installation of similar in size and type to the carpeting requirements of this project.
4

5 **1.7. WARRANTY**

- 6 A. Manufacturer’s Warranty: Manufacturer agrees to repair or replace components of carpet tile installation that
7 fail in materials or workmanship within specified warranty period. Failures include, but not limited to more than
8 10 percent loss of face fiber, tile curling, snags, runs and delamination that are not due to usual traffic, failure of
9 substrate, vandalism or abuse.
10 B. Warranty Period: Ten (10) years from date of Substantial Completion.
11 C. Installer’s Warranty: Submit a certificate guaranteeing the installation to be free of defects in workmanship for a
12 period of one year. Installer will correct and/or replace any improper work and material upon written notice
13 from the Owner or their representative.
14

15 **PART 2 – PRODUCTS**

16
17 **2.1. MATERIALS**

- 18 A. Carpet Tiles
19 1. Mohawk Art Style / Disruptive Path
20 a. Color: 955 Cosmic Sky
21 b. Size: 12”x36”
22 c. Installation: Half Lap
23 B. Walk-off Tiles
24 1. Mohawk Tuff Stuff II Collection / Step Up II
25 a. Color: 955 Cobalt
26 b. Size: 24”x24”
27 b. Installation: Quarter Turn
28

29 **2.2. INSTALLATION ACCESSORIES**

- 30 A. Trowelable leveling and Patching Compounds: Latex modified, hydraulic cement based formulation provided or
31 recommended by carpet tile manufacturer for applications indicated.
32 B. Adhesive: Water-resistant, mildew resistant, non-staining, pressure-sensitive type to suit products and subfloor
33 conditions indicated, that complies with flammability requirement for installed carpet tile and is recommended
34 by carpet tile manufacturer for releasable installation.
35 C. Carpet Tile Reducer Strip: Extruded or molded heavy-duty vinyl or rubber carpet tile reducer strip of size and
36 profile recommended by carpet tile manufacturer with a minimum 2 inch wide anchorage flange. Colors as
37 selected by Owner from manufacturer’s full range.
38

39 **PART 3 - EXECUTION**

40
41 **3.1. EXAMINATION**

- 42 A. Examine substrates, areas, and condition, for compliance with requirements for maximum moisture content,
43 alkalinity range, installation tolerances, and other conditions affecting carpet tile performance.
44 B. Examine Carpet Tile for type, color, pattern and potential defects.
45 C. Verify that sub-floor surfaces are dust free and free of substances (curing compounds, sealers, hardeners, etc.)
46 that could impair bonding of adhesive materials to sub-floor surfaces.
47

48 **3.2. PREPARATION**

- 49 A. General: Comply with CRI 104, Section 6.2 Site Conditions: Floor Preparation and with carpet tile manufacturer’s
50 written installation instructions for preparing substrates indicated to receive carpet tile installation.
51 B. Remove existing carpet tile
52 C. Prepare floor substrates as recommended by flooring manufacturer.
53 D. Use trowelable leveling and patching compounds, according to manufacturer’s written instructions to fill cracks,
54 holes, depressions, and protrusions in substrates. Fill or level crack, holes and depressions 1/8 inch wide or
55 wider, and protrusions more than 1/32 inch, unless more stringent requirements are required by manufacture’s
56 written instructions.

- 1 F. Remove coatings, including curing compounds, and other substances that are incompatible with adhesives and
- 2 that contain soap, wax, oil or silicone without using solvents. Use mechanical methods recommended in writing
- 3 by carpet tile manufacturer.
- 4 G. Broom and vacuum clean substrates to be covered immediately before installing carpet tile. Proceed with
- 5 installation only after unsatisfactory conditions have been corrected.
- 6

7 **3.3. INSTALLATION**

- 8 A. Install carpet tile in accordance with manufacturer's instructions and CRI 104 Section 14 "Carpet Modules".
- 9 B. Blend carpet from different cartons to ensure minimal variation in color match.
- 10 C. Apply floor adhesive uniformly to substrate in accordance with manufacturer's instruction. Butt carpet tile edges
- 11 firmly together to form seams without gaps. Remove adhesive promptly from face of carpet.
- 12 D. Install edge moldings where carpet edge is exposed and at transitions to other floor coverings. Edge moldings
- 13 shall be securely anchored to substrate.
- 14 E. Cut and fit carpet tile to butt tightly to vertical surfaces, permanent fixtures, and built-in furniture including
- 15 cabinets, pipes, outlets, edgings, threshold, and nosings. Bind or seal cut edges as recommend by carpet tile
- 16 manufacturer.
- 17 F. Extend carpet tile into toe spaces, door reveals, closets, open-bottomed obstructions, removable flanges,
- 18 alcoves, and similar openings.
- 19

20 **3.4. CLEANING AND PROTECTION**

- 21 A. Immediately after installing carpet tile:
 - 22 1. Remove excess adhesive, seam sealer and other surface blemishes using cleaner recommended
 - 23 by carpet tile manufacturer.
 - 24 2. Remove yarns that protrude from carpet tile surface.
 - 25 3. Vacuum carpet using commercial machine with face-beater element
- 26 B. Protect installed carpet tile to comply with CRI 104, Section 16, "Protecting Indoor Installations".
- 27
- 28
- 29

END OF SECTION

**SECTION 09 91 23
INTERIOR PAINTING**

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21 3.4 PAINT AND COATING SCHEDULE 3
22

PART 1 – GENERAL

1.1. SCOPE

- A. Where drawings and schedules calls for painted finishes, provide painted systems as specified herein. Work included: All interior surfaces exposed to view, unless fully factory-finished and unless otherwise indicated.
- B. Surface Preparation
- C. Do not paint over any required labels or equipment identification, performance rating, name, or nomenclature plate or data cables
- D. The term "Paint", as used herein, means all coating systems materials including primers, emulsions, epoxy, enamels, sealers, fillers and other applied materials whether used a prime, intermediate, or finish coats.

1.2. RELATED REFERENCES

- A. Work under this section depends on applicable provisions from other sections and the plan set in this contract.

1.3. SUBMITTALS

- A. Product data: Submit manufacturer’s technical information and application instructions for each material proposed for use.
- B. Samples: Provide two samples of each color and each gloss for each material on which the finish is specified to be applied.

1.4. QUALITY ASSURANCE

- A. Manufacturer Qualifications: Company specializing in manufacturing the products specified, with minimum three years documented experience.
- B. Applicator Qualifications: Company specializing in performing the type of work specified with minimum five years documented experience.
- C. Before painting is started in any area, broom clean and remove excessive dust. After painting has begun in any given area, broom cleaning will not be allowed; Cleaning shall then be done only with commercial vacuum cleaning equipment.
- D. Provide adequate illumination in all areas where painting operations are in progress.

1.5. DELIVERY, STORAGE AND HANDLING

- A. Deliver products all materials to the project site in original, new and unopened containers bearing the manufacturer’s name and label showing the following information:
 - 1. Manufacturer name; type of material
 - 2. Thinning and mixing instructions
 - 3. Manufacturer’s stock number and batch number

- 1 4. Application instructions
- 2 5. Color: Name and Number
- 3 6. Contents by volume of major pigment and vehicle constituents
- 4 B. Paint materials: Store at minimum ambient temperature of 45 degrees F and a maximum of 90 degrees F, in
- 5 ventilated area and as required by manufacturer's instructions.
- 6 C. Store all materials used on the project in protected areas designated by the City Project Manager. Keep storage
- 7 neat and clean. Remove used rags, waste and trash from the building every night and take every precaution to
- 8 avoid the risk of fire.
- 9

10 **1.6. ATTIC STOCK**

- 11 A. Upon completion of the work of this section, deliver to the project site, attic stock from the same production
- 12 run, identified with labels. Paint to be factory sealed and not less than one gallon of each material applied. All
- 13 stock to be inventoried and neatly located in an area designated by the project manager and provide inventory
- 14 list to the project manager.
- 15

16 **1.7. GUARANTEE**

- 17 A. Work and materials in this section shall be guaranteed to be free from defects for a period of one (1) year from
- 18 date of final completion of project.
- 19 B. Any defects, not due to or caused by faulty construction or material furnished or performed by other crafts, but
- 20 due to defective materials and workmanship in painting and finishing, shall be repaired and corrected by the
- 21 Painting Contractor without cost to the Owner.
- 22

23 **PART 2 - PRODUCTS**

24

25 **2.1. MANUFACTURERS**

- 26 A. Provide paints and finishes used in any individual system from the same manufacturer; no exceptions.
- 27 B. All paint and cleaners shall be low VOC type.
- 28 B. MANUFACTURERS: Hallman Lindsay, Pittsburg Paints, Sherwin-Williams, Diamond Vogel, Glidden
- 29 C. COLORS AND GLOSSES: Owner will select colors to be used in the various types of paint specified and will be the
- 30 sole judge of acceptability of the various glosses obtained from materials proposed to be used by the Contractor.
- 31 D. UNDERCOATS AND THINNERS: Provide undercoat paint produced by the same manufacturer as the finish coat.
- 32 Use only the thinners recommended by the paint manufacturer, and use only to the recommended limits. In so
- 33 far as practical, use undercoat, finish coat, and thinner material as parts of a unified system of paint finish.
- 34

35 **2.2. APPLICATION EQUIPMENT**

- 36 A. Use only such equipment as is recommended for application of the particular paint by the paint manufacturer.
- 37 B. Include all required ladders, scaffolding, drop clothes, masking, scrapers, tools, dusters, cleaning solvents, and
- 38 waste, as required to perform the work.
- 39

40 **2.3. COLORS**

- 41 A. BASE COLOR THROUGHOUT: Passive, Sherwin Williams #SW7064
- 42 B. ACCENT COLOR: To Be Verified: Aleutian, Sherwin Williams #FN242
- 43 C. HM DOORS & FRAMES: Passive, Sherwin Williams #SW7064
- 44

45 **PART 3 - EXECUTION**

46

47 **3.1. EXAMINATION**

- 48 A. Verify that surfaces are ready to receive work as instructed by the product manufacturer.
- 49 B. Before starting any work, carefully examine surfaces to receive paint finishes for defects which cannot be
- 50 corrected by the procedures specified herein under "Preparation of Surfaces" and which might prevent
- 51 satisfactory painting results. Do not proceed until such damages are corrected. The commencing of work in a
- 52 specific area shall be construed as acceptance of the surfaces, and thereafter the painting contractor shall be
- 53 fully responsible for satisfactory work as required herein.
- 54

55 **3.2. PREPARATION OF SURFACES**

- 56 A. Remove or mask hardware, accessories, device plates, lighting fixtures, factory finished work and similar items or
- 57 provide ample in-place protection. Upon completion of each space, carefully replace all removed items.

- 1 B. Clean and prepare surfaces to be painted in accordance with the manufacturer's instruction for each particular
- 2 substrate condition and as specified. Remove oil and grease prior to cleaning.
- 3 C. Seal surfaces that might cause bleed through or staining of topcoat.
- 4 D. Remove mildew from impervious surfaces by scrubbing with solution of tetra-sodium phosphate and bleach.
- 5 Rinse with clean water and allow surface to dry.
- 6 E. Masonry
- 7 1. Remove efflorescence and chalk. Do not paint surfaces if moisture content or alkalinity of surfaces or
- 8 mortar joints exceeds that permitted in manufacturer's written instructions
- 9 F. Gypsum Board
- 10 1. Repair/patch irregularities with filler compound. Sand to a smooth level surface. Use tack cloth to
- 11 remove dust and particles. Spot prime defects after repair and texture to match existing.
- 12 G. Metal doors and frames
- 13 1. Clean and sand shoulders at edge of sound paint; Touch up all bare metal with primer.
- 14

15 3.3. APPLICATION

- 16 A. Apply paint in accordance with manufacturer's directions. Use applicators and techniques best suited for
- 17 substrate and type of material being applied.
- 18 B. Do not paint over dirt, rust, scale, grease, moisture, scuffed surfaces, or conditions detrimental to formation of a
- 19 durable paint film.
- 20 C. Apply materials under adequate illumination, evenly spread and flowed on smoothly to avoid runs, sags, brush
- 21 marks, air bubbles, excessive roller stipple or other surface imperfections. Cut in sharp lines and color breaks.
- 22 D. Apply materials at not less than the manufacture's recommended spreading rate. Provide a total dry film
- 23 thickness of the entire system as recommended by the manufacturer.
- 24 E. Coverage and hide shall be complete. When color, stain, dirt or undercoats show through final coat of paint, the
- 25 surface shall be covered by additional coats until the paint film is of uniform finish, color, appearance and
- 26 coverage, at no additional cost to the Owner.
- 27 F. Paint metal doors interior faces to the suite, including, top, bottom and side edges to match.
- 28

29 3.4. CLEANING

- 30 A. Collect waste material that could constitute a fire hazard, place in closed metal containers, and remove daily
- 31 from site.
- 32 B. At end of each workday, remove empty cans, rags, trash and other discarded paint materials from the project
- 33 site.
- 34 C. After completing paint application, clean spattered surfaces. Remove spattered paints by washing, scraping, or
- 35 other methods. Do not scratch or damage adjacent finished surfaces.
- 36 D. Provide "Wet Paint" signage to protect newly painted surfaces.
- 37

38 3.4 PAINT AND COATING SCHEDULE

- 39 A. Surfaces to be painted as indicated on the drawings.
- 40 B. High Performance Architectural Latex System
- 41 C. Interior Gypsum Board Surfaces to be painted:
- 42 1. One top coat: Interior Eggshell Latex with the exception of the following:
- 43 a. Restrooms, Breakrooms and Locker Rooms shall have Latex Semi-Gloss finish.
- 44 D. Metal Surfaces to be painted including but not limited to doors and door frames
- 45 1. One top coat: Interior Eggshell Latex
- 46 E. Interior CMU and concrete to be painted:
- 47 1. One top coat: Interior Eggshell Latex
- 48
- 49

50

END OF SECTION