PROJECT MANUAL
FOR

GENESEE COUNTY
COMMUNITY MENTAL HEALTH

GROUP HOME RENOVATIONS
GROUP ‘C’ and ‘D’ HOMES

Various Sites
Genesee County, Michigan

NJB ARCHITECTS INC
105 1/2 Main Street, Flushing, Michigan 48433
PROJECT MANUAL

PROJECT
No. 120182/120183
GROUP HOME RENOVATIONS - GROUP ‘C’ and ‘D’ HOMES

Lake Road Home - 1220 W Lake Road, Clio, MI
Dodge Road Home - 12228 W Dodge Road, Montrose, MI
Lara House - 6151 W Lake Road, Clio, MI

Hogan Road Home - 14180 Hogan Road, Linden, MI
Sprucedale Home - 9441 Sprucedale, Flushing, MI
Paige Court Street Home - 4069 W Court Street, Flint, MI

OWNER
GENESEE COUNTY COMMUNITY MENTAL HEALTH
420 West 5th Avenue
Flint, MI 48503

ARCHITECTS
NJB ARCHITECTS
105 1/2 Main Street
Flushing, MI 48433
(810) 659-7118
Fax (810) 659-7224

August 27, 2012

Seal: Contract Signatories:

Owner

Contractor

NJB Architects
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DRAWINGS

The following Drawings, bound separately, and this Project Manual form the Construction Documents for Group C Homes:

SHEET NO. SHEET TITLE

  G1.1  GROUP ‘C’ HOMES
        TITLE SHEET
  A1.1  GROUP ‘C’ - LAKE ROAD HOME
        PLANS, ELEVATIONS AND SCHEDULES
  A1.2  GROUP ‘C’ - DODGE ROAD HOME
        PLANS, ELEVATIONS AND SCHEDULES
  A1.3  GROUP ‘D’ - LARA HOUSE
        DEMOLITION PLAN AND FLOOR PLAN
A1.4 GROUP ‘D’ - LARA HOUSE
ELEVATIONS, SCHEDULES AND DETAILS

The following Drawings, bound separately, and this Project Manual form the Construction Documents for Group D Homes:

G1.1 GROUP ‘D’ HOMES
TITLE SHEET
A1.1 GROUP ‘D’ - HOGAN ROAD HOME
PLANS, ELEVATIONS AND SCHEDULES
A1.2 GROUP ‘D’ - SPRUCEDALE HOME
PLANS, ELEVATIONS AND SCHEDULES
A1.3 GROUP ‘D’ - PAIGE COURT STREET HOME
PLANS, ELEVATIONS AND SCHEDULES

END OF SECTION
PART 1 - GENERAL

1.1 Project Identification:
A. Project: No. 120182/120183 - Group Home Renovations - Group ‘C’ and ‘D’ Homes
B. Owner: Genesee County Community Mental Health
   420 West 5th Avenue
   Flint, MI 48503
C. Architect: NJB Architects Inc
   105 1/2 Main Street
   Flushing, MI 48433
   Phone: (810) 659-7118
   Fax: (810) 6597224

1.2 General Description of Work:
In general Work consists of new interior floor finishes and painting; bath renovations consisting of new ceramic tile floor and wall finishes, casework, vanities, plumbing fixtures, lighting and exhaust fans; selective demolition; required plumbing and electrical modifications; minor site improvements.

1.3 Time and Place of Bid Reception:
Bids shall be submitted on a single lump sum basis in accordance with Instruction to Bidders. Sealed Bids will be received by the Owner in accordance with the following:

A. Group C Homes: Until 1:30 p.m., on Monday, September 10, 2012, at Genesee County Community Mental Health, 725 Mason Street, Flint, MI 48503, opened and read publicly. Bids received after this time will not be accepted.

B. Group D Homes: Until 1:30 p.m., on Monday, September 10, 2012, at Genesee County Community Mental Health, 725 Mason Street, Flint, MI 48503, opened and read publicly. Bids received after this time will not be accepted.

1.4 Examination and Procurement of Documents:
Drawings and specifications may be obtained at the Design Professional’s office. Prime Bidders may obtain documents in accordance with the Instruction to Bidders upon non-refundable deposit of $50.00.

A MANDATORY pre-bid conference will be conducted for Prime Bidders and other interested parties in accordance with the following:

A. Group C Homes: On Wednesday, August 29, 2012, beginning at 1:00 p.m., in the 5th floor conference room of Genesee County Community Mental Health Building, 420 West 5th Avenue, Flint, MI.

B. Group D Homes: On Wednesday, August 29, 2012, beginning at 1:00 p.m. in the 5th floor conference room of Genesee County Community Mental Health Building, 420 West 5th Avenue, Flint, MI.
1.5 Security:
Bid security, in the amount of five percent (5%) of the total proposal, must accompany each bid in the form of a Bid Bond (certified check acceptable). Performance and payment bonds will be required of the successful bidder.

1.6 Labor Standards:
Applicable state and federal laws regarding the "Conditions of Employment" apply to work under this contract.

1.7 Owner’s Right to Reject Bids:
The Owner reserves the right to waive irregularities and to accept and/or reject any or all Bids.

END OF SECTION
SECTION 00100 - INSTRUCTIONS TO BIDDERS

PART 1 - GENERAL

1.1 Project Identification:
A. Project: No. 120182/120183 - Group Home Renovations - Group ‘C’ and ‘D’ Homes
B. Owner: Genesee County Community Mental Health
420 West 5th Avenue
Flint, MI 48503

1.2 Examination of Documents:
A. Documents may be examined at the following locations:
   1. The offices of NJB Architects.
   3. Construction Association of Michigan, 43636 Woodward, P.O. Box 3204, Bloomfield Hills, MI 48302
   4. CAM Tri-Cities, 334 West Water Street, Saginaw, MI 48607

1.3 Procurement of Documents:
A. Bidders may obtain one (1) sets of drawings and specifications from the Design Professional upon non-refundable deposit of $50.00. Set consists of: One (1) set of Group ‘A’ drawings; one (1) set of Group ‘B’ drawings; and one (1) specification.
B. Bidders requesting bid documents be mailed to them, must submit an additional check for $20.00, non-refundable, for postage and handling. Bid documents will be sent out, only upon receipt of both checks. Bidders accept all responsibility for bid documents, once documents are placed in the mail.
C. Deposit check shall be made payable to: NJB Architects.

1.4 Pre-Bid Conference:
A. A MANDATORY pre-bid conference will be conducted at the time, date and location indicated in Advertisement For Bids, Section 00010 - 1.04.
B. The Design Professionals will be present to answer questions regarding the intent of the documents.
C. Bids submitted by Prime Bidders who do NOT attend the pre-bid conference will be rejected.

1.5 Time for Completion of Work:
A. It is the intent of the Owner to award a contract within thirty (30) days after opening bids and that the project will start immediately.
B. Substantial Completion for Work of this contract shall be achieved on or before the time for completion stated on the Bidder's proposal form.

1.6 Bid Receipt:
A. Bid proposals will be received by: Genesee County Community Mental Health, 725 Mason Street, Flint, MI 48503.
PART 2 - MATERIALS

2.1 Ownership of Documents:
   A. All drawings and specifications remain the property of the Design Professional and shall be returned within thirty days after bid date.

PART 3 - EXECUTION

3.1 Examination of Documents and Site:
   A. It is the Bidder’s responsibility to study the drawings and specifications, visit the construction site and examine existing conditions to correlate site observations with requirements of contract documents.
   B. No “EXTRA” payment or allowance will be made to cover obvious discrepancies or changes required due to existing site conditions not visually determined and addressed in writing to the Design Professional before bid opening, or by reason of any error or oversight on the Contractor's part.

3.2 Interpretations and Corrections of Documents:
   A. Bidders and sub-bidders shall submit a written request to the Design Professional a minimum four (4) days before receipt of bids for clarification or interpretation of errors, inconsistencies or ambiguities found in contract documents.
   B. An addendum will be issued to Prime Bidders to clarify the subject or request before receipt of bids and will become part of the Contract Documents.
   C. Only interpretations, corrections or changes made by addendum will be binding.

3.3 Substitutions:
   A. To obtain approval to use unspecified products, Bidders and sub-bidders shall submit a written request to the Design Professional a minimum seven (7) days before receipt of bids, in accordance with Section 00801 - 2.01 and Division 1. Requests received after this time will not be considered.
   B. Submit, with the request, all necessary samples and substantiating data to prove equal quality and performance to that product specified.
   C. If proposed product is accepted, an addendum will be issued to Prime Bidders before receipt of bids and will become part of the Contract Documents.
   D. Only substitutions made by addendum will be binding.

3.4 Codes, Ordinances and Regulations:
   A. Furnish and install all labor and material according to latest codes, ordinances and regulations for all governing bodies having project jurisdiction.
   B. The quality of labor and material shall be as required by drawings and specifications except when exceeded by local codes, ordinances, or regulations.
   C. Contracts for work under this bid will require the Contractor and subcontractors to maintain policies of employment as described in Supplementary General Conditions, Section 00801.

3.5 Taxes, Permits and Fees:
   A. Contractor shall include and be deemed to have included in his bid proposal all sales, consumers, use and similar taxes currently imposed by legislative enactment.
B. Contractor shall secure and pay for the building permit and other permits, governmental fees, licenses, and inspections necessary for proper execution and completion of the Work.

3.6 Basis of Bid:
A. The Summary of Work for each Base Bid listed on the proposal form is described in General Requirements, Division 1.
B. For each Base Bid listed on the proposal form, a single lump sum bid will be received for all work of that project.
C. The Bidder shall include all alternates and all unit cost items shown on the Proposal Form. Bids which are incomplete, conditional, obscure or which contain additions not asked for, will be subject to rejection.

3.7 Preparation and Submittal:
A. Bids will be opened at the stated time, date and location in accordance with the Advertisement for Bids, Section 00010.
B. Bids shall be submitted on unaltered Proposal Forms furnished within. The Bidder shall fill in all blanks by typing or lettering in ink. Sums are to be given both numerically and written, with the amount written in words to govern in case of discrepancy. Bid shall give legal name of Bidder and shall be signed by a person legally authorized to bind the Bidder to a contract.
C. All addenda received by Bidder shall be acknowledged by placing all identifying addendum numbers and dates on bid proposal form and on face of sealed envelope.
D. The Bidder shall submit on the bid proposal form the number of calendar days necessary to complete all the work required of the contract documents.
E. The Bidder shall fill in and submit the original proposal form and five (5) copies.
F. Submit copies of bid proposal form, bid security, and other required documents enclosed in sealed, opaque envelope, addressed to party receiving bids. Identify envelope with project name and number and Bidder's name and address. For mailing, place sealed envelope inside separate mailing envelope marked

'Sealed Bid Enclosed for No. 120182 - Group C Home Renovations'

OR

'Sealed Bid Enclosed for No. 120183 - Group D Home Renovations'

G. Bid proposals transmitted by FAX MACHINE WILL NOT BE ACCEPTED.

3.8 Bid Modification and Withdrawal:
A. Bid may NOT be modified, withdrawn, or canceled for sixty (60) days after date of opening bids.
B. Prior to bid date and time, Bidder may modify, cancel, withdraw and/or resubmit his bid by signed, written notice. Notice must be mailed to party receiving bids, in confirming envelope, post-marked before date and time of receipt of bids. Modification of bids may require modification of bid security.
3.9 Bid Security:
A. Bid Security, in the amount of five percent (5%) of base bid in the form of a cashier's check or bid bond, made payable to the Owner and insured by licensed surety doing business in state of Michigan, is required to accompany each bid.
B. Failure to furnish Bid Bond by time of bid opening may be cause for rejection of bid.
C. Bid Bonds will be returned to unsuccessful Bidders after bid opening. Bond will be returned to successful Bidder after execution of further documents and bonds required by the specifications.
D. Owner reserves the right to retain security of the three lowest Bidders until entered into contract with one of the Bidders; or until sixty (60) after bid opening date. If any Bidder refuses to enter into a contract, Owner will retain his bond as liquidated damage.

3.10 Guaranty Bonds and Insurance:
A. Performance Bond and Payment Bond are required on this project.
B. Performance Bond, Payment Bond and Insurance requirements are described in Supplementary General Conditions, Section 00801.

3.11 Conflict of Interest:
A. Bidders awarded a contract will affirm that no principal, representative, agent, or other acting on behalf of or legally capable of acting on the behalf of the bidder, is currently an employee of the Board; nor will any such person connected to the bidder currently be using or privy to any information regarding the Board which may constitute a conflict of interest.
B. At the time of bidding, any bidder shall disclose any known direct or indirect financial interests (including but not limited to ownership, investment interests, or any other form of remuneration) that may be present between the contractor or his/her potential subcontractors, and Community Mental Health personnel. This disclosure shall be made to the Vice President of Business Operations who will forward the information to the CEO.

3.12 Proposed Subcontractors:
A. As part of contractor's bid, include a list of any known potential subcontractors, including the portion of bid work being contracted out to other licensed contractors. This listing of potential subcontractors shall be limited to the name of the company, name of the company's owner(s), and business address. If any other subcontractor is selected after a bid is awarded, the successful bidder shall provide Community Mental Health with the name of the company, its owner(s), and address. This requirement is not intended to apply to minimal relationships such as the purchase of a small dollar amount of supplies to complete a project.

3.13 Selection of Successful Bidder and Contract Award:
A. Owner reserves the right to waive bid irregularities, to accept the bid in Owner's best interest and to accept alternates in any order or combination to determine low Bidder on basis of the sum of base bid and accepted alternates.
B. Owner reserves the right to reject any or all bids where incomplete or irregular, lacking bid bond, data required by bidding documents, or where proposals exceed funds available.
C. The Owner will consider the qualification and experience of the Bidder, the amount of the bid and the completion date when determining the award of the contract.

D. If requested, Bidders under consideration for award of contract shall submit a contractor’s solvency qualification statement.

E. A complete list of all subcontractors, material and equipment suppliers shall be furnished to Design Professional by the successful bidder within 24 hours after bid opening and before contracts are ready for signing.

F. Before award of contract, considered Bidder will be notified in writing if the Owner or Design Professional has reasonable objection to a person or entity proposed by Bidder. Bidder may then withdraw bid, or submit substitute person or entity together with adjustment in base bid for Owner's acceptance or disqualification. In event of withdrawal by Bidder or disqualification by Owner, bid security will not be forfeited.

G. Sub-contracts, material and equipment contract shall not be awarded until they have been accepted by the Design Professional and the Owner.

3.14 Additional Conditions for Award of Contract:
A. Other Materials: Bidders may attach (enclose with Proposal) other materials believed to be relevant to illustrating the bidder’s ability to successfully provide these services.

B. Award of Contract:
1. It is the intent of the Board to enter into a contract with a provider that will emphasize administrative efficiencies, and process the capacity, infrastructure and organizational competence to provide the required services under the proposal.

2. Award recommendations are contingent upon an initial evaluation of the bidder’s qualifications to determine if the bidder is a quality provider.

3. Bidders who are awarded contracts shall not have the right to assign or delegate any of their duties or obligations under the contract to any other party without written permission of the Board.

C. Disclosure: All information in a bidder’s proposal is subject under the provisions of Public Act No. 442 of 1976 known as the Freedom of Information Act.

D. Relationship of the Parties (Independent Contractor): The relationship between the Board and any bidders successful in obtaining a contract is that of client and independent contractor. No agent, employee, or servant of the contractor shall be deemed to be an employee, agent, or servant of the Board for any reason. The contractor will be solely and entirely responsible for its acts and the acts of its agents, employees, and servants during the performance of contract resulting from the RFQ.

E. No Waiver of Default: The failure of the Board to insist upon strict adherence to any term of a contract resulting from this RFQ shall not be considered a waiver or deprive the Board of the right thereafter to insist upon strict adherence to that term, or any other term, of the contract.

F. Disclaimer: All the information contained within this RFQ reflects the best and most accurate information available to the Board at the time of the RFQ preparation. No inaccuracies in such information shall constitute a basis for legal recovery of damages, either real or punitive. If it becomes necessary to revise any part of this
RFQ, a supplement (Addendum) will be issued to all bidders who obtained the original FRQ.

END OF SECTION
PROPOSAL FORM - GROUP C HOMES

Project: No. 120182 - GROUP HOME RENOVATIONS, GENESSEE COUNTY COMMUNITY MENTAL HEALTH, 420 WEST 5TH AVENUE, FLINT, MICHIGAN

Name of Bidder: ____________________________________________________________

Address: __________________________________________________________________

Telephone: ________________________ Date: ________________________________

To: Board of Directors, Genesee County Community Mental Health

I, the undersigned, have received the drawings and specifications for the Construction Work on the above named project prepared by NJB Architects Inc. I have also received the Addenda acknowledged below and have included all their provisions and costs in my Bid. Having carefully considered and examined all Contract Documents, having visited the site and examined all conditions affecting the work, I submit the following Bid and hereby agree:

1. To furnish all labor, services, material, equipment and coordination of other trades required to perform all work in strict conformance with the Contract Documents, including all commissions, overhead, taxes, fees and profit.

2. To complete the work by the time stipulated on the Proposal Form and under the conditions as outlined in the Contract Documents.

3. To accept the provisions of the Instruction to Bidders regarding disposition of Bid Security.

4. To hold my Bid open for a maximum period of sixty (60) days.

BASE BID: Proposal for the Work of interior renovation Work at Lake Road Home, Dodge Road Home, and Lara House. Proposal includes all architectural, plumbing, mechanical and electrical trades, and site modification work required of this project.

Amount in Words

________________________________________________________ $ ____________________

Addenda

I, the undersigned, hereby acknowledge receipt of the following addenda:

Addendum Date

________ ______________________

________ ______________________
Alternates

I, the undersigned, hereby agree to include the following specified alternates, if accepted, for the sums listed:

ALTERNATE #1: Amount to be added to the Base Bid for the Work of installing vinyl plank flooring in Bedroom 09, Closet 11, Bedroom 12, Bedroom 16, Bedroom 17, Bedroom 18, Bedroom 19 and Bedroom 20, including adjoining closets in each of these rooms, at Lara House.

Amount in Words

____________________________ (add) $_________________.

Time for Completion

I, the undersigned, hereby agree to complete all the work and improvements, as specified in the contract documents within _______ calendar days from the date of execution of the contract between the Owner and Contractor.

Acceptance:

I, the undersigned, upon notification of the acceptance of the proposal, agree to execute a contract for the above work, for the above stated compensation. Further I agree, if awarded the contract, to execute and deliver to the Owner within 10 days after the signing of the contract, satisfactory bonds, in the form of 100% "Performance Bond" and 100% "Labor and Material Payment Bond", according to the laws of the State of Michigan governing this construction work, in an amount equal to the contract sum.

I have enclosed the required Bid Security, in the form of a ____________________ in the amount of five percent (5%) of the Base Bid.

Respectfully submitted,

BY: ________________________________

Signature

Printed Name and Title

END OF PROPOSAL FORM

ATTACHMENTS: Enclose the following with Bidder’s sealed Proposal Form:
Familial Disclosure Form
List of Potential Subcontractors
CONFLICT OF INTEREST:

Bidders awarded a contract will affirm that no principal, representative, agent, or other acting on behalf of or legally capable of acting on the behalf of the bidder, is currently an employee of the Board; nor will any such person connected to the bidder currently be using or privy to any information regarding the Board which may constitute a conflict of interest.
I, the undersigned, have received the drawings and specifications for the Construction Work on the above named project prepared by NJB Architects Inc. I have also received the Addenda acknowledged below and have included all their provisions and costs in my Bid. Having carefully considered and examined all Contract Documents, having visited the site and examined all conditions affecting the work, I submit the following Bid and hereby agree:

1. To furnish all labor, services, material, equipment and coordination of other trades required to perform all work in strict conformance with the Contract Documents, including all commissions, overhead, taxes, fees and profit.
2. To complete the work by the time stipulated on the Proposal Form and under the conditions as outlined in the Contract Documents.
3. To accept the provisions of the Instruction to Bidders regarding disposition of Bid Security.
4. To hold my Bid open for a maximum period of sixty (60) days.

BASE BID: Proposal for the Work of interior renovation Work at Hogan Road Home, Sprucedale Home, and Paige Court Street Home. Proposal includes all architectural, plumbing, mechanical and electrical trades, and site modification work required of this project.

Amount in Words

$___________________________

Addenda

I, the undersigned, hereby acknowledge receipt of the following addenda:

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<tr>
<th>Addendum</th>
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Time for Completion

I, the undersigned, hereby agree to complete all the work and improvements, as specified in the contract documents within ______ calendar days from the date of execution of the contract between the Owner and Contractor.

Acceptance:

I, the undersigned, upon notification of the acceptance of the proposal, agree to execute a contract for the above work, for the above stated compensation. Further I agree, if awarded the contract, to execute and deliver to the Owner within 10 days after the signing of the contract, satisfactory bonds, in the form of 100% "Performance Bond" and 100% "Labor and Material Payment Bond", according to the laws of the State of Michigan governing this construction work, in an amount equal to the contract sum.

I have enclosed the required Bid Security, in the form of a ____________________ in the amount of five percent (5%) of the Base Bid.

Respectfully submitted,

BY: ______________________________
   Signature

   ______________________________
   Printed Name and Title

END OF PROPOSAL FORM

ATTACHMENTS: Enclose the following with Bidder's sealed Proposal Form:
   Familial Disclosure Form
   List of Potential Subcontractors

CONFLICT OF INTEREST:

Bidders awarded a contract will affirm that no principal, representative, agent, or other acting on behalf of or legally capable of acting on the behalf of the bidder, is currently an employee of the Board; nor will any such person connected to the bidder currently be using or privy to any information regarding the Board which may constitute a conflict of interest.
FAMILIAL DISCLOSURE FORM

Project:

All bidders must complete the following familial disclosure form in compliance with MCL 380.1267 and attach this information to the bid.

By the attached sworn and notarized statement we are disclosing the following familial relationship(s) that exists between the owner or any employee of the bidder and any member of the board of directors, or chief executive officers of the Genesee County Community Mental Health or Greater Flint Mental Health Facilities, Inc.

**Disclose any familial relationship and complete this form in its entirety:**

The following are familial relationships as described above (provide employee name, family contact name, family contact position and familial relationship or NONE.)

Signature(s): ___________________________ Title: ___________________________

Name of Firm: __________________________________________________________________________

STATE OF MICHIGAN )
COUNTY OF ) SS

On this ___________ day of __________________, 20__, before me a Notary Public in and for said county personally appeared _________________________________, agent of the said firm _________________________________, and who acknowledged the same to be his free act and deed as such agent.

Notary Public
PART 1 - GENERAL

1.1 Agreement Forms:
   A. The contract form of agreement between the Owner and Contractor shall be:
      AIA Standard Form of Agreement Between Owner and Contractor, as amended ...

1.2 Related Documents:
   A. Standard AIA Forms: The General Conditions of the Contract for the Construction
      of buildings "Standard Form of the American Institute of Architects" 2007 Edition,
      AIA Document A201, Articles 1 through 15 inclusive, are hereby made an integral
      part of this specification.
   B. Where any Article of the "AIA General Conditions" is supplemented hereby, the AIA
      Provisions of such Article shall remain in effect. All supplemental provisions shall
      be considered as added thereto.
   C. Where any such Article is amended, voided, or superseded the provisions of such
      Article not so specifically amended, voided, or superseded shall remain in effect.
   D. The AIA Document A201 may be reviewed at the office of the Design Professional
      and/or may be obtained from the American Institute of Architects, 1735 New York
      Avenue, Northwest, Washington, D.C. 20006; or from the Michigan Society of
      Architects, 455 W. Fort St., Detroit, MI 48226.
   E. The following Articles of the General Conditions are modified herein:
      1. Article 1 - General Provisions
      2. Article 3 - Contractor
      3. Article 7 - Changes in the Work
      4. Article 8 - Time
      5. Article 9 - Payments and Completion
      6. Article 10 - Protection of Persons and Property
      7. Article 11 - Insurance and Bonds
      8. Article 16 - Equal Opportunity

PART 2 - CHANGES AND ALTERATIONS

2.1 ARTICLE 1 - GENERAL PROVISIONS:
   A. 1.1 BASIC DEFINITIONS; add the following subparagraphs:
      1.1.9 OR EQUAL
      The words "or equal" or "approved equivalent" shall mean any material, system or
      article which, as finally determined by the Design Professional is equal in quality,
      durability, appearance, strength, and design to the material, system, or article
      specified and will perform adequately the functions imposed by the general design.
      1. The Contractor shall have the burden of proving, at his own cost and
         expense, to the satisfaction of the Design Professional, that the proposed
         product is equal to the specified product.
      2. Requests for approval of proposed equivalents will be received by the
         Design Professional only from the Contractor on the "Substitution Request
         Form" included at end of General Requirements, Division 1.
3. Requests for approval of proposed equivalents will be considered by the Design Professional after bidding only in the following cases:
a. The specified products cannot be obtained because of strikes, lockouts, bankruptcies, or discontinued product.

4. Where the Design Professional, pursuant to the provisions of this section, approved a contractor proposed equivalent product and upon installation such product requires a different quantity and/or arrangement of duct work, piping, wiring, conduit, or any other part of the work from that originally specified, detailed or indicated in the Contract Documents, the Contractor shall provide all additional materials and services required at his own expenditure with no additional cost added to original contract sum.

1.1.10 DESIGN PROFESSIONAL
The words "Design Professional" shall refer to the firm of NJB Architects Inc., including their employees and consultants. Included shall be the Architects, the designers, planners, engineers, and field representatives who are responsible for a particular portion of the design work.

B. 1.2 CORRELATION AND INTENT OF THE CONTRACT DOCUMENTS; add the following subparagraph

1.2.4 The Drawings are intended to show design, general arrangement and extent of the work and are partly diagrammatic. They are not intended to be scaled or used for rough-in measurements, nor to be used as Shop Drawings. Inadvertent discrepancies or the omission of notes or details on any drawing but given on another drawing shall not be cause for additional charge or claim.

2.2 ARTICLE 3 - CONTRACTOR:
A. 3.4 LABOR AND MATERIALS; add the following subparagraphs:

3.4.4 Prior to the execution of the contract, the contractor shall provide a list showing the name of the manufacturer proposed to be used for each of the products identified in the General Requirements of the Specifications (Division 1) in particular Schedule of Values and where applicable, the name of the installing subcontractor.

3.4.5 The Design Professional will promptly reply in writing to the Contractor stating whether the Owner or the Design Professional, after due investigation, has reasonable objection to any such proposal. If adequate data on any proposed manufacturer or installer is not available, the Design Professional may state that action will be deferred until the Contractor provides further data. Failure of the Owner or the Design Professional to reply promptly shall constitute notice of no reasonable objection. Failure to object to a manufacturer shall not constitute a waiver of any of the requirements of the Contract Documents, and all products furnished by the listed manufacturer must conform to such requirements.

3.4.6 After the Contract has been executed, the Owner and the Design Professional will consider a formal request for the substitution of products in place of those specified only under the conditions set forth in the General Requirements of the Specifications (Divisions 1). By making requests for substitutions based on Subparagraph 3.4.4.1 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 Certifies that the cost data presented is complete and includes all related costs under this Contract but excludes costs under separate Contracts, and excludes the Design Professional's redesign costs, and waives all claims for additional costs related to the substitution subsequently become apparent.

.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.

3.4.7 It is hereby understood and agreed that no products or materials containing asbestos including chrysotile, amosite, crocidolite, tremolite asbestos, anthophyllite asbestos, actinolite asbestos, or any combination of these materials that have been chemically treated and/or altered, shall be installed or introduced into the building by the Contractor, his employees, agents, subcontractors, or other individuals or entities over whom the Contractor has control.

1. The Contractor will be required to sign and submit the "Contractor Certification of Asbestos-Free Product Installation Form," included at the end of General Requirements, Division 1, that all products and materials installed or introduced into the building will be asbestos-free.

2. The Contractor will also be required to furnish statements from the manufacturer verifying their products to be asbestos-free.

3.4.8 The Contractor shall comply with Section 4, Act 251, Public Acts of 1955, State of Michigan, and agree that he and his Subcontractors will not discriminate against an employee or applicant for employment to be employed in the performance of the Work, with respect to his hire, tenure, terms, conditions or privileges of employment, because of his race, sex, religion, age, national origin, color, marital status, handicap or political beliefs.

B. 3.5 WARRANTY; add the following subparagraph:

3.5.2 Each Contractor shall submit to the Design Professional, a written guarantee which shall be in accordance with Article 3, subparagraph 3.5.1 and Article 13, subparagraph 13.7.1.3 of the General Conditions, and all such additional guarantees, in writing, as are required by the specifications. All guarantees for material and workmanship shall be for a minimum one (1) year period, starting at the date of substantial completion, or for a longer period of time as specified in individual sections of specifications.

2.3 ARTICLE 7 - CHANGES IN THE WORK:

A. 7.3 CONSTRUCTION CHANGE DIRECTIVES; make the following clarification to subparagraph 7.3.6:

In the first sentence of subparagraph 7.3.6, delete the words "a reasonable allowance for overhead and profit" and substitute "an allowance for overhead and profit in accordance with the schedule set forth in subparagraph 7.3.6.6 below."

B. 7.3 CONSTRUCTION CHANGE DIRECTIVES; add the following subparagraph:

7.3.7.6 In subparagraph 7.3.6, 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 any work performed by the Contractor's own forces, use 15% (percent) of the cost.
For the Contractor, for any work performed by the Contractor's Subcontractors, use 10% (percent) of the amount due the Subcontractor.

In order to facilitate checking of quotations for extras or credits, all proposals, except those so minor their propriety can be seen by inspection, shall be accompanied by a complete itemization of costs including labor, materials, and Subcontracts. Labor and materials shall be itemized in the manner prescribed above. Where major cost items are Subcontracts, they shall be itemized also. In no case will a change be approved without such itemization.

2.4 ARTICLE 8 - TIME:
A. 8.1 DEFINITIONS; add the following subparagraphs:
8.1.5 As between the Owner and the Contractor: as to all acts or failures to act occurring prior to the relevant Date of Substantial Completion, any applicable statute of limitations shall commence to run and any alleged cause of action shall be deemed to have accrued in any and all events not later than such data of substantial completion; as to all acts or failures to act occurring subsequent to the relevant Date of Substantial Completion, any applicable statute of limitations shall commence to run and any alleged cause of action shall be deemed to have accrued in any and all events not later than the date of issuance of the final Certificate for Payment.
8.1.6 It shall be understood and agreed that the time stated in the Proposal Form for the completion of the work under the Contract is reasonable, taking into consideration the average climatic conditions of the project site, conditions of the construction industry, and the labor availability in the locality.

2.6 ARTICLE 9 - PAYMENTS AND COMPLETION:
A. 9.3 APPLICATIONS FOR PAYMENT; add the following subparagraphs:
9.3.4 The Contractor will be paid monthly progress payments up to ninety percent (90%) of the value of the Work completed less retainage of ten percent (10%) upon issuance of monthly certificates of payment by the Design Professional.
9.3.5 Applications for Payment:
Applications shall be in the office of the Design Professional by the first of the month to insure proper processing and payment by the twenty fifth of the same month. Submit original and two copies of application, AIA forms G702.
9.3.6 Applications for payment received by the Design Professional after date fixed above will be paid by Owner 45 days after Design Professional receives the application.
9.3.7 Application may be made for amount of material and equipment delivered and stored at site or in approved off site storage, less ten percent (10%) retainage. Submit proof of insurance coverage for items stored off site.
9.3.8 Amounts of changes in work, not in dispute, pending final determination of cost may be applied for, less ten percent (10%) retainage, as provided for in subparagraph 9.3.1.1 of the General Conditions.
9.3.9 Final payment to the Contractor will be made thirty (30) days after the Work is complete and accepted by the Design Professional and the Owner.
9.3.10 The Contractor shall also furnish with his application his Sworn Statement
that all bills up to the amount requested have been paid. Every application shall be complete with Waivers of Lien from suppliers and subcontractors.

2.7 Article 10 - PROTECTION OF PERSONS AND PROPERTY:
A. 10.2 SAFETY OF PERSONS AND PROPERTY; add the following to subparagraphs 10.2.2:

2.8 ARTICLE 11 - INSURANCE AND BOND:
A. 11.1 CONTRACTOR'S LIABILITY INSURANCE; add the following to the end of paragraph: In the event that liability insurance coverage is written on an occurrence basis, such coverage shall be continued at the Contractor's expense, with the additional insured endorsement also continuing, for a period of three (3) years after the date of final payment.
B. 11.1 CONTRACTOR'S LIABILITY INSURANCE; add the following subparagraph:
11.1.5 The Contractor shall maintain the following limits of insurances which will protect the Contractor from liability under Workers' Compensation Acts and other Employee Benefits acts in accordance with the law in force where the building or structure is to be built and from liability for damages because of personal injury including death and property damage, including accident claims due to motor vehicles, off road vehicles, all under Commercial General and Automobile Bodily injury and Property Damage form of policies, which may arise both out of and during work under this Contract, whether such work be by the Contractors themselves or by a Subcontractor or anyone directly employed by either of them as covered in Article 11 of General Conditions.
1. Workers' Compensation as required by the State of Michigan and Employer's Liability with minimum limits of:
   $500,000 each accident
   $500,000 Disease policy limit
   $500,000 Disease each employee
2. Commercial General Liability with minimum limits of:
   $2,000,000 General Aggregate.
   $2,000,000 Products / Completed Operations.
   $1,000,000 Personal and Advertising Liability.
   $1,000,000 each occurrence.
This insurance shall include coverage for damage to utilities and explosion hazards, collapse, and excavating hazards and undermining hazards (XCU).
3. The State of Michigan has a no-fault automobile insurance requirement. The Contractor shall be certain coverage is provided which conforms to any specific stipulation in the Law.
4. Automobile Personal Injury and Property Damage Liability with a combined single limit of:
   $1,000,000 each occurrence.
To include coverage of all off road vehicles.
5. The Owner and Design Professional shall be named as an additional
insured on all of the above policies, except Workers' Compensation.

6. All certificates must have the cancellation clause amended to read as follows:
   "Should any of the above policies be canceled before the expiration date thereof, the issuing company will mail 30 days written notice to the certificate holders."

7. All insurance shall be carried with companies authorized to do business in the State of Michigan.

C. 11.3 PROPERTY INSURANCE; add the following subparagraphs:
   11.3.1.6 Certificates of Insurance shall be provided to the Owner and Design Professional.
   11.3.1.7 The Contractor and his subcontractors shall, at their option, separately insure all their respective equipment such as tools, equipment scaffolding towers, staging and other temporary buildings owned, borrowed, or rented, and all materials which do not become a part of the construction.

E. 11.4 PERFORMANCE BOND AND PAYMENT BOND; add the following subparagraph:
   11.4.3 The Contractor will be required to furnish at his expense, prior to the execution of the Contract, bonds in the amount of 100% of the Total Contract Price for the faithful performance of the Contract and for the payment of all labor and material obligations arising thereunder in accordance with Article 7.5 of the General Conditions. Labor and material bonds shall comply with Michigan Public Act 213 of 1963. Performance bonds shall comply with Public Act 32 of 1956 and all amendments. Bonds containing a Statute of Limitations or time limitation will NOT be acceptable. All bonds shall be underwritten by companies authorized to do business in the State of Michigan.

2.9 ARTICLE 16 - EQUAL OPPORTUNITY:
A. The Contractor shall maintain policies of employment as noted in the following subparagraphs:
   16.1 The Contractor and all Subcontractors shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin or age. The Contractor shall take affirmative action to insure that applicants are employed, and that employees are treated during employment without regard to their race, religion, color, sex, national origin, age, marital status, handicap or political beliefs.
   16.2 Such action shall include, but not be limited, to the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the policies of non-discrimination.
   16.3 The Contractor and all Subcontractors shall, in all solicitations or advertisements for employees placed by them or on their behalf, state that all qualified applicants will receive consideration for employment without regard to race, religion, color, sex, national origin, age, marital status, handicap or political beliefs.
PART 3 - FORMS AND SCHEDULES

Not Applicable

END OF SECTION
1.1 Summary of Work:


B. The Work of this Contract comprises, but is not limited to, the following:
   1. Site Work: Installation of underground downspout drainage lines; concrete walk repair.
   2. General Interior Renovation Work: Vinyl plank flooring installation; repainting walls and ceilings; replacement of interior doors, door frames; replacement of trims and mouldings; replacement of kitchen cabinets and counters.
   3. Bathroom Renovation Work: New ceramic tile floors and walls; casework; vanity counters; lavatories, water closet and hand shower units; exhaust fans; toilet room accessories; painting walls and ceilings; new lighting fixtures.
   4. Required plumbing and electrical modifications and/or relocations.

C. Contractor shall provide and pay for all labor, materials, equipment, tools, construction equipment and machinery, transportation, and other facilities and services necessary for the proper execution and completion of the Work, whether temporary or permanent and whether or not incorporated or to be incorporated in the Work.

D. Substantial Completion for Work of this Contract shall be achieved in accordance with Instructions to Bidders, Section 00100 - 1.06.

1.2 Work By Others:

A. Work on the Project which will be executed prior to the start of Work of this Contract, and which is excluded from this Contract, is as follows:
   1. Personal items will be removed from Work areas by the Owner/House management.

1.3 Contractor Use of Premises:

A. Limit use of premises for work and storage to allow:
   1. Owner occupancy.
   2. Work by Others, including Owner.

B. The Owner will occupy the building during the entire period of construction. It is essential that building and services be maintained throughout the construction period, with minimum disturbance and disruption to the Owner's operations, clients and staff.

C. Welfare of the building occupants is to be considered at all times, including safety, disturbance and environment. Contractor, subcontractors and all workmen shall be aware of these requirements and objectives.

D. The nature of this project is such that close coordination will be required of the Contractor with the Owner and Others having an interest in the project to assure that work on the site, access to and from the site, and the general conduct of operations is maintained in a safe and efficient manner.

E. Contractor shall arrange with Owner to sequence new construction and to make connections to utilities at such times that shall not interrupt utility services or
unsatisfactory operations of the building.

F. Contractor, subcontractors and all workmen shall comply with the Owner's "No Smoking" policy.

G. Contractor shall assume full responsibility for protection and safekeeping of all products, materials, equipment, etc., under this Contract.

H. Contractor shall obtain and pay for use of additional storage or work areas needed for operations under this Contract.

1.4 Correlation and Intent of Construction Documents:

A. Anything noted in the Specifications and not shown on the Drawings, or shown on the Drawings and not noted in the Specifications, is of like effect - as if shown or noted in both.

B. In case of inconsistency between Drawings and Specifications, or within either Document not clarified by addendum, the better quality or greater quantity of Work shall be provided in accordance with Design Professional interpretation.

C. On any drawings in which a portion of the Work is detailed or drawn out and the reminder is shown in outline, the parts detailed or drawn out will also apply to all other like portions of the Work.

D. When the word "similar" appears on the drawings, it has a general meaning and is not to be interpreted as meaning identical, and all details shall be worked out in relation to their location and connection to the Work.

E. In case of any discrepancy in figures, Drawings or Specifications, the Contractor shall submit a written request to the Design Professional for clarification or interpretation. Any adjustment made by the Contractor without such a determination, will be at the Contractor's own risk and expense.

F. Contractor is responsible for answering Requests for Information (RFI's) submitted by sub-contractors. If subject of request is not covered on the Drawings or in the Specifications, Contractor shall forward RFI to Design Professional. Contractor is solely responsible for questions regarding coordination. RFI's received directly from sub-contractors will not be answered.

1.5 Schedule of Values:

A. Submit schedule on AIA Form G703. Contractor's standard form or automated printout will be considered upon request.

B. Submit Schedule of Values in duplicate within ten (10) days after date of Owner-Contractor Agreement.

C. Schedule shall list the installed value of all components of the Work in detail to serve as a basis for computing values for progress payments.

1.6 Applications for Payments:

A. Submit three copies of each application as follows:
   1. One on an original AIA Form G702, signed and notarized.
   2. Two legible copies of original, signed and notarized.

B. Submit the following with each application:
   1. Contractor's Sworn Statement that all bills up to the amount requested have been paid.

C. Content and Format: Utilize Schedule of Values for listing items in Application for Payment.
D. List each authorized Change Order, as an extension on continuation sheet, listing Change Order number and dollar amount as for as original item of Work.

1.7 Change Procedures:
A. In accordance with Article 7 - Changes in the Work; AIA Document A201, 1997 Edition and Section 00801 - Supplementary General Conditions AIA A201.
B. Change Order Forms: AIA G701.

1.8 Alternates:
A. Alternates quoted on Bid Proposal Forms will be reviewed and accepted or rejected at the Owner’s option.
B. Coordinate related Work and modify surrounding Work as required for the complete furnishing and installation of the Alternate as requested.

1.9 Conferences:
A. Design Professional will schedule a preconstruction conference after Notice of Award for all affected parties.
B. When deemed necessary by Owner, Design Professional or Contractor convene a pre-installation conference at project site prior to commencing Work of individual specification Section.

1.10 Progress Meetings:
A. Schedule and administer meetings throughout progress of the Work at minimum two (2) week intervals.
B. Preside at meetings, record minutes, and distribute copies within two days to participants and those affected by decisions made.
C. Attendance of meetings shall be required of the following:
   1. Contractor and job superintendent.
   2. Subcontractors and suppliers as appropriate to agenda.
   3. Owner, Design Professional and professional consultants may attend as appropriate.
D. All meetings shall start promptly at the arranged time. Design Professional will record any additional time, including travel time and mileage, required by late start of, or missed meetings scheduled by Contractor, sub-contractor or Design Professional, and notify Contractor of charges. Owner shall deduct any such expenses of Design Professional from Contractor’s monthly or periodic pay requests.

PART 2 - PRODUCTS Not Applicable

PART 3 - EXECUTION Not Applicable

END OF SECTION
SECTION 01042 - COORDINATION AND QUALITY CONTROLS

PART 1 - GENERAL

1.1 Coordination:
   A. Coordinate scheduling, submittals, and Work of the various Sections of specifications to assure efficient and orderly sequence of installation of interdependent construction elements.
   B. Verify utility requirement characteristics of operating equipment are compatible with building utilities.
   C. Coordinate space requirements and installation of mechanical and electrical work which are indicated diagrammatically on Drawings for efficient use of available space, for proper sequence of installation and to resolve conflicts. Follow routing shown for pipes, ducts, and conduit, as closely as practicable.
   D. In finished areas, conceal pipes, ducts, and wiring within the construction.
   E. Coordinate requirements for all blocking, backing and grounds necessary for the proper installation of Work of the various Sections of specifications.
   F. Provide all access panels required by Work of the various Sections of specifications, whether specifically shown on the Drawings or not.

1.2 Field Engineering:
   A. Maintain on site surveying equipment to establish elevations, lines, levels, and location of the Work in accordance with Contract Documents.
   B. Establish elevations, lines, and levels and certify that elevations and locations of the Work conform with Contract Documents.

1.3 Cutting and Patching:
   A. Employ a skilled and experienced installer to perform cutting and patching Work; restore Work with new Products.
   B. Submit written request in advance of cutting or altering structural or building enclosure elements not indicated on Drawings.
   C. Use construction industry recognized and acceptable cutting methods to avoid damage to other work or finishes to remain and which will provide proper surfaces for patching and finishing.
   D. Fit Work tight to adjacent elements. Maintain integrity of wall, ceiling, or floor construction; completely seal voids.
   E. Refinish surfaces to match adjacent finishes.

1.4 Alteration Procedures:
   A. Prepare surfaces by removing existing surface finishes, unsuitable or damage material to provide for proper installation of new work and new finishes.
   B. Where new work abuts or aligns with existing, make a smooth and even transition. Patch work shall match existing adjacent work in texture and appearance.
   C. When finish surfaces are cut so that a smooth transition with new work is not possible, terminate existing surface along a straight line at natural line of division.
   D. Where removal of partitions results in adjacent spaces becoming one, rework floors, walls, and ceilings to a smooth plane without breaks, steps, or bulkheads.
   E. Repair substrate prior to patching finish.
F. Finish patches to produce uniform finish and texture over entire area. When finish can not be matched, refinish entire surface to nearest intersection.

1.5 Quality Assurance/Control of Installation:
A. Monitor quality control over suppliers, manufacturers, Products, services, site conditions, and workmanship, to produce Work of specified quality.
B. Comply fully with manufacturers' instructions.
C. Comply with specified standards as a minimum quality for the Work except when more stringent tolerances, codes, or specified requirements indicate higher standards or more precise workmanship.

1.6 Manufacturer's Field Services:
A. When specified in individual specification Sections, require manufacturer to provide qualified personnel to observe field conditions, conditions of surfaces and installation, quality of workmanship, and to make appropriate recommendations.
B. Representative shall submit written report to Design Professional listing observations and recommendations.

PART 2 - PRODUCTS Not Applicable
PART 3 - EXECUTION Not Applicable

END OF SECTION
1.1 Submittal Procedures (Product Data and Samples):
   A. Submittal format to identify Project, Contractor, Subcontractor or supplier; and pertinent Contract Document references.
   B. Apply Contractor's stamp, signed or initialed, certifying that review, 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.
   C. Identify variations from Contract Documents and Product or system limitations which may be detrimental to successful performance of the completed Work.
   D. Revise and resubmit submittals as required; identify all changes made since previous submittal.
   E. Design Professional will review up to two (2) submissions, original and one (1) resubmission of all submittals made by Contractor. Thereafter, additional reviews will be at Contractor's expense. Design Professional will record time required reviewing and approving submissions in excess of original and one resubmission, and notify Contractor of charges. Owner will deduct any such expenses of Design Professional from Contractor's monthly or periodic pay requests.

1.2 Contractor's Review:
   A. Contractor shall review, approve and submit, with reasonable promptness and in such sequence as to cause no delay in the Work or in the work of any separate contractor, all Product Data and Samples required by the Contract Documents.
   B. By approving and submitting Product Data and Samples, Contractor represents that he has determined and verified all materials, field measurements, and field construction criteria related thereto, or will do so, and that he has checked and coordinated information contained within such submittals with requirements of the Work and Contract Documents.
   C. Contractor shall not be relieved of responsibility for any deviation from the requirements of the Contract Documents by the Design Professional's approval of Product Data or Samples unless the Contractor has specially informed the Design Professional in writing of such deviation at the time of submission and the Design Professional has given written approval to the specified deviation. Contractor shall not be relieved from responsibility for errors or omissions in the Product Data or Samples by the Design Professional's approval thereof.
   D. Contractor shall direct specific attention, in writing or on resubmitted Product Data or Samples, to revisions other than those requested by Design Professional on previous submittals.

1.3 Product Data:
   A. Submit in accordance with paragraph 1.01 Submittal Procedures.
   B. Submit four (4) copies of Product Data. Two (2) copies will be retained by Design Professional and two (2) copies will be returned to Contractor.
   C. Mark each copy to identify applicable products, models, options, performance characteristics, and other data. Note applicable standards, such as ASTM or
Federal Specifications. Supplement manufacturers’ standard data to provide information unique to this project.

D. Contractor shall submit material safety data sheets (MSDA) on all products requiring these sheets.

E. Product Data submitted without being REVIEWED, stamped and signed by the Contractor will NOT be reviewed.

1.4 Samples:
   A. Submit in accordance with paragraph 1.01 Submittal Procedures.
   B. Submit samples to illustrate functional and aesthetic characteristics of the Product.
   C. Submit samples of finishes from the full range of manufacturers' standard colors, textures, and patterns for Design Professional selection.
   D. Contractor shall store one set of samples on site for comparison to field work.

PART 2 - PRODUCTS Not Applicable

PART 3 - EXECUTION Not Applicable

END SECTION
SECTION 01502 - TEMPORARY CONTROLS

PART 1 - GENERAL

1.1 Temporary Electricity and Lighting:
A. Connect to existing power service. Power consumption shall not disrupt Owner's need for continuous service. Owner shall pay for power consumed.
B. Provide and maintain temporary lighting for construction operations as required.

1.2 Temporary Water Service:
A. Connect to existing water source for construction operations. Owner shall pay for water used.

1.3 Temporary Sanitary Facilities:
A. Provide and maintain required facilities and enclosures in compliance with governing laws and regulations. Existing facilities may not be used.
B. Maintain in clean and sanitary condition.

1.4 Barriers and Fencing:
A. As a minimum provide plastic "snow fence" type fencing around all open excavations and other hazardous areas.

1.5 Interior Enclosures:
A. Provide temporary partitions (and ceilings) as required to separate Work areas from Owner occupied areas, to prevent penetration of dust and moisture into Owner occupied areas, and to prevent damage to existing materials and equipment.

1.6 On Site Storage:
A. Each Prime Contractor shall provide their own temporary storage trailers if required.

1.7 Construction Cleaning:
A. Maintain areas under Contractors' control free of waste materials, debris, and rubbish. Maintain site in clean and orderly conditions.
B. Remove debris and rubbish from pipe chases, plenums, attics, crawl spaces, and other closed or remote spaces, prior to closing space.
C. Clean interior areas prior to start of surface finishing, and continue cleaning on an as needed basis.
D. Control cleaning operations so that dust and other particles will not adhere to wet or newly coated surfaces.

PART 2 - PRODUCTS Not Applicable

PART 3 - EXECUTION Not Applicable

END OF SECTION
### SECTION 01602 - MATERIAL AND EQUIPMENT

#### PART 1 - GENERAL

1.1 **Products:**
   - A. No materials or products containing asbestos in manufacturer or application may be used. All products must be asbestos free.
   - B. Products: Means new material, machinery, components, equipment, fixtures, and systems forming the Work, but does not include machinery and equipment used for preparation, fabrication, conveying and erection of the Work. Products may also include existing materials or components specifically identified for re-use.
   - C. Do not use materials and equipment removed from existing premises, except as specifically identified or allowed by the Contract Documents.
   - D. Use interchangeable components of the same manufacture for similar components.

1.2 **Transportation, Handling, Storage and Protection:**
   - A. Transport, handle, store and protect Products in accordance with manufacturer's instructions.
   - B. Transport products by methods required to avoid product damage; deliver in undamaged condition in manufacturer's unopened containers or packaging, dry.
   - C. Provide equipment and personnel to handle products by methods to prevent soiling or damage.
   - D. Promptly inspect shipments to assure that products comply with requirements, quantities are correct, and products are undamaged.

1.3 **Product Options:**
   - A. Products Specified by Reference Standards or by Description Only: Any Product meeting those standards or description.
   - B. Products Specified by Naming Only One Manufacturer: No options or substitutions allowed.
   - C. Products Specified by Naming One or More Manufacturers: Products of manufacturers named and meeting specifications, no options or substitutions allowed.
   - D. Products Specified by Naming One or More Manufacturers with a Provision for Substitutions: Submit a request for substitution for any manufacturer not named on Substitution Request Form included at end of Division 1.

1.4 **Substitutions:**
   - A. Instructions to Bidders, Section 00100 specifies the time for submitting requests for substitutions during the bidding period to requirements specified in this Section.
   - B. After Award of Contract substitutions will only be considered when a Product becomes unavailable through no fault of the Contractor.
   - C. Document each request with complete data substantiating compliance of proposed substitution with Contract Documents.
   - D. Submit requests for proposed substitution on Substitution Request Form included at end of Division 1. When substitution is not accepted, provide specified product. Limit each request to one proposed substitution.
   - E. Should a substitution be approved and then prove to be defective or otherwise
unsatisfactory for its intended service, the Contractor shall, replace same with the material originally specified without cost to Owner or obligation on the part of the Design Professional. (i.e., all substitutions must carry a warranty guaranteeing they are equal to specified items.)

PART 2 - PRODUCTS Not Applicable

PART 3 - EXECUTION Not Applicable

END OF SECTION
SECTION 01700 - CONTRACT CLOSEOUT

PART 1 - GENERAL

1.1 Contract Closeout Procedures:
A. Submit written certification that Contract Documents have been reviewed, Work has been inspected, and Work is complete in accordance with Contract Documents and ready for the Design Professional's final inspection.
B. Submit final Application for Payment identifying total adjusted Contract Sum, previous payments, and amount remaining due.
C. Submit with final Application for Payment a minimum of two copies of each of the following:
   1. Consent of Surety to Final Payment.
   2. Warranties and Guarantees.
D. Advise Owner of pending insurance change over requirements.
E. Design Professional will make up to two (2) inspections of final Work. Thereafter, additional re-inspections will be at Contractor's expense. Design Professional will record time, including travel time and mileage, required in making re-inspections and notify Contractor of charges. Owner will deduct any such expenses of Design Professional from Contractor's final pay request.

PART 2 - PRODUCTS Not Applicable

PART 3 - EXECUTION Not Applicable

END OF SECTION
SECTION 01712 - CLEANING AND ADJUSTING

PART 1 - GENERAL

1.1 Final Cleaning:
A. Execute final cleaning prior to final inspection. Provide all necessary general "house cleaning" to provide a ready to move into facility without additional cleaning being required by the Owner.
B. Clean interior and exterior surfaces exposed to view. Vacuum carpeted and soft surfaces. Damp mop and buff resilient and hard surface floors. Clean transparent, glossy and reflective surfaces to a clear shine.
C. Clean debris from site. Remove waste and surplus materials, rubbish, and construction equipment from the site.
D. If Contractor fails to clean up at completion of the Work, the Owner may do so and the cost thereof shall be charged to the Contractor.

1.2 Adjusting:
A. Adjust operating Products and equipment to ensure smooth and unhindered operation.

PART 2 - PRODUCTS Not Applicable

PART 3 - EXECUTION Not Applicable

END OF SECTION
SECTION 01742 - WARRANTIES

PART 1 - GENERAL

1.1 Warranties:
   A. Provide duplicate copies.
   B. Execute and assemble documents from Subcontractors, suppliers, and manufacturers.
   C. Submit prior to final Application for Payment.
   D. The following Warranties are required on this project:
      1. One (1) year Contractor’s warranty.
      2. Manufacturer's life of installation warranty for wood doors.
      3. Manufacturer’s warranties on all door hardware.

PART 2 - PRODUCTS Not Applicable

PART 3 - EXECUTION Not Applicable

END OF SECTION
## SECTION 01001 - SUBSTITUTION REQUEST FORM

A. Contract Award Date: 

Contractor: 

Project: 

B. We hereby submit for your consideration the following product instead of the specified item for the above project:

<table>
<thead>
<tr>
<th>Drawings</th>
<th>Spec. Section No.</th>
<th>Paragraph</th>
<th>Specified Item</th>
</tr>
</thead>
<tbody>
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Proposed Substitution:  

C. Attach complete information on changes to Drawings and/or Specifications which proposed substitution will require for its proper installation.

D. Submit with request, all necessary samples and substantiating data to prove equal quality and performance to that which is specified. Clearly mark manufacturer's literature to indicate equality in performance.

E. Fill in the blanks:

1. Does the substitution affect dimensions shown on the Drawings? 
   Yes____ No____ If yes, clearly indicate changes: 

2. Will the undersigned pay for changes to the building design, including engineering and detailing costs caused by the requested substitution? 
   Yes____ No____ If no, fully explain: 

3. What affect does substitution have on other Contracts or other trades? 

4. What affect does substitution have on construction schedule? 

5. Manufacturer's warranties of the proposed and specified items are: 
   Same____ Different______ (explain on an attachment)
6. Reason for Request: ____________________________________________

7. Itemized comparison of specified item(s) with the proposed substitution:
   ________________________________________________________________

8. Accurate cost data comparing proposed substitution with product specified:
   ________________________________________________________________

9. Designation of Maintenance Services and Sources: _________________
   ________________________________________________________________

F. Certification of Equal Performance and Assumption of Ability for Equal Performance:

The undersigned states that the function, appearance and quality are equivalent or superior to the specified item.

Submitted by ___________________________  Firm ___________________________

Title ___________________________  Address ___________________________

Date ___________________________  Telephone ___________________________

Signatures above shall be by person having authority to legally bind his firm to the above terms. Failure to provide legally binding signature will result in retraction of approval.

For use by Design Professional

_____ Accepted  By: ___________________________

_____ Accepted as Noted  Date: ___________________________

_____ Not Accepted  Remarks: ___________________________

_____ Received Too Late  ___________________________

END OF REQUEST FORM
DIVISION 2 - SITE WORK

PART 1 - GENERAL

1.1 Description:
A. Demolition and removal of designated building components; disconnection, capping and removal of designated utilities.
B. Site utilities required for this Work includes, but is not limited to the following:
   1. Storm sewer piping from existing downspouts.
C. Lawn restoration at storm sewer piping excavations.

PART 2 - PRODUCTS

2.1 Drainage Materials:
A. Sewer Pipe: Type PSM, SDR 35 Poly Vinyl Chloride material.

2.2 Lawn Restoration Materials:
A. Seed Mixture: Deliver seed to site in original sealed containers, clearly stating processor's name, mixture components and percentages.
B. Topsoil Soil: Fertile, agricultural soil, typical for locality, capable of sustaining vigorous plant growth, free of subsoil, clay or impurities, plants, weeds and roots.

PART 3 - EXECUTION

3.1 Selective Demolition Execution:
A. Drawings show general intent of demolition required. Remove all incidental items, (re: trims, fasteners, wiring, conduit, mounting plates, etc.) not required by and/or interfering with new construction or finishes, whether specifically shown or not.
B. Disconnect, remove, cap and identify designated utilities within demolition areas.
C. Utilities encountered within walls designated to be demolished shall be removed back to mains and/or junctions boxes whenever possible. Utilities feeding fixtures designated to remain shall be rerouted as required.
D. Demolish and remove components indicated in an orderly and careful manner.
E. Protect existing supporting structural members, non-structural components, equipment, materials and finishes to remain.
F. Cease operations immediately if adjacent structures appear to be in danger. Notify Design Professional and discontinue work in affected area until notified to resume work.
G. Remove and legally dispose of demolished materials from site as work progresses. Leave area of work in clean condition.
H. Owner shall have the "Right of First Refusal" on any item removed during demolition. If Owner does not exercise that right, Contractor shall dispose of all items off site in a legal manner.

3.2 Lawn Restoration:
A. Remove all stones, weeds, brush, roots and other debris greater than one (1) inch in size.
B. Spread topsoil in areas where lawn restoration is required and rake smooth.
C. Fine grade topsoil to eliminate rough, low or soft areas, and to ensure positive
drainage. Bring finish grade flush with edge of surface paving, walks and curbs.

D. Lightly compact placed topsoil.

E. Apply seed at a rate of 5 lbs per 1000 square feet evenly in two intersecting directions. Lightly rake and roll seed area.

F. Immediately following seeding, apply agricultural mulch to a thickness of 1-1/2 inches.

G. Apply water with a fine spray immediately after each area has been mulched.

END OF DIVISION
DIVISION 3 - CONCRETE

PART 1 - GENERAL

1.1 Description:
A. Concrete Work includes, but is not limited to the following:

PART 2 - PRODUCTS

2.1 Accessories:
B. Slab Edge Bond Breaker: No. 15, asphalt impregnated felts.
C. Vapor Barrier: 6 mil thick clear polyethylene film, type recommended for below
   grade application.

2.2 Concrete Mix:
A. Provide concrete of the following strength:
   1. Compressive Strength at 28 Days: 3000 psi
   2. Slump: 4 inches.

PART 3 - EXECUTION

3.1 Placing Concrete:
A. Install vapor barrier under interior slabs-on-grade.
B. Screed all concrete flat surfaces level. Steel trowel floor surfaces to smooth, hard
   surface.
C. Cure concrete with minimal moisture loss at relatively constant temperature for
   period necessary for hydration of cement, hardening of concrete, and to minimize
   shrinkage cracks.

END OF DIVISION
DIVISION 6 - WOOD AND PLASTICS

PART 1 - GENERAL

1.1 Description:
A. Rough carpentry required for this Work includes, but is not limited to the following:
   1. Interior partition studs, built-up headers; miscellaneous framing member replacement.
   2. Floor sheathing replacement.
   3. Cementitious backing board wall sheathing.
B. Finish carpentry required for this Work includes, but is not limited to the following:
   1. Interior moldings and trims.
   2. Closet door jambs.
   3. Manufactured base cabinets, wall cabinets, vanity cabinets and other casework.
   4. Pre-formed laminate countertops, wall shelving.
   5. Granite kitchen and vanity countertops.

PART 2 - PRODUCTS

2.1 Framing Lumber:
A. Header, Floor Joist Reinforcing and Miscellaneous Framing: Minimum of No. 2 grade, stress rating 1120 Fb/1.6E, S4S, KD 19.
B. Studding: Minimum of Stud grade, stress rating 1010 Fb/1.4E, S4S, KD 19.

2.2 Sheathing Materials:
A. Plywood Floor Sheathing: APA Rated Sturd-I-Floor, Span Rating 24 oc; Exposure Durability 1; sanded; 3/4 inch thick, 48 x 96 inch sized sheets, tongue and groove edges.
B. Cementitious Backing Board: High density, cementitious, glass fiber reinforced; square edges.

2.3 Finish Mouldings and Trim:
A. Trim Material - Lake Road and Dodge Road Homes: Pre-finished solid oak; of the following types:
   1. Wall Base: Ranch profile, 1/2 inch by 3 1/4 inch size.
B. Trim Material - Lara House:: Graded in accordance with AWI Custom; maximum moisture content of 6 percent; with grain of quality suitable for stain finish; board, trim and moulding sizes, thicknesses and profiles to match existing.
D. Closet Door Jambs: Oak (solid) species.

2.4 Accessories:
A. Fasteners - General: Galvanized steel for exterior, high humidity, and treated wood locations, plain finish elsewhere. Size and type to suit condition.
B. Hangers and Connectors: Galvanized steel, sized and profiled to suit framing
conditions and as indicated on Drawings; products manufactured by Simpson Strong-Tie Company, Inc.

C. Anchors: Toggle bolt type for anchorage to hollow masonry. Expansion shield and lag bolt type for anchorage to solid masonry or concrete. Bolt or ballistic fastener for anchorages to steel.

D. Construction Adhesive: APA AFG-01, water or solvent base, waterproof.

2.5 Wood Treatment:
A. Wood Preservative: AWPA Standard C2, C9 and C15, using ACQ (alkaline copper quat) preservative, pressure impregnated with minimum 0.25 lbs/ft³ retainage for above ground usage. Preservative treated lumber shall be used at the following locations:
   1. Framing members in contact with concrete or masonry.
   2. All lumber and sheathing materials for tank covers at Lara House.

2.6 Manufactured Cabinets:
A. Acceptable Products:
   1. “avery” door style; manufactured by Kraftmaid Cabinetry
   2. “providence” door style; manufactured by Pioneer Cabinetry, Inc.
   3. Design Professional approved equal.
B. Exposed Materials: Cherry species, plain sliced; AWI Grade AA; minimum 1/52 inch veneer thickness after sanding.
C. Solid Wood: Cherry species; AWI Grade I, free of defects.
D. Plywood: Hardwood plywood complying with HPVA HP-1 face veneer of species indicated with Grade A faces and Grade C backs of same species as faces.
E. Edge Banding: Exposed edges with minimum 1/8 inch thick, solid wood edging of same species as face veneer.
F. Semi-Exposed Materials: Hardwood plywood complying with HPVA HP-1 with Grade C faces stained to be compatible with exposed surfaces and Grade 3 backs of Birch species, with clear finish.
G. Concealed Materials: Any hardwood or softwood species of plywood, with no defects affecting strength or utility.
H. Cabinet Hardware: Manufacturer’s standard units complying with BHMA A156.9, type, material, size and finish as selected from manufacturer’s standard;
   1. Hinges: Concealed European style, 6 way adjustable hinges.
   2. Drawer Guides: Undermount, self-closing drawer guides, designed to prevent rebound when drawers are closed; with nylon-tired, ball bearing rollers and complying with BHMA A156.9, type B05091.
      a. Full extension buffered runners with easy release mechanism.
I. Cabinet Construction: Architectural cabinets shall comply with AWI Standards, Section 400 Premium Grade.
   1. Face Style: Reveal overlay.
   2. Face Frames: 3/4 by 1 1/2 inch solid wood.
   3. Door and Drawer Fronts: Solid wood slab.
4. Exposed Cabinet Ends: 1/2 inch thick, veneer faced plywood with natural birch veneer interior.

5. Cabinet Tops and Bottoms: 1/2 inch thick natural birch veneer faced plywood, supported by and secured in rabbets in end panels and front face frame.

6. Base Unit Top Rails: 3/4 by 2 3/4 inch solid wood, interlocking with end panels and secured under pressure with glue and mechanical fasteners.

7. Wall Hung Unit Top and Bottom Rails: 1/2 by 2 1/2 inch solid wood, interlocking with end panels and secured with glue and mechanical fasteners.

8. Base Unit Back Panels: 3/8 inch veneer particleboard fastened to rear edge of end panels and to top rail.

9. Wall Hung Unit Backs: 3/16 inch thick plywood captured on end panels and top rail.

10. Front Face Frame Drawer Rails: 3/4 by 1 1/2 inch solid wood fastened into face frame.

11. Drawers: Fabricate with exposed fronts fastened to subfront with mounting screws from interior of body;
   a. Join subfronts, backs and sides with glued dovetail joints.
   b. Subfronts, backs and sides: 3/4 inch thick solid wood.


13. Joinery: Rabbet backs flush into end panels and secure with concealed mechanical fasteners; connect tops and bottom of wall cabinets and bottoms of base cabinets to ends and dividers with mechanical fasteners; rabbet tops, bottoms and backs into end panels.

2.7 Granite Vanities and Splashes:
   A. Granite: ASTM C615, free of defects, sawed; 1 1/4 inch thick; conforming to the following:
      2. Color: Verde Ubatuba.
      3. Edge: Eased.

2.8 Pre-formed Laminate Countertop:
   A. Countertop: Postforming grade plastic laminate bonded to particleboard substrate; integrally formed backsplash and front edge; color as selected.

PART 3 - EXECUTION

3.1 Rough Framing:
   A. Erect wood framing members in accordance with Drawings and applicable code. Place members level and plumb. Place horizontal members crown side up.
   B. All wood framing members shall be cut square on bearings, closely fitted, accurately set to required lines, and rigidly secured in place.

3.2 Installation - Mill and Trim Work:
   A. Install work in accordance with AWI Quality Standard.
   B. Set and secure materials and components in place, plumb and level.
C. Install moldings and trim in maximum lengths possible. Miter exterior corners and cope interior corners.
D. Install trim with finishing type nails, set to receive wood filler.
E. Install miscellaneous hardware in accordance with manufacturer's instructions.
DIVISION 7 - THERMAL AND MOISTURE PROTECTION

PART 1 - GENERAL

1.1 Description:
A. Items required for this Work includes, but is not limited to the following:
   1. Air infiltration barrier.
   2. Thermal batt insulation.
   3. Vinyl siding and trims.
   4. Prefinished aluminum soffit, gutters and downspouts.
   5. Sealants.

PART 2 - PRODUCTS

2.1 Air Barrier:
A. Air Barrier: Air infiltration retarder sheet; Class A fire hazard classification.
B. Tape: Self-adhering type recommended by barrier manufacturer.
C. Attachments: Nails or staples as recommended by barrier manufacturer.

2.2 Insulation:
A. Fiber Glass Blanket Insulation (Thermal): ASTM C665, Type III - Foil Faced; preformed glass fiber insulation; R-Value (thickness) as indicated on Drawings.
B. Nails and Staples: Electroplated or galvanized steel wire type.
C. Tape: Self-adhering polyethylene faced.

2.3 Vinyl Siding and Trim Materials:
A. Extruded Vinyl: ASTM D3679, polyvinyl chloride (PVC) compound; color pigment throughout thickness; color and profile to match existing.
B. Fasteners: Aluminum type recommended by siding manufacturer; finished to match siding where exposed.

2.4 Soffit Material:
A. Aluminum Sheet: ASTM B209, 3005-H19 alloy; minimum 0.019 inch thickness; smooth surface finish; ventilated and solid, v-groove, complete with starter strips and trims; color as selected.

2.5 Gutters and Downspouts:
A. Gutters: Aluminum; prefinished; complete with end caps, downspout outlets, and expansion joints; conforming to the following:
   1. Profile: K-style.
   2. Gutter Supports: Spikes and ferrules.
B. Downspouts: Aluminum; prefinished; complete with elbows, boots or shoes, conforming to the following:
   1. Profile: Rectangular.
   2. Downspout Supports: Straps.

2.6 Sealants:
A. General Use - Silicone: ASTM C920 Type S, Grade NS, Class 25; single component, neutral curing, non-staining, non-bleeding; ±50 percent joint movement
capability.
B. Wet Areas - Silicone: ASTM C920 Type S, Grade NS, Class 25; single component, neutral curing, mildew resistant, non-staining, non-bleeding; ±25 percent joint movement capability.
C. Painted Surfaces - Acrylic: ASTM C834; single component, non-sagging, non-staining, non-bleeding; ±7.5 percent joint movement capability.
D. Joint Backing: ASTM D1056; round, closed cell expanded neoprene rod; oversized to 50 percent larger than joint width.

PART 3 - EXECUTION

3.1 Insulation:
A. Install batts in accordance with manufacturer's instructions for application.
B. Place batts in framing cavities, completely filling intended spaces. Leaving no gaps or voids.
C. Fit insulation to, around and behind mechanical and electrical services within the plane of insulation.
D. Install faced batts with factory applied membrane facing the warm side of building spaces with attachment flanges stapled taut and without gaps.
E. Repair any puncture or tears in facing by taping.

3.2 Installation - Siding, Soffits and Fascia:
A. Install components in accordance with manufacturer's installation instruction.
B. Install starter strips, corner strips, and trims level and plumb.
C. Secure components to solid support framing, maintaining required expansion clearances.
D. Use concealed fasteners unless otherwise approved by Design Professional.
E. Remove site cuttings from finish surfaces.
F. Seal to prevent weather penetration. Maintain neat appearance.

3.3 Installation - Gutters and Downspouts:
A. Install gutters and downspouts in accordance with manufacturer's installation instructions.
B. Secure hangers to solid support framing at recommended spacing.
C. Join gutter lengths with seams sealed watertight. Secure downspouts to gutters.

3.4 Caulking:
A. Install joint backing and sealant in accordance with manufacturer's installation instructions.
B. Install joint backing to achieve a neck dimension no greater than 1/3 the joint width.
C. Install sealant free of air pockets, foreign matter, ridges and sags.
D. Tool joints concave and weather tight.
E. Clean excess sealant form adjacent surfaces in accordance with manufacturer's instructions.
F. It is intended that color of sealants shall match adjacent materials.

END OF DIVISION
DIVISION 8 - DOORS AND WINDOWS

PART 1 - GENERAL

1.1 Description:
A. Items required for this Work includes, but is not limited to the following:
   1. Pre-finished wood doors.
   2. Clad wood window unit.
   3. Door hardware.
   4. Coordination with Division 6 - Wood and Plastic for wood door jambs.

PART 2 - PRODUCTS

2.1 Flush Wood Doors:
A. Acceptable Manufacturers:
   1. “MOHAWK” manufactured by Masonite
   2. Design Professional approved equal.
B. Interior Flush Wood Doors - Closets: Solid core 5-ply construction; 1-3/8 inches thick; non-fire rated; Premium A wood veneer faces; factory finished.
C. Interior Flush Wood Doors - Rooms: Solid core 5-ply construction; 1-3/4 inches thick; non-fire rated; Premium A wood veneer faces; factory finished.

2.2 Window Units:
A. Acceptable Manufacturers - Vinyl Clad:
   1. Anderson Corporation, Inc.
   2. Jeld-Wen Windows
   3. Weather Shield
   4. Design Professional approved equal.
B. Window Units: Operable casement venting sash; sizes and combinations as scheduled on Drawings.
C. Wood: Clear pine species, clear preservative treated to NWWDA I.S.4 of type suitable for transparent or opaque interior finish.
D. Vinyl Cladding (Exterior Surface): Extruded PVC, low sheen surface, shop fit to profile of wood members, and exterior exposed surfaces.
E. Weather stripping: Vinyl type configured for flexible fit.
F. Insect Screen Frames: Rolled aluminum, of rectangular sections with aluminum or glass fiber mesh set into frame and secured. Fit frames with adjustable roller hardware; removable.
G. Jamb Extensions: Clear pine species, predrilled for nailing; widths required to suit wall thickness.
H. Exterior Trim: Extruded vinyl; sizes and shapes required to suit application; finish to match cladding.
I. Window Lights: Low E float glass; insulating double pane, minimum 5/8 inch thick.

2.3 Door Hardware:
A. Hinges: Product numbers used are Ives; product of BHMA members are acceptable.
B. Latchsets: Standard duty cylindrical type, 2-3/4 inch backset; provide strikes with extended lips that do not project more than 1/8 inch beyond door frame; product
numbers used are IR-Schlage.

C. Surface Closer: Product numbers used are IR-LCN; furnish accessories as required to correctly install door closers.

D. Wall Stops: Product numbers used are Ives; product of BHMA members are acceptable.

E. Hardware Schedule:

**H-1 - Each Opening To Have:** (1-3/8 inch door thickness)

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Product</th>
<th>Model/Size</th>
<th>Manufacturer</th>
</tr>
</thead>
<tbody>
<tr>
<td>6</td>
<td>Hinges</td>
<td>5BB1 4 x 4</td>
<td>IVE</td>
</tr>
<tr>
<td>2</td>
<td>Dummy Trim</td>
<td>AL170 NEP</td>
<td>SCH</td>
</tr>
<tr>
<td>2</td>
<td>Roller Latch</td>
<td>RL30</td>
<td>IVE</td>
</tr>
</tbody>
</table>

**H-2 - Each Opening To Have:** (1-3/4 inch door thickness)

<table>
<thead>
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<th>Quantity</th>
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</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>Hinges</td>
<td>5BB1 4-1/2 x 4-1/2</td>
<td>IVE</td>
</tr>
<tr>
<td>1</td>
<td>Entrance/Office Lock</td>
<td>AL50PD NEP</td>
<td>SCH</td>
</tr>
<tr>
<td>1</td>
<td>Overhead Stop</td>
<td>814S</td>
<td>US32S</td>
</tr>
</tbody>
</table>

**H-3 - Each Opening To Have:** (1-3/8 inch door thickness)

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Product</th>
<th>Model/Size</th>
<th>Manufacturer</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>Hinges</td>
<td>5BB1 4 x 4</td>
<td>IVE</td>
</tr>
<tr>
<td>1</td>
<td>Exit Lock</td>
<td>AL25D NEP</td>
<td>SCH</td>
</tr>
</tbody>
</table>

(Install w/ lever outside)

PART 3 - EXECUTION

3.1 Installation - Doors and Frames:

A. Install doors and frames in accordance with ANSI/SDI-100 and manufacturer's installation instructions.

B. Coordinate installation of doors with installation of specified frames and hardware.

C. Install doors and frames plumb and level.

D. Adjust door for smooth and balanced door operation.

E. Maintain fitting tolerances of 1/8 inch clearance at jambs and head; maximum 3/4 inch at floor.

F. At exterior doors, insulate shim space at perimeter of door with low expanding foam insulation formulated for doors and windows.

3.2 Installation - Window Units:

A. Install window units in accordance with manufacturer's installation instructions.

B. Use anchorage devices to securely attach frames to structure.

C. Align assembly plumb and level, free of warp or twist. Maintain assembly dimensional tolerances, aligning with adjacent work.

D. Coordinate attachment and seal of air and vapor barrier materials. Pack fibrous insulation in shim spaces at perimeter of assembly to maintain continuity of thermal barrier.

E. Install exterior and interior trims and accessories.

F. Install perimeter sealant, backing materials, and installation requirements in accordance with Section 07900.

END OF DIVISION
DIVISION 9 - FINISHES

PART 1 - GENERAL

1.1 Description:
A. Items required for this Work includes, but is not limited to the following:
   1. Gypsum board.
   2. Ceramic tile floor and wall tiles.
   3. Premium vinyl plank flooring.
   5. Painting and staining.
   6. Wood floor refinishing.

PART 2 - PRODUCTS

2.1 Gypsum Board and Accessories:
A. Gypsum Board: Non-fire rated, and thicknesses as indicated on Drawings or as required to match thickness of existing, maximum permissible length; ends square cut, tapered edges; formulated to provided protection against growth of mold and mildew.
B. Corner Beads and Metal Trims: Galvanized metal with perforated flanges.
C. Joint Materials: ASTM C475, reinforcing tape, joint compound, adhesive, and water.
D. Fasteners: ASTM C1002, Type W screws; bugle-shaped heads.

2.2 Ceramic Tile Materials:
A. Ceramic Mosaic Floor Tiles: ANSI/TCA A137.1; unglazed, with all purpose edge; 2 x 2 inch size; 1/4 inch thick; “INTERTECH UNGLAZED PORCELAIN” manufactured by Interceramic; colors as selected.
B. Ceramic Mosaic Base Tiles: ANSI/TCA A137.1; unglazed, with all purpose edge; 2 x 5 inch size; 1/4 inch thick; coved base; “INTERTECH UNGLAZED PORCELAIN” manufactured by Interceramic; colors to match mosaic floor tiles.
C. Ceramic Mosaic Wall Tiles: ANSI/TCA A137.1; glazed, with cushioned edge; 1 x 1 inch size; 1/4 inch thick; colors as selected.
D. Ceramic Wall Tiles: ANSI/TCA A137.1; glazed, with cushioned edge; 8 x 10 inch size; 1/4 inch thick; “CICINWHI810” supplied by Genesee Ceramic Tile; colors as selected.
E. Ceramic Wall Accent Tiles: ANSI/TCA A137.1; glazed, with cushioned edge; 2 1/8 x 8 1/2 inch size; 1/4 inch thick; “SOLIDS IN DESIGN COLLECTION” manufactured by Interceramic; colors as selected.
F. Adhesive: ANSI A118.4 and ANSI A118.11; one-step, polymer fortified, thin-set mortar; “LATICRETE 254 PLATINUM”.
G. Grout: ANSI A118.3 and ANSI A118.5; chemical resistant industrial grade epoxy grout; factory proportioned kits consisting of epoxy resin, hardener and chemical resistant silica filler; “LATICRETE SPECRTALOCK 2000 IG”; colors as selected.
H. Waterproofing Membrane: ANSI A118.10 - ANSI A118.12; single component self curing liquid applied rubber polymer; “LATICRETE HYDRO BAN”.
I. Sealant: Silicone sealant, moisture and bacteria resistant type, as recommended by tile manufacturer.
J. Thresholds: Marble type, polished finish, full depth and width of frame opening, beveled both sides, radius edges; color as selected.
K. Tile Edging Bead: Anodized aluminum; rounded bead profile with trapezoid performed anchoring leg; “ROUNDEC-DB” manufactured by Schluter Systems Inc.

2.3 Resilient Plank Flooring:
A. Acceptable Products:
   2. Architect approved equal.
B. Vinyl Flooring: ASTM F1700, Class III, vinyl 1; 6 x 36 inch size, 1/8 inch thick; minimum 2,500 psi static load; back of planks covered with hot-melt adhesive; simulated wood grain surface finish; color as selected by Architect.
C. Underlayment: As supplied by vinyl flooring manufacturer, 12 inch wide by 36 inch long sheets.
D. Edge Strips: Vinyl adaptor type as recommended by floor manufacturer; color as selected.

2.4 Resilient Wall Base:
A. Vinyl Wall Base: FS SS-W-40a, Type II; vinyl, 4 inches high, 1/8 inch thick; top set coved toe; color as selected.
B. Primers and Adhesives: Waterproof type, recommended by resilient flooring manufacturer for sub-floor present.

2.5 Painting:
A. Paint, Stains and Coatings: Top quality, ready mixed, of good flow and brushing properties; capable of drying or curing free of streaks or sags.
B. Accessory Materials: Linseed oil, shellac, turpentine, paint thinners and other materials required to achieve the finishes specified.
C. Brush, Rollers and Sprayers: As recommended by coating manufacturer.

PART 3 - EXECUTION

3.1 Installation - Gypsum Board:
A. Install gypsum board with long edges perpendicular to framing with ends occurring on framing members.
B. Fasten gypsum board to framing with construction adhesive and screws.
C. Place corner beads at external corners. Use longest practical length. Place casing bead where gypsum board abuts dissimilar materials.
D. Maintain surface flatness with maximum of 1/8 inch in 10 feet in any direction.
E. Tape, fill, and sand exposed screw heads, joints, edges, and corners to produce smooth surface ready to receive finishes.
F. Feather coats onto adjoining surfaces so that camber is maximum 1/16 inch.

3.2 Installation - Resilient Flooring:
A. Prep sub-floor surfaces in accordance with manufacturer’s preparation instructions.
B. Install underlayment and flooring in accordance with manufacturer’s installation instructions.
C. Terminate flooring at centerline of door openings where adjacent floor finish is dissimilar. Termination shall be located under door in closed position.
D. Scribe flooring to walls and other appurtenances to produce tight joints.
E. Install edge strip at all junctures of resilient flooring with other floor materials.
F. Remove excess adhesive from surfaces without damage.
G. Clean floor surfaces according to manufacturer’s instructions.

3.3 Installation - Wall Base:
A. Fit joints tight and vertical. Scribe and fit to door frames and other obstructions.
B. Miter internal corners. No joints shall be closer than 24 inches to corner.
C. Adhere base tight to wall and toe of base to floor surfaces.
D. Install straight and level to variation of plus or minus 1/8 inch in 10 feet.

3.4 Wood Floor Re-finishing:
A. Remove existing finish by power sanding, working with successively finer grits of paper.
B. Vacuum clean grit and sanding dust from floor surface.
C. Fill open-grained wood with paste wood filler and allow to dry.
D. Power sand floor surface with fine grade sandpaper. Vacuum clean and wipe with mineral spirits dampened cloths.

3.5 Painting:
A. Verify surfaces and conditions are ready to receive work in accordance with manufacturer's instructions.
B. Correct minor defects and clean surfaces which affect this work.
C. Remove or mask off hardware, accessories, plates, lighting fixture trim, escutcheons, and fittings prior to preparing surface or finishing. Use only skilled installers for removal and reinstallation of these items. Do not use solvent to clean hardware that may remove permanent lacquer finish.
D. Seal marks which may bleed through surface finishes.
E. Remove mildew from impervious surface by scrubbing with solution of water and household bleach or commercial mildew wash. Rinse with clean water and allow surface to dry.
F. Apply each coat at proper consistency and rate of coverage in accordance with manufacturer's application instructions.
G. Tint prime coat to match color selected for finish coat.
H. Allow each coat of finish to dry before following coat is applied. Sand lightly between coats to achieve required finish.

3.5 Painting and Finishing Schedule:
A. Gypsum Board Walls.
   1. Primer coat where required.
   2. Water based, two-component polyurethane-fortified coating; eggshell; number of coats as required. Scrubtough by Scuffmaster / Master Coating Technologies.
B. Gypsum Board Ceilings:
   1. One coat latex primer where required.
   2. Latex flat; number of coats as required. EverClean Interior Latex Flat, Series A96 by SherwinWilliams
C. Wood Floors - Stain/Clear Finish:
   1. Coats of stain as required to achieve color selected.
   2. Two coats polyurethane, high gloss.

D. Wood - Stain/Clear Finish:
   1. One coat paste wood filler (omit for close grain woods).
   2. Coats of stain as required to achieve color selected.
   3. Two coats latex urethane acrylic, low lustre.

E. Exterior Wood - Semi-Transparent Stain.
   1. Two coats polyurethane stain.
      WoodScapes Semi-Transparent, Series A15.
**DIVISION 10 - SPECIALTIES**

**PART 1 - GENERAL**

1.1 Description:

A. Items required for this Work includes, but is not limited to the following:
   1. Toilet room accessories.

**PART 2 - PRODUCTS**

2.1 Toilet Room Accessories:

A. Acceptable Manufacturers:
   1. American Specialties, Inc.
   2. Bobrick Washroom Equipment, Inc.
   3. Bradley Washroom Accessories

B. Sheet Steel: ASTM A366.

C. Stainless Steel Sheet: ASTM A167, Type 304.

D. Tubing: ASTM A269, stainless steel.

E. Fasteners, Screws, and Bolts: Hot dip galvanized, tamper-proof security type.

2.2 Toilet Room Accessories Type:

A. Grab Bars: Stainless steel, 1-1/2 inch diameter; concealed mounting plate with snap-flange cover; peened non-slip gripping surface.

B. Mirrors: Polished float/plate glass, 1/4 inch thick, electrolytically copper plated; one piece, roll formed stainless steel angle frame, welded corners; concealed wall hanger.

C. Toilet Tissue Dispensers: Surface mounted, single roll, cast aluminum; molded plastic spindle, non-controlled delivery.

D. Shower Seat: Folding seat of durable, water resistant, solid phenolic; stainless steel frame and mounting bracket with self-locking mechanism; ivory color.

2.3 Lavatory Pipe Insulation Kits:

A. Acceptable Manufacturers:
   1. Brocar Products Inc.
   2. Truebro Inc.
   3. Design Professional approved equal.

B. Insulation: Molded closed cell vinyl, UV and heat resistant; minimum 1/8 inch wall thickness.

C. Fasteners: Nylon, supplied by kit manufacturer.

**PART 3 - EXECUTION**

3.1 Installation - Toilet Room Accessories:

A. Install fixtures, accessories and items in accordance with manufacturer’s installation instructions.

B. Install plumb and level, securely and rigidly anchored to substrate.

**END OF DIVISION**
DIVISION 15 - MECHANICAL

PART 1 - GENERAL

1.1 Description:
A. Plumbing required for this Work includes, but is not limited to the following:
   1. Hot and cold domestic water piping modifications.
   2. Sewer and waste piping modifications.
   3. Plumbing fixtures and trims.
   5. Cleanouts, and vent risers.
B. Air distribution required for this Work includes, but is not limited to the following:
   1. Bathroom exhaust fans.
   2. Replacement registers and grilles.
   3. Replacement of existing flexible ductwork with metal ductwork.

1.2 Quality Assurance:
A. Domestic water, waste and venting systems shall be designed and installed in accordance with all local and state codes and regulations.
B. Conform all locations, connections, size of fixtures and openings prior to rough-in and installation.
C. Plumbing fixtures and trims shall be one manufacturer, unless otherwise noted or approved.

PART 2 - PRODUCTS

2.1 Domestic Water System:
A. Pipe: Type "K" hard copper with wrought copper fittings and lead-free solder joints.
B. Provide shut-off valves at plumbing fixtures and plumbing equipment.

2.2 Sewer, Waste and Vent Piping:
A. Pipe: PVC, Schedule 40, with PVC fittings.
B. Provide cleanouts as required.

2.3 Plumbing Fixtures and Trims:
A. Water Closets: "CIMARRON COMFORT HEIGHT", by Kohler; Model No. K-3828 / K-3489-RA; elongated bowl, 16-1/2 inch high bowl; 1.28 GPF toilet; 12 inch rough-in, provide left hand and right hand trip lever as required; white color; supply with solid plastic open front seat without cover; angle supply and stop.
B. Lavatories - Lara House: "FREQUENCY LAVATORY SYSTEM, FL-1L ", by Bradley; deck with lavatory, heavy gauge stainless steel mounting brackets and battery operated faucet; trap cover to enclose offset drain, P-trap, flexible stainless steel supply connections and ASE 1070 thermostatic mixing valve and stop valves, ADA compliant.
D. Lavatories - Paige Court: "BOLERO OVAL ", by Kohler; Model No. K-2611-SU; 15 inch by 10 inch stainless steel, undermount lavatory, ADA compliant; satin finish without undercoat.
E. Lavatory Faucets - Paige Court: "MODEL 523-WFHGMHDF", by Delta; washer less, vandal resistant lever handle with red and blue indicators; 4 inch centerset, 4-1/2 inch spout, 0.5 gpm vandal resistant spray outlet, 3/8 inch O.D. copper supply tubes, brushed stainless steel finish, without pop-up drain.

F. Bathtub: “JETTED TUB ASSISTED LIVING”, by Best Bath Systems; Model No. APRJ6034; 60 inch wide by 34 inch deep by 20 inch high; molded fiberglass body and seat; built-in rear and end grab rails; 110 volt, 1 amp air blower; white color.

G. Hand Shower Unit: Universal thermostatic shower for dual showers with standard 24 inch stainless steel bar with ADA slide handshower and shower diverter valve; tub and shower Model No. T17TH335-25" by Delta.

H. Shower Stall Unit: “TERRACINA”, 3 foot shower module, Model No. K-1538, by Kohler; one piece seamless fiberglass unit with smooth tile look walls and molded in floor pattern; with K-9132 shower drain.

2.4 HVAC System Modifications:
   A. Ductwork: Galvanized sheet steel, lock forming quality.
   B. Flexible Ductwork: UL 181, Class 0.

PART 3 - EXECUTION

3.1 Installation - Plumbing System:
   A. Route piping in orderly manner, grouped where practical, to avoid interference with other systems and to use as little space as possible.
   B. Slope water piping to drain back to lowest plumbing fixture. Install drain valves at low points.
   C. Allow for expansion and contraction of piping.
   D. Provide access to all valves, drains and unions where possible.
   E. Provide trap at each fixture, located for ease of removal and cleaning.
   F. Install hammer arrestors as required.
   G. Provide cleanouts as required. Within finished spaces provide chrome plated cover plate.

END OF DIVISION
DIVISION 16 - ELECTRICAL

PART 1 - GENERAL

1.1 Description:
A. Electrical required for this Work includes, but is not limited to the following:
   1. Branch circuits modifications.
   2. Receptacles and switches relocation.
   3. Exhaust fans.
   4. Lighting fixtures.
   5. Final connections to all new equipment and appliances.

PART 2 - PRODUCTS

2.1 Materials:
A. Circuit Wiring: Minimum #12/2 with ground.
B. Receptacle Boxes: Galvanized steel.
C. Switches: Toggle type, color to match existing.
D. Duplex Receptacle: Back and side wired, 15 amps, 125 bolts, straight blade, commercial specification grade 5-20R; color to match existing.
E. GFCI Receptacles: Ground fault current interrupter, back and side wired, commercial grade, 15 amps, 125 volt; color to match existing.
F. Covers: Match existing.

2.2 Lighting Fixtures:
A. Office and Dining Room Light Fixtures: Surface mounted fluorescent, four (4) 32W, T8 lamps, smooth acrylic diffuser with crown oak mold surround; instant start, UL listed; equal to Model PKCM432R8 by American Fluorescent.
B. Bath Room Light Fixtures:
   1. Downlights: Recessed compact fluorescent as specified below.
   2. Vanity Lights: Surface mounted fluorescent, one (1) T8 lamp, 4 3/4 inch diameter opal white acrylic lens with positive stainless steel lens retainers; permanently installed mile white opaque diffuser ends with decorative trims; fully enclosed wireway, UL listed; equal to VL Series by Lightolier; provide 48 inch, 36 inch and 24 inch fixtures as shown on Drawings.
C. Room Downlights: Recessed compact fluorescent downlight, six (6) inch aperture airtight galvanized steel housing and junction box, IC/Non-IC rated; CUL listed; provide with six (6) inch shower recessed trim in bathrooms.

2.3 Ceiling Exhaust Fans - Toilet Rooms:
A. Centrifugal Fan Unit: Humidity sensing, adjustable auto shut-off time; direct driven, with galvanized steel housing lined with 1/2 inch acoustic insulation, resilient mounted motor, gravity backdraft damper in discharge; UL and energy star rated unit, 110 cfm, 0.7 sones, hanger bar system; 120 volts; equal to "MODEL QTXEN110S", manufactured by Nutone; 6 inch ducting.
B. Grille: Molded white plastic or aluminum with baked white enamel finish.
PART 3 - EXECUTION

3.1 Installation:
A. Install in accordance with National Electrical Code and utility company requirements.
B. Install all equipment and lighting fixtures in accordance with manufacturer's installation instructions.
C. Install ground fault interceptor (GFI) receptacles where required per NEC.

3.2 General Wiring Methods:
A. Use no wire smaller than 12 AWG for power and lighting circuits.
B. Use 10 AWG conductor for 20 ampere, 120 volt branch circuit home runs longer than 75 feet.
C. Splice only in junction or outlet boxes.
D. Neatly train and lace wiring inside boxes, equipment, and panelboards.
E. Make Conductor lengths for parallel circuits equal.
F. Install a separate insulated (green) ground conductor for each receptacle circuit.

END OF DIVISION