

PROJECT MANUAL  
FOR  
**City of Aurora Project #: 16-38**

FIRE STATION #3 EMERGENCY GENERATOR  
600 W. INDIAN TRAIL  
AURORA, ILLINOIS 60506

**OWNER**



44 E. DOWNER PLACE  
AURORA, ILLINOIS 60507

**ARCHITECT**

KLUBER ARCHITECTS + ENGINEERS  
10 S. SHUMWAY AVE.  
BATAVIA, ILLINOIS 60510

**BIDS DUE**

WEDNESDAY, AUGUST 31, 2016 AT 2:00 P.M.  
CITY OF AURORA CITY CLERK'S OFFICE  
44 E. DOWNER PLACE, 2<sup>ND</sup> FLOOR  
AURORA, ILLINOIS 60507

DATE: AUGUST 11, 2016  
PROJECT NO. 16-130-1033

**SECTION 00 01 01  
PROJECT TITLE PAGE**

**PROJECT MANUAL**

**FOR**

**CITY OF AURORA FIRE STATION NO. 3 GENERATOR  
600 W INDIAN TRAIL ROAD  
AURORA, ILLINOIS 60506**

**OWNER**

**CITY OF AURORA  
44 E DOWNER PLACE  
AURORA, ILLINOIS 60507**

**ARCHITECT/ENGINEER**

**KLUBER ARCHITECTS + ENGINEERS  
10 S. SHUMWAY AVE.  
BATAVIA, ILLINOIS 60510**

**SECTION 00 01 07**  
**SEALS PAGE**

**1.01 DESIGN PROFESSIONALS' SEALS**

A. STRUCTURAL ENGINEER

B. ELECTRICAL ENGINEER

**END OF DOCUMENT**

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**END OF SECTION**

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**END OF DOCUMENT**

**SECTION 00 11 13  
ADVERTISEMENT FOR BIDS**

**CITY OF AURORA INVITATION TO BID ATTACHED (TWO PAGES).  
END OF DOCUMENT**



THOMAS J. WEISNER  
Mayor

**INVITATION TO BID  
16-38  
FIRE STATION #3 EMERGENCY GENERATOR  
FOR THE CITY OF AURORA**

The City of Aurora invites you to bid on the Fire Station #3 Emergency Generator for the City of Aurora located at 600 W. Indian Trail, Aurora IL 60506.

Sealed bids will be received at the office of the City Clerk, 44 East Downer Place, Aurora, Illinois 60507, until 2:00 p.m., Wednesday, August 31, 2016 to determine proposals for the anticipated above named project.

The proposed work consists of the installation of an exterior pad-mount diesel generator and automatic transfer switch and related components. Replacement of the main electrical service, grounding and metering equipment to accommodate the generator installation is also included. The installation of the new exterior concrete pad is to be included as part of this work.

Specifications and other pertinent documents may be obtained at the Purchasing Office, 44 East Downer Place, Aurora, Illinois 60507 during normal business hours, by calling 630-256-3550 or online at [http://www.aurora-il.org/finance/purchasing/bid\\_invitation.php](http://www.aurora-il.org/finance/purchasing/bid_invitation.php).

The Bidding Documents may also be examined at the Architect's office, Kluber, Inc., 10 S. Shumway Avenue, Batavia, IL 60510.

A **mandatory pre-bid meeting** will be held Tuesday, August 23, 2016 from 10:00 a.m. to 11:00 a.m. All bidders should meet at 600 W. Indian Trail, Aurora, IL. **Bidders must be present at the start of the meeting to qualify to bid on the project.**

DO NOT SEND OR DELIVER BID PROPOSALS to the Purchasing Division Office.

All bid proposals are to be submitted on the bid proposal form provided entitled: **"Bid Proposal for 16-38 FIRE STATION #3 EMERGENCY GENERATOR."**

Each proposal must be placed in an envelope, sealed, and clearly marked on the outside: **"Bid Proposal for 16-38 FIRE STATION #3 EMERGENCY GENERATOR."**

Questions regarding the bids are to be sent to Director of Purchasing at [PurchasingDL@aurora-il.org](mailto:PurchasingDL@aurora-il.org). All questions must be submitted in writing via e-mail by 5:00 p.m., Wednesday, August 24, 2016. Questions will be answered via bid addendum to be sent to those in attendance at the pre-bid meeting by 12:00 p.m. Friday, August 26, 2016. **Except at the pre-bid meeting, NO questions will be accepted or answered verbally. No questions will be accepted or answered after Wednesday, August 24, 2016 5:00 p.m. cut-off date/time. It is the responsibility of the interested bidder to ensure they have received addendum, if any issued, and acknowledge such receipt where indicated.**



A bid bond or a certified check payable to the City of Aurora in the amount of 10% of the bid price is required with the bid presented. A 100% performance and payment bond will be required from the successful Bidder.

The City of Aurora encourages minority business firms to submit bids and encourages the successful firm to utilize minority businesses as applicable.

**Any Bidder who owes the City money may be disqualified at the City's discretion.**

Sufficient proof of liability and workmen's compensation insurance must be furnished to satisfy requirements of the City of Aurora.

When required by State Law, please be advised that all Bids must comply with the Illinois Prevailing Wage Act and the Prevailing Rate of Hourly Wages in the City of Aurora where the Work is to be performed is to be paid to all persons on the project.

The successful respondent shall comply with all codes, ordinances, rules, statutes, laws and regulations of the City of Aurora, State of Illinois as they apply to all Public Works construction projects.

The City of Aurora reserves the right at any time and for any reason to cancel this Invitation to Bid, to accept or reject any or all Bids or portion thereof, or accept an alternate bid. The City reserves the right to waive any immaterial defect in any bid, or technicality, informality or irregularity in the bids received, and to disregard all nonconforming or conditional bids or counter-proposals. Unless otherwise specified by the bidder or the City, the City reserves the right to hold the best bids for ninety (90) days from the opening date set forth above. The City may seek clarification from any bidder at any time and failure to respond promptly is cause for rejection. The City further reserves the right to award the bid to the lowest responsible Bidder whose offer best responds in quality, fitness and capacity to the requirements of the proposed work or usage and therefore is in the best interest of the City.

CITY OF AURORA

Director of Purchasing

**SECTION 00 21 13**  
**INSTRUCTIONS TO BIDDERS**

**1.01 FORM OF INSTRUCTIONS TO BIDDERS**

- A. AIA Document A701 (1997 Edition) - Instructions To Bidders is hereby made part of the Bidding Requirements to the same extent as if written out in full.
- B. The above document may be examined at the Architect/Engineer's office or purchased at the American Institute of Architects, [http://www.aia.org/docs\\_purchase&defPr=1](http://www.aia.org/docs_purchase&defPr=1).

**END OF DOCUMENT**

**SECTION 00 31 13**  
**PRELIMINARY SCHEDULE**

**1.01 GENERAL**

- A. The following represents the preliminary construction schedule for the Work. This schedule is the current estimate of the Owner to be used for purposes of bidding. All bidders shall include the costs of all overtime, double-shift, or so-called "premium" time that may be necessary to meet this milestone.

**1.02 PRELIMINARY SCHEDULE**

- A. Award of Contract: Anticipated September 27, 2016
- B. Commencement of Construction: October 3, 2016
- C. Substantial Completion: December 30, 2016

**END OF SECTION**

**SECTION 00 41 13  
BID FORM - STIPULATED SUM  
SINGLE CONTRACT**

**PROJECT:** CITY OF AURORA FIRE STATION NO. 3 GENERATOR  
600 W INDIAN TRAIL ROAD  
AURORA, ILLINOIS 60506

**BID TO:** CITY OF AURORA  
44 E DOWNER PLACE  
AURORA, ILLINOIS 60507

**BID FROM:** CORPORATE \_\_\_\_\_  
NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
CITY, STATE, ZIP: \_\_\_\_\_  
TELEPHONE NO.: \_\_\_\_\_  
FAX NO.: \_\_\_\_\_  
EMAIL ADDRESS: \_\_\_\_\_  
CONTACT \_\_\_\_\_  
PERSON: \_\_\_\_\_

**1.01 ACCEPTANCE**

**THE UNDERSIGNED BIDDER AGREES, IF THIS BID IS ACCEPTED, TO ENTER INTO AN AGREEMENT WITH THE OWNER, IN THE FORM INCLUDED IN THE BIDDING DOCUMENTS, TO PERFORM AND FURNISH THE WORK AS INDICATED IN THE BIDDING DOCUMENTS FOR THE BID PRICE AND WITHIN THE BID TIMES INDICATED IN THIS BID AND IN ACCORDANCE WITH THE TERMS AND CONDITIONS OF THE CONTRACT DOCUMENTS.**

**1.02 ACKNOWLEDGMENTS**

**IN SUBMITTING THIS BID, THE BIDDER REPRESENTS THAT:**

- A. This Bid will remain open for acceptance for a period of 90 days from the Bid opening date;
- B. The Owner has the right to reject this Bid;
- C. The Bidder accepts the provisions of the Instructions and Supplementary Instructions to Bidders regarding the disposition of the Bid;
- D. The Bidder agrees to sign and submit the Agreement and other documents required by the Bidding Requirements within 15 days after the Owner's Notice of Award;
- E. The Bidder has examined the complete set of Bidding Documents;
- F. The Bidder has visited the site and become familiar with the general, local, and site conditions;
- G. The Bidder is familiar with Federal, State and Local Laws and Regulations;
- H. The Bidder has correlated the information known to the Bidder; information and observations obtained from visits to the site, reports and drawings identified in the Bidding Documents and additional examinations, investigations, explorations, tests, studies, and data with the Bidding Documents;
- I. This Bid is genuine and not made in the interest of or on behalf of an undisclosed person, firm, or corporation and is not submitted in conformity with an Agreement or rules or group, association, organization, or corporation;

J. The Bidder has not directly or indirectly induced or solicited another Bidder to submit a false or sham Bid; sought by collusion to obtain for itself an advantage over another Bidder or over the Owner;

K. The Bidder has received the following Addenda, receipt of which is hereby acknowledged:

1. Addendum No. \_\_\_\_\_ Date \_\_\_\_\_
2. Addendum No. \_\_\_\_\_ Date \_\_\_\_\_
3. Addendum No. \_\_\_\_\_ Date \_\_\_\_\_

**THE BIDDER UNDERSTANDS THAT, IN SUBMITTING THIS BID, HE WAIVES ALL RIGHT TO PLEAD ANY MISUNDERSTANDINGS REGARDING THE FOREGOING.**

**1.03 SINGLE CONTRACT - BASE BID PRICE:**

- A. Refer to Section 01 10 00 - Summary.
- B. The Bidder will complete the Work of the Project in accordance with the Contract Documents for the following price:

1. Stipulated Sum Bid Price:

\_\_\_\_\_

(Use Numerals)

\_\_\_\_\_

(Use Words)

**1.04 BID BOND**

- A. The Bidder has attached the required bid security in the form described by Document 00 43 13 - Bid Security Form with this Bid.

**1.05 ALLOWANCES**

- A. The Bidder has included in the Bid the appropriate allowances as specified in Section 01 21 00 - Allowances.

**1.06 CONTRACT TIME**

- A. The Bidder agrees to begin and complete Work as indicated in Document 00 31 13 - Preliminary Schedule.

**1.07 OTHER BID FORM SUPPLEMENTS**

- A. The following additional Documents are attached to and made a condition of this Bid:
  1. Document 00 43 14 - Bid Form Supplement - Bidder's Certification.
  2. Document 00 43 15 - Bid Form Supplement - Bidder's Tax Certification.
  3. Document 00 43 16 - Bid Form Supplement - Apprenticeship or Training Program Certification and Current Signatory Letters.
  4. Document 00 43 17 - Bid Form Supplement - City of Aurora Vendor Application.

**1.08 SIGNATURES**

- A. Respectfully submitted this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

- B. Type of Firm: (check one)

\_\_\_\_\_ Individual  
\_\_\_\_\_ Partnership  
\_\_\_\_\_ Corporation

\_\_\_\_\_ Joint Venture

C. Corporate Seal:(SEAL)

D. Full name of firm: \_\_\_\_\_

E. Authorized Signing Officer: \_\_\_\_\_

Title: \_\_\_\_\_

F. Authorized Signing Officer: \_\_\_\_\_

Title: \_\_\_\_\_

**END OF DOCUMENT**

**SECTION 00 43 13**  
**BID SECURITY FORM**

**1.01 FORM OF BID BOND**

- A. AIA Document A310 (2010 Edition) - Bid Bond Form.
- B. The above document may be examined at the Architect/Engineer's office or purchased at the American Institute of Architects, [http://www.aia.org/docs\\_purchase&defPr=1](http://www.aia.org/docs_purchase&defPr=1).

**END OF DOCUMENT**

**SECTION 00 43 14  
BID FORM SUPPLEMENT - BIDDER'S CERTIFICATION**

**1.01 CITY OF AURORA BIDDER'S CERTIFICATION ATTACHED (1 PAGE).  
END OF DOCUMENT**



**BIDDER'S CERTIFICATION**

I/We hereby certify that:

- A. A complete set of bid papers, as intended, has been received, and that I/We will abide by the contents and/or information received and/or contained herein.
- B. I/We have not entered into any collusion or other unethical practices with any person, firm, or employee of the City which would in any way be construed as unethical business practice.
- C. I/We have adopted a written sexual harassment policy which is in accordance with the requirements of Federal, State and local laws, regulations and policies and further certify that I/We are also in compliance with all equal employment practice requirements contained in Public Act 87-1257 (effective July 1, 1993) and 775 ILCS 5/2-105 (A).
- D. I/We are in compliance with the most current "Prevailing Rate" of wages for laborers, mechanics and other workers as required by the City of Aurora Ordinance No. O16-042, adopted on June 28, 2016.
- E. I/We operate a drug free environment and drugs are not allowed in the workplace or satellite locations as well as City of Aurora sites in accordance with the Drug Free Workplace Act of January, 1992.
- F. The Bidder is not barred from bidding on the Project, or entering into this contract as a result of a violation of either Section 33E-3 or 33E-4 of the Illinois Criminal Code, or any similar offense of "bid rigging" or "bid rotating" of any state or the United States.
- G. I/We will submit, for all contracts in excess of \$25,000.00, a certificate indicating participation in apprenticeship and training programs approved and registered with the United States Department of Labor.

Contractor shall check the box indicating that a copy of applicable program certification is attached.

H. I/We will abide by all other Federal, State and local codes, rules, regulations, ordinances and statutes.

COMPANY NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY/STATE/ZIP CODE \_\_\_\_\_

NAME OF CORPORATE/COMPANY OFFICIAL \_\_\_\_\_

PLEASE TYPE OR PRINT CLEARLY

TITLE \_\_\_\_\_

AUTHORIZED OFFICIAL SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

Subscribed and Sworn to

TELEPHONE (\_\_\_\_\_) \_\_\_\_\_

Before me this \_\_\_\_ day

FAX No. (\_\_\_\_\_) \_\_\_\_\_

of \_\_\_\_\_, 2016

\_\_\_\_\_  
Notary Public

(SEAL)

**SECTION 00 43 15**  
**BID FORM SUPPLEMENT - BIDDER'S TAX CERTIFICATION**

**1.01 CITY OF AURORA BIDDER'S TAX CERTIFICATION ATTACHED (1 PAGE).**  
**END OF SECTION**

STATE OF ILLINOIS        )  
  )  
County of Kane            )        ss.

**BIDDER’S TAX CERTIFICATION**

(BIDDER’S EXECUTING OFFICER), being first duly sworn on oath, deposes and states that all statements made herein are made on behalf of the Bidder, that this despondent is authorized to make them and that the statements contained herein are true and correct.

Bidder deposes, states and certifies that Bidder is not barred from contracting with any unit of local government in the State of Illinois as result of a delinquency in payment of any tax administered by the Illinois Department of Revenue unless Bidder is contesting, in accordance with the procedures established by the appropriate statute, its liability for the tax or the amount of the tax, all as provided for in accordance with 65 ILCS 5/11-42.1-1.

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

By \_\_\_\_\_  
(Signature of Bidder’s Executing Officer)

\_\_\_\_\_  
(Print name of Bidder’s Executing Officer)

\_\_\_\_\_  
(Title)

ATTEST/WITNESS:

By \_\_\_\_\_

Title \_\_\_\_\_

Subscribed and sworn to before me this  
\_\_\_\_\_ day of \_\_\_\_\_, 2016.

\_\_\_\_\_  
Notary Public

(SEAL)

**SECTION 00 43 16**  
**BID FORM SUPPLEMENT - APPRENTICESHIP OR TRAINING PROGRAM CERTIFICATION AND**  
**CURRENT SIGNATORY LETTERS**

**1.01 CITY OF AURORA APPRENTICESHIP OR TRAINING PROGRAM CERTIFICATION ATTACHED**  
**(2 PAGES).**

**END OF SECTION**

## Apprenticeship or Training Program Certification

**Return with Bid**

*All contractors are required to complete the following certification:*

- For this contract proposal or for all groups in this deliver and install proposal.
  
- For the following deliver and install groups in this material proposal:

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The City of Aurora policy, adopted in accordance with the provisions of the Illinois Highway Code, requires this contract to be awarded to the lowest responsive and responsible bidder. In addition to all other responsibility factors, this contract or deliver and install proposal requires all bidders and all bidders' subcontractors to disclose participation in apprenticeship or training programs that are approved by and registered with the United States Department of Labor's Bureau of Apprenticeship and Training, and applicable to the work of the above indicated proposals or groups. Therefore, all bidders are required to complete the following certification:

- I. Except as provided in paragraph IV below, the undersigned bidder certifies that it is a participant, either as an individual or as part of a group program, in an approved apprenticeship or training program applicable to each type of work or craft that the bidder will perform with its own employees.
  
- II. The undersigned bidder further certifies for work to be performed by subcontract that each of its subcontractors submitted for approval is, at the time of such bid, participating in an approved, applicable apprenticeship or training program applicable to the work of the subcontract.
  
- III. The undersigned bidder, by inclusion in the list in the space below, certifies the official name of each program sponsor holding the Certificate of Registration for all of the types of work or crafts in which the bidder is a participant and that will be performed with the bidder's employees. Types of work or craft that will be subcontracted shall be included and listed as subcontract work. The list shall also indicate any type of work or craft job category for which there is no applicable apprenticeship or training program available.

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- VI. Except for any work identified above, any bidder or subcontractor that shall perform all or part of the work of the contract or deliver and install proposal solely by individual owners, partners or members and not by employees to whom the payment of prevailing rates of wages would be required, check the following box, and identify the owner/operator workforce and positions of ownership.

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The requirements of this certification and disclosure are a material part of the contract, and the contractor shall require this certification provision to be included in all approved subcontracts. The bidder is responsible for making a complete report and shall make certain that each type of work or craft job category that will be utilized on the project is accounted for and listed. **The City of Aurora requires a copy of each applicable Certificate of Registration issued by the United States Department of Labor evidencing such participation by the contractor and any or all of its subcontractors be included with the bid in order to qualify to bid on the project.**

The Bidder must also submit a signed and current dated letter(s) from the certificate holder(s) indicating that the Bidder may use the certificate to meet the above listed requirements for this specific project.

Bidder: \_\_\_\_\_

By: \_\_\_\_\_  
(Signature)

Address: \_\_\_\_\_

Title \_\_\_\_\_

**SECTION 00 43 17**  
**BID FORM SUPPLEMENT - CITY OF AURORA VENDOR APPLICATION**

**1.01 CITY OF AURORA VENDOR APPLICATION ATTACHED (10 PAGES).**  
**END OF SECTION**



CITY OF LIGHTS

THOMAS J. WEISNER  
Mayor

Dear Vendor:

Thank you for your interest in doing business with the City of Aurora. Each year, the City buys a variety of products ranging from office supplies to equipment to a wide range of professional and technical services. These purchases are accomplished through the Purchasing Division of the City's Finance Department.

Vendors who wish to do business with the City of Aurora must first take steps to become aware of the materials, supplies, equipment or services sought by the City. Vendors should also register to receive notice of the City's procurement needs. To ensure you receive notice of the procurement activities most appropriate to you, please complete the enclosed Forms. Please be sure to provide a description of the products you offer on the Vendor Application form where indicated. The City sends copies of bid specifications to vendors registered for the specific products and services. We also advertise bids on our website at [www.aurora-il.org/finance/purchasing/bid\\_invitation](http://www.aurora-il.org/finance/purchasing/bid_invitation) and in our local newspaper, the *Aurora Beacon News*. Most nonconstruction bid packages can be downloaded from the City's website.

The City of Aurora encourages the participation of businesses owned by minorities, women, and disabled persons (MWDP) in the City's procurement process as well as self-declared vendors. If you have obtained certification by one of the following programs and agencies, please provide a current certification certificate with your Vendor Application Form.

1. Illinois Unified Certification Program
2. Illinois Department of Central Management Services (CMS) Business Enterprise Program
3. Illinois Department of Transportation
4. Women's Business Development Center

If you have questions on how to become a vendor of the City, please call or write:

City of Aurora  
Purchasing Division of the Finance Department  
44 E. Downer Place  
Aurora, Illinois 60505  
630-256-3550

We look forward to doing business with you.

Sincerely,

A handwritten signature in black ink, appearing to read "Tom Weisner", is written over a horizontal line.

Thomas J. Weisner





**PURCHASING DIVISION**

44 East Downer Place  
Aurora, Illinois 60507

(630) 256-3550 (phone)

(630) 256-3559 (fax)

**VENDOR APPLICATION FORM**

Please fill in all spaces, Insert "NA" in blocks not applicable.  
TYPE OR PRINT ALL ENTRIES.

Date: \_\_\_\_\_

<b>COMPANY</b>		<b>HOW LONG IN PRESENT BUSINESS?</b>	
<b>ADDRESS</b>	<b>CITY</b>	<b>STATE</b>	<b>ZIP</b>
<b>CONTACT PERSON</b>		<b>PHONE AND EXTENSION</b>	<b>FAX NUMBER</b>
<b>EMAIL ADDRESS</b>			
<b>TYPE OF ORGANIZATION</b> (Check Applicable)		If Incorporated, indicate in which State	
<input type="checkbox"/> Individual	<input type="checkbox"/> Partnership	<input type="checkbox"/> Corporation	
Year Established: _____		Number of Employees working in Aurora: _____	
<b>CATEGORY</b> (Check below the category which applies to the applicant)			
<input type="checkbox"/> (A) Manufacturer or Producer	<input type="checkbox"/> (C) Retailer	<input type="checkbox"/> (E) Distributor	
<input type="checkbox"/> (B) Wholesaler	<input type="checkbox"/> (D) Manufacturer's Agent	<input type="checkbox"/> (F) Service Establishment	
<b>TYPE OF PRODUCT/SERVICE REQUESTING TO BID ON:</b>			
<b>NAMES OF OFFICERS, MEMBERS OR OWNERS OF CONCERN, PARTNERSHIP, ETC.</b>			
(A) PRESIDENT		(B) VICE PRESIDENT	
(C) SECRETARY		(D) TREASURER	
(E) OWNERS OR PARTNERS			
(F) IF (A) THRU (E) EMPLOYED BY STATE OR LOCAL GOVERNMENT STATE UNIT OF GOVERNMENT			
<b>TAXPAYER'S I.D. NO.</b>		<b>INSURANCE INFORMATION</b> (Check Applicable)	
FEIN _____		LIABILITY INSURANCE: \$1,000,000    \$2,000,000    \$5,000,000    Other	
or		Minimum acceptable limits are \$1M per occurrence, \$2M general aggregate (some projects/bids may also require higher limits and/or excess liability coverage).	
S.S. No. _____		<b>It is required that the City of Aurora be named as a primary, non-contributory additional insured.</b>	
		Insurance Co. _____	
<b>Completed W-9 Form required</b>		<b>Attach a copy of your current certificate of insurance</b>	
<b>PERSON(S) AUTHORIZED TO SIGN QUOTES, PROPOSALS, BIDS AND CONTRACTS:</b>			
<b>NAME</b>		<b>OFFICIAL CAPACITY</b>	

**MINORITY/WOMEN/DISABLED BUSINESS**

The City of Aurora has established a Procurement Development Program designed to encourage city procurement from businesses owned by minorities, women, and disabled persons (MWDP).

Please enclose a current copy of your minority status certification from one of the below agencies with this application to register as a minority group member.

- Illinois Unified Certification Program
- Illinois Department of Central Management Services (CMS) Business Enterprise Program
- Illinois Department of Transportation
- Women’s Business Development Center

**MINORITY GROUP MEMBER** Please check the applicable box(es).

NOTE: Do not complete this section unless you have attached a certification from one of the listed agencies.

Minority Business Enterprise

Women Business Enterprise

Disabled Business Enterprise

The City of Aurora also recognizes procurement actions with self-declared (non-certified) MWDP businesses. Please check the applicable box below.

- African American     Hispanic American     Native American     Asian-Pacific American
- Women-Owned     Disabled

**References:**

Please provide name, address and phone number of references.

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

\_\_\_\_\_  
**Signature of Person Authorized to Sign this Application**

\_\_\_\_\_  
**Name and Title of Person Signing (Type or Print)**

**USE BY CITY OF AURORA ONLY**

<b>VENDOR NUMBER:</b>	<b>APPROVED BY:</b>	<b>DATE:</b>
<b>COMMODITY CODE:</b>	<b>MINORITY STATUS:</b>	



CITY OF LIGHTS

THOMAS J. WEISNER  
Mayor

Purchasing Division | Finance Department

Esther L. Phillips  
Director of Purchasing

**CITY OF AURORA  
PURCHASE ORDER REQUIREMENT POLICY  
ACKNOWLEDGEMENT FORM**

I/we hereby acknowledge and will comply with the following *Purchase Order Requirement Policy* of the City of Aurora.

*All properly authorized purchases of the City of Aurora must be evidenced by the issuance of a purchase order. A city purchase order number must be reflected on a vendor’s invoice in order to ensure that purchases are made by authorized individuals for appropriate municipal purposes.*

*Any invoice received by the City of Aurora which is not supported by a purchase order will not be accepted as a valid city obligation. The invoice will be returned to the vendor without the city processing it for payment. This policy does not restrict city employees from making purchases on behalf of the city government with a credit card.*

*Notwithstanding the above, a city employee may make **emergency purchases** during non-business hours (i.e., without a purchase order) when goods or services are “urgently and imminently necessary for the preservation of life, health, and property.” **Prior to allowing an emergency purchase on behalf of the city, a vendor must obtain authorization from a member of the city’s Purchasing Division Staff:***

Purchasing Division	630-256-3550
Esther Phillips	630-688-0245
Jolene Coulter	708-846-8811

**Company Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Contact:** \_\_\_\_\_

**Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

If you desire to receive purchase orders electronically, please provide your email address below:

**Email Address:** \_\_\_\_\_

Invoices may be submitted to the city’s Purchasing Division via email to: **PurchasingDL@aurora-il.org**.

City of Aurora, Purchasing Division  
44 East Downer Place  
Aurora, Illinois 60507  
Fax: 630-256-3559  
Email: [PurchasingDL@aurora-il.org](mailto:PurchasingDL@aurora-il.org)

CITY OF AURORA

**Electronic Funds Transfer Agreement**

THE CITY OF AURORA (Purchaser) agrees to remit payment(s) to \_\_\_\_\_  
(Seller) through electronic funds transfer (EFT) in accordance to the following terms and conditions:

1. This form is solely for authorization to remit payments via EFT in accordance with the National Automated Clearing House Association’s Corporate Trade Payment Rules.
2. In order to ensure timely and accurate application of each EFT payment, you must submit your Bank Name, Account Name, Account Number, ABA Number, Account Type, and email for remittance notification.
3. The Purchaser will use CCD format with addendum information to the Seller’s financial institution. If unable to transmit addendum information, remittance detail will be sent to the email address identified on this form.
4. The Purchaser will provide email notification to the email address provided by Seller to help ensure each EFT submitted is accurately and promptly applied to the appropriate invoice(s).
5. Although submitting payment EFT, Purchaser’s payment terms will remain the same in accordance to the Illinois Local Government Prompt Payment Act, except that Purchaser shall not be liable for payments not made within the allotted time due to Seller’s bank inability to receive EFT payments, including, without limitation, bank computer software/hardware related issues.
6. Any cash discount period shall extend to the date that the invoice is paid.
7. All EFT transactions will be for credit to City of Aurora account(s) only. Adjustments may be made against payments to compensate for payments made in error.
8. Either Purchaser or Seller may terminate the use of EFT by written notice to the other at least thirty (30) days before the desired termination date.
9. Written notice to Purchaser shall be addressed to:

CITY OF AURORA  
 44 E. Downer Place  
 Aurora, IL 60507  
 Attention: Esther L. Phillips, Director of Purchasing

Written notice to Seller shall be addressed to:

\_\_\_\_\_  
 (Contact Name) (Address) (Phone)

10. Seller Bank Information:

A voided check or bank paperwork showing the bank name, routing number, account name and account number into which the funds are to be deposited **is required**. Deposit slips are not acceptable.

Email for remittance notification: \_\_\_\_\_

City of Aurora Account No. with your institution (if applicable): \_\_\_\_\_

11. Seller Contact Information:

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Company Name: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

If you are able to meet all of the EFT requirements and you would like to proceed with being set-up via EFT payment, please sign and date below.

Agreed to:	Agreed to:
_____ (Seller – Company Name)	City of Aurora _____ (Purchaser)
By _____ (Signature)	By <i>Esther L. Phillips</i> _____ (Signature)
_____ (Print Name)	Esther L. Phillips _____ (Print Name)
Date _____	Date _____

**NOTE:** Occasionally certain payments to the Seller may be used by the Purchaser to acquire reimbursements from a third party such as the Federal government. By signing this agreement, the Seller agrees, upon the Purchaser's request, to provide a notarized letter which is an acceptable proof of payment, noting the time of service, payment amount and project, if any.

**REQUIRED:** Please ensure you attach a voided check or bank paperwork showing the bank name, routing number, account name and account number into which the funds are to be deposited. Deposit slips are not acceptable.

For Purchasing Use Only	
Vendor No.	
Entered by:	

## Request for Taxpayer Identification Number and Certification

**Give Form to the  
 requester. Do not  
 send to the IRS.**

<b>Print or type See Specific Instructions on page 2.</b>	Name (as shown on your income tax return)	
	Business name/disregarded entity name, if different from above	
	Check appropriate box for federal tax classification (required): <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate	
	<input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____	
	<input type="checkbox"/> Other (see instructions) ▶ _____	
Address (number, street, and apt. or suite no.)		Requester's name and address (optional)
City, state, and ZIP code		<b>CITY OF AURORA, ILLINOIS 44 E DOWNER PLACE AURORA, IL 60507-2067</b>
List account number(s) here (optional)		

<b>Part I Taxpayer Identification Number (TIN)</b>																			
Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see <i>How to get a TIN</i> on page 3.																			
	<table border="1" style="margin: auto;"> <tr><td colspan="9" style="text-align: center;">Social security number</td></tr> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> </table>	Social security number																	
Social security number																			
<b>Note.</b> If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.																			
	<table border="1" style="margin: auto;"> <tr><td colspan="9" style="text-align: center;">Employer identification number</td></tr> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> </table>	Employer identification number																	
Employer identification number																			

<b>Part II Certification</b>	
Under penalties of perjury, I certify that:	
1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and	
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and	
3. I am a U.S. citizen or other U.S. person (defined below).	
<b>Certification instructions.</b> You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 4.	

<b>Sign Here</b>	Signature of U.S. person ▶	Date ▶
------------------	----------------------------	--------

**General Instructions**

Section references are to the Internal Revenue Code unless otherwise noted.

**Purpose of Form**

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

**Note.** If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

**Definition of a U.S. person.** For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

**Special rules for partnerships.** Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,
- The U.S. grantor or other owner of a grantor trust and not the trust, and
- The U.S. trust (other than a grantor trust) and not the beneficiaries of the trust.

**Foreign person.** If you are a foreign person, do not use Form W-9. Instead, use the appropriate Form W-8 (see Publication 515, Withholding of Tax on Nonresident Aliens and Foreign Entities).

**Nonresident alien who becomes a resident alien.** Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items:

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

**Example.** Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity not subject to backup withholding, give the requester the appropriate completed Form W-8.

**What is backup withholding?** Persons making certain payments to you must under certain conditions withhold and pay to the IRS a percentage of such payments. This is called "backup withholding." Payments that may be subject to backup withholding include interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

#### Payments you receive will be subject to backup withholding if:

1. You do not furnish your TIN to the requester,
2. You do not certify your TIN when required (see the Part II instructions on page 3 for details),
3. The IRS tells the requester that you furnished an incorrect TIN,
4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or
5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See the instructions below and the separate Instructions for the Requester of Form W-9.

Also see *Special rules for partnerships* on page 1.

#### Updating Your Information

You must provide updated information to any person to whom you claimed to be an exempt payee if you are no longer an exempt payee and anticipate receiving reportable payments in the future from this person. For example, you may need to provide updated information if you are a C corporation that elects to be an S corporation, or if you no longer are tax exempt. In addition, you must furnish a new Form W-9 if the name or TIN changes for the account, for example, if the grantor of a grantor trust dies.

#### Penalties

**Failure to furnish TIN.** If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

**Civil penalty for false information with respect to withholding.** If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

**Criminal penalty for falsifying information.** Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

**Misuse of TINs.** If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

#### Specific Instructions

##### Name

If you are an individual, you must generally enter the name shown on your income tax return. However, if you have changed your last name, for instance, due to marriage without informing the Social Security Administration of the name change, enter your first name, the last name shown on your social security card, and your new last name.

If the account is in joint names, list first, and then circle, the name of the person or entity whose number you entered in Part I of the form.

**Sole proprietor.** Enter your individual name as shown on your income tax return on the "Name" line. You may enter your business, trade, or "doing business as (DBA)" name on the "Business name/disregarded entity name" line.

**Partnership, C Corporation, or S Corporation.** Enter the entity's name on the "Name" line and any business, trade, or "doing business as (DBA) name" on the "Business name/disregarded entity name" line.

**Disregarded entity.** Enter the owner's name on the "Name" line. The name of the entity entered on the "Name" line should never be a disregarded entity. The name on the "Name" line must be the name shown on the income tax return on which the income will be reported. For example, if a foreign LLC that is treated as a disregarded entity for U.S. federal tax purposes has a domestic owner, the domestic owner's name is required to be provided on the "Name" line. If the direct owner of the entity is also a disregarded entity, enter the first owner that is not disregarded for federal tax purposes. Enter the disregarded entity's name on the "Business name/disregarded entity name" line. If the owner of the disregarded entity is a foreign person, you must complete an appropriate Form W-8.

**Note.** Check the appropriate box for the federal tax classification of the person whose name is entered on the "Name" line (Individual/sole proprietor, Partnership, C Corporation, S Corporation, Trust/estate).

**Limited Liability Company (LLC).** If the person identified on the "Name" line is an LLC, check the "limited liability company" box only and enter the appropriate code for the tax classification in the space provided. If you are an LLC that is treated as a partnership for federal tax purposes, enter "P" for partnership. If you are an LLC that has filed a Form 8832 or a Form 2553 to be taxed as a corporation, enter "C" for C corporation or "S" for S corporation. If you are an LLC that is disregarded as an entity separate from its owner under Regulation section 301.7701-3 (except for employment and excise tax), do not check the LLC box unless the owner of the LLC (required to be identified on the "Name" line) is another LLC that is not disregarded for federal tax purposes. If the LLC is disregarded as an entity separate from its owner, enter the appropriate tax classification of the owner identified on the "Name" line.

**Other entities.** Enter your business name as shown on required federal tax documents on the "Name" line. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on the "Business name/disregarded entity name" line.

## Exempt Payee

If you are exempt from backup withholding, enter your name as described above and check the appropriate box for your status, then check the "Exempt payee" box in the line following the "Business name/disregarded entity name," sign and date the form.

Generally, individuals (including sole proprietors) are not exempt from backup withholding. Corporations are exempt from backup withholding for certain payments, such as interest and dividends.

**Note.** If you are exempt from backup withholding, you should still complete this form to avoid possible erroneous backup withholding.

The following payees are exempt from backup withholding:

1. An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2),
  2. The United States or any of its agencies or instrumentalities,
  3. A state, the District of Columbia, a possession of the United States, or any of their political subdivisions or instrumentalities,
  4. A foreign government or any of its political subdivisions, agencies, or instrumentalities, or
  5. An international organization or any of its agencies or instrumentalities.
- Other payees that may be exempt from backup withholding include:
6. A corporation,
  7. A foreign central bank of issue,
  8. A dealer in securities or commodities required to register in the United States, the District of Columbia, or a possession of the United States,
  9. A futures commission merchant registered with the Commodity Futures Trading Commission,
  10. A real estate investment trust,
  11. An entity registered at all times during the tax year under the Investment Company Act of 1940,
  12. A common trust fund operated by a bank under section 584(a),
  13. A financial institution,
  14. A middleman known in the investment community as a nominee or custodian, or
  15. A trust exempt from tax under section 664 or described in section 4947.

The following chart shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 15.

IF the payment is for . . .	THEN the payment is exempt for . . .
Interest and dividend payments	All exempt payees except for 9
Broker transactions	Exempt payees 1 through 5 and 7 through 13. Also, C corporations.
Barter exchange transactions and patronage dividends	Exempt payees 1 through 5
Payments over \$600 required to be reported and direct sales over \$5,000 <sup>1</sup>	Generally, exempt payees 1 through 7 <sup>2</sup>

<sup>1</sup> See Form 1099-MISC, Miscellaneous Income, and its instructions.

<sup>2</sup> However, the following payments made to a corporation and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, gross proceeds paid to an attorney, and payments for services paid by a federal executive agency.

## Part I. Taxpayer Identification Number (TIN)

**Enter your TIN in the appropriate box.** If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN. However, the IRS prefers that you use your SSN.

If you are a single-member LLC that is disregarded as an entity separate from its owner (see *Limited Liability Company (LLC)* on page 2), enter the owner's SSN (or EIN, if the owner has one). Do not enter the disregarded entity's EIN. If the LLC is classified as a corporation or partnership, enter the entity's EIN.

**Note.** See the chart on page 4 for further clarification of name and TIN combinations.

**How to get a TIN.** If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local Social Security Administration office or get this form online at [www.ssa.gov](http://www.ssa.gov). You may also get this form by calling 1-800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at [www.irs.gov/businesses](http://www.irs.gov/businesses) and clicking on Employer Identification Number (EIN) under Starting a Business. You can get Forms W-7 and SS-4 from the IRS by visiting [IRS.gov](http://IRS.gov) or by calling 1-800-TAX-FORM (1-800-829-3676).

If you are asked to complete Form W-9 but do not have a TIN, write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

**Note.** Entering "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

**Caution:** A disregarded domestic entity that has a foreign owner must use the appropriate Form W-8.

## Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if item 1, below, and items 4 and 5 on page 4 indicate otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). In the case of a disregarded entity, the person identified on the "Name" line must sign. Exempt payees, see *Exempt Payee* on page 3.

**Signature requirements.** Complete the certification as indicated in items 1 through 3, below, and items 4 and 5 on page 4.

**1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983.** You must give your correct TIN, but you do not have to sign the certification.

**2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983.** You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

**3. Real estate transactions.** You must sign the certification. You may cross out item 2 of the certification.



**4. Other payments.** You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

**5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions.** You must give your correct TIN, but you do not have to sign the certification.

### What Name and Number To Give the Requester

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account)	The actual owner of the account or, if combined funds, the first individual on the account <sup>1</sup>
3. Custodian account of a minor (Uniform Gift to Minors Act)	The minor <sup>2</sup>
4. a. The usual revocable savings trust (grantor is also trustee) b. So-called trust account that is not a legal or valid trust under state law	The grantor-trustee <sup>1</sup> The actual owner <sup>1</sup>
5. Sole proprietorship or disregarded entity owned by an individual	The owner <sup>3</sup>
6. Grantor trust filing under Optional Form 1099 Filing Method 1 (see Regulation section 1.671-4(b)(2)(i)(A))	The grantor <sup>*</sup>
For this type of account:	Give name and EIN of:
7. Disregarded entity not owned by an individual	The owner
8. A valid trust, estate, or pension trust	Legal entity <sup>4</sup>
9. Corporation or LLC electing corporate status on Form 8832 or Form 2553	The corporation
10. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
11. Partnership or multi-member LLC	The partnership
12. A broker or registered nominee	The broker or nominee
13. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity
14. Grantor trust filing under the Form 1041 Filing Method or the Optional Form 1099 Filing Method 2 (see Regulation section 1.671-4(b)(2)(i)(B))	The trust

<sup>1</sup> List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

<sup>2</sup> Circle the minor's name and furnish the minor's SSN.

<sup>3</sup> You must show your individual name and you may also enter your business or "DBA" name on the "Business name/disregarded entity" name line. You may use either your SSN or EIN (if you have one), but the IRS encourages you to use your SSN.

<sup>4</sup> List first and circle the name of the trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.) Also see *Special rules for partnerships* on page 1.

\*Note. Grantor also must provide a Form W-9 to trustee of trust.

**Note.** If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

### Secure Your Tax Records from Identity Theft

Identity theft occurs when someone uses your personal information such as your name, social security number (SSN), or other identifying information, without your permission, to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your SSN to receive a refund.

To reduce your risk:

- Protect your SSN,
- Ensure your employer is protecting your SSN, and
- Be careful when choosing a tax preparer.

If your tax records are affected by identity theft and you receive a notice from the IRS, respond right away to the name and phone number printed on the IRS notice or letter.

If your tax records are not currently affected by identity theft but you think you are at risk due to a lost or stolen purse or wallet, questionable credit card activity or credit report, contact the IRS Identity Theft Hotline at 1-800-908-4490 or submit Form 14039.

For more information, see Publication 4535, Identity Theft Prevention and Victim Assistance.

Victims of identity theft who are experiencing economic harm or a system problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free case intake line at 1-877-777-4778 or TTY/TDD 1-800-829-4059.

### Protect yourself from suspicious emails or phishing schemes.

Phishing is the creation and use of email and websites designed to mimic legitimate business emails and websites. The most common act is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.

The IRS does not initiate contacts with taxpayers via emails. Also, the IRS does not request personal detailed information through email or ask taxpayers for the PIN numbers, passwords, or similar secret access information for their credit card, bank, or other financial accounts.

If you receive an unsolicited email claiming to be from the IRS, forward this message to [phishing@irs.gov](mailto:phishing@irs.gov). You may also report misuse of the IRS name, logo, or other IRS property to the Treasury Inspector General for Tax Administration at 1-800-366-4484. You can forward suspicious emails to the Federal Trade Commission at: [spam@uce.gov](mailto:spam@uce.gov) or contact them at [www.ftc.gov/idtheft](http://www.ftc.gov/idtheft) or 1-877-IDTHEFT (1-877-438-4338).

Visit [IRS.gov](http://IRS.gov) to learn more about identity theft and how to reduce your risk.

### Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons (including federal agencies) who are required to file information returns with the IRS to report interest, dividends, or certain other income paid to you; mortgage interest you paid; the acquisition or abandonment of secured property; the cancellation of debt; or contributions you made to an IRA, Archer MSA, or HSA. The person collecting this form uses the information on the form to file information returns with the IRS, reporting the above information. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation and to cities, states, the District of Columbia, and U.S. possessions for use in administering their laws. The information also may be disclosed to other countries under a treaty, to federal and state agencies to enforce civil and criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism. You must provide your TIN whether or not you are required to file a tax return. Under section 3406, payers must generally withhold a percentage of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to the payer. Certain penalties may also apply for providing false or fraudulent information.

**SECTION 00 52 00  
AGREEMENT FORM**

**1.01 FORM OF AGREEMENT**

- A. AIA Document A101, Owner-Contractor Agreement Form - Stipulated Sum (2007 Edition), forms the basis of Contract between the Owner and Contractor.
- B. The above document may be examined at the Architect's office or purchased at the American Institute of Architects, <http://www.aia.org/contractdocs/index.htm>.

**1.02 RELATED REQUIREMENTS**

- A. Document 00 72 00 - General Conditions.
- B. Document 00 73 00 - Supplementary Conditions.

**PART 2 PRODUCTS (NOT USED)**

**PART 3 EXECUTION (NOT USED)**

**END OF DOCUMENT**

**SECTION 00 60 00  
PROJECT FORMS**

**1.01 FORMS OF BONDS AND CERTIFICATES**

- A. Performance and Payment Bonds: AIA Document A312 - Performance Bond and Payment Bond.
- B. Consents of Surety:
  - 1. AIA Document G707A - Consent of Surety to Final Reduction in or Partial Release of Retainage.
  - 2. AIA Document G707 - Consent of Surety to Final Payment.
- C. The above documents may be examined at the Architect's office or purchased at the American Institute of Architects, [http://www.aia.org/docs\\_purchase&defPr=1](http://www.aia.org/docs_purchase&defPr=1).

**END OF DOCUMENT**

**SECTION 00 72 00  
GENERAL CONDITIONS**

**1.01 FORM OF GENERAL CONDITIONS**

- A. The General Conditions applicable to this contract is attached following this page.
- B. AIA Document A201 - 2007 "General Conditions of the Contract for Construction" is the General Conditions between the Owner and Contractor.
- C. The above document may be examined at the Architect's office or purchased at the American Institute of Architects, <http://www.aia.org/contractdocs/index.htm>.

**1.02 RELATED REQUIREMENTS**

- A. SECTION 00 73 00 - Supplementary Conditions.

**1.03 SUPPLEMENTARY CONDITIONS**

- A. Refer to Document 00 73 00 for amendments to these General Conditions.

**END OF DOCUMENT**

**SECTION 00 73 00**  
**SUPPLEMENTARY CONDITIONS**

**1.01 GENERAL**

- A. The Supplementary Conditions contain modifications and additions to AIA Document A201 - 2007 "General Conditions of the Contract for Construction". Where a portion of the General Conditions is modified, deleted or voided by these Supplementary Conditions, the unaltered portions of the General Conditions shall remain in effect.

**1.02 ARTICLE 1 GENERAL PROVISIONS**

- A. § 1.2 CORRELATION AND INTENT OF THE CONTRACT DOCUMENTS
  - 1. Add new Section 1.2.2.1 as follows:  
"§ 1.2.2.1 Sections of Division 1 - General Requirements govern the execution of the Work of all Sections of the specifications."
- B. § 1.5 OWNERSHIP AND USE OF DRAWINGS, SPECIFICATIONS AND OTHER INSTRUMENTS OF SERVICE
  - 1. After the first sentence of Section 1.5.1, insert the following:  
"These Instruments of Service are the tangible rendering of professional opinions and service for the Owner and are not, therefore, a commodity, product or good. No warranties, express or implied, are made by the Architect to the Contractor concerning those Instruments of Service."

**1.03 ARTICLE 2 OWNER**

- A. § 2.2 INFORMATION AND SERVICES REQUIRED OF THE OWNER
  - 1. Delete the third sentence of Section 2.2.1.
  - 2. Delete Section 2.2.5 in its entirety and replace with the following:  
"§ 2.2.5 The contractor will be furnished, free of charge, all returned bidding copies of the drawings and project manuals. The Contractor will be furnished as many additional copies as the Contractor may require, at the cost of reproduction."
- B. Add new Section 2.5 as follows:  
"§ 2.5 OWNER'S REMEDIES NOT EXCLUSIVE  
§ 2.5.1 The rights and remedies of Owner stated in this Article 2 shall be in addition to and not in limitation of any other rights of the Owner granted in the Contract Documents or at law or in equity."

**1.04 ARTICLE 3 CONTRACTOR**

- A. § 3.2 REVIEW OF CONTRACT DOCUMENTS AND FIELD CONDITIONS BY CONTACTOR
  - 1. Delete Section 3.2.1 in its entirety and replace with the following:  
"§ 3.2.1 Execution of the Contract by the Contractor is a representation by the Contractor that, prior to the submission of its bid, the Contractor (a) has visited and examined the Project site and is familiar with all of the conditions thereon; (b) has examined the nature, location and character of the general area in which the Project is located, including, without limitation, its climactic conditions, available labor supply, labor costs and available equipment supply and costs; and (c) has examined the quality and quantity of materials, supplies, tools, equipment, labor and professional services necessary to complete the Work in the manner and within the cost and time frame required by the Contract Documents."
  - 2. Add new Section 3.2.5 as follows:  
"§ 3.2.5 Prior to any excavation, the Contractor shall determine the locations of all existing water, gas, sewer, electric, telephone, telegraph, television, irrigation, petroleum pipelines, and other underground utilities and structures. Where the locations of existing underground and surface utilities and structures are indicated, these locations are generally approximate, and all items that may be encountered during the work are not necessarily indicated. The Contractor shall determine the

exact locations of all items indicated, and the existence and locations of all items not indicated. Contractor shall be solely responsible for any damage to said facilities and structures and indemnify Architect and Owner."

B. § 3.3 SUPERVISION AND CONSTRUCTION PROCEDURES

1. Add new Sections 3.3.4 through 3.3.7 as follows:

"§ 3.3.4 The Contractor has the responsibility to ensure that all material suppliers and Subcontractors, their agents, and employees adhere to the Contract Documents, and that they order materials on time, taking into account the current market and delivery conditions and that they provide materials on time. The Contractor shall coordinate its Work, including without limitation, deliveries, storage, installations, and construction utilities with that of all others on the Project. The Contractor shall be responsible for the space requirements, locations, and routing of its equipment. In areas and locations where the proper and most effective space requirements, locations and routing cannot be made as indicated, the Contractor shall meet with all others involved, before installation, to plan the most effective method of overall installation.

§ 3.3.5 All manufactured articles, material and equipment shall be applied, installed, connected, erected, used, cleaned, and conditioned as directed by the manufacturer, unless herein specified to the contrary.

§ 3.3.6 After commencing the work, the Contractor shall use every precaution to avoid interferences with existing underground and surface utilities and structures, and protect them from damage. The Contractor shall repair or pay for all damage caused by his operations to all existing utility lines, public property, and private property, whether it is below ground or above ground, and he shall settle in total cost of all damage suits which may arise as a result of his operations at no additional costs to the Owner. To avoid unnecessary interferences or delays, the Contractor shall coordinate all utility removals, replacements and construction with the appropriate utility company. The cost of temporarily relocating utilities for convenience of the Contractor, shall be paid by Contractor.

§ 3.3.7 The Contractor shall establish and maintain benchmarks and all other grades, lines, and levels necessary for the Work, report errors or inconsistencies to the Owner and Architect before commencing Work, and review the placement of the building and permanent facilities on the site with the Owner and Architect after all lines are staked out and before foundation Work is started."

C. § 3.4 LABOR AND MATERIALS

1. Delete Section 3.4.2 in its entirety and replace with the following:

"§ 3.4.2 After the Contract has been executed, the Owner and the Architect 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 (Section 01 60 00)."

2. Add new Section 3.4.4 as follows:

"§ 3.4.4 The Contractor and each Subcontractor shall pay not less than the general prevailing rate of hourly wages for work of a similar character in the locality in which the work is performed and not less than general prevailing rate of hourly wages for legal holidays and overtime work in the performance of work under this Contract, as established by the Illinois Department of Labor, pursuant to an act of the General Assembly of the State of Illinois. In accordance with applicable law, Contractor and each Subcontractor shall keep an accurate record showing the names and occupation of all laborers, workers and mechanics employed by them, and also showing the actual hourly wages paid to each such individual, which record shall be open at all reasonable hours to inspection by the Owner, its officers and agents, and to agents of the Illinois Department of Labor. The Contractor and each Subcontractor hereby agree, jointly and severally, to defend, indemnify and hold harmless the Owner from any and all claims, demands, liens or suits of any kind or nature whatsoever (including suits for injunctive relief) by the Illinois Department of Labor under the Illinois Prevailing Wage Act, or by any laborer, worker or mechanic employed by the Contractor or the Subcontractor who alleges that he has been paid for his services in

a sum less than prevailing wage rates required by Illinois law. The Owner agrees to notify the Contractor or Subcontractor of the pendency of any such claim, demand, lien or suit. Contractor must pay prevailing wages in effect at time labor is performed."

D. § 3.6 TAXES

1. Delete Section 3.6 in its entirety and replace with the following:

"§ 3.6 TAXES

The Owner is exempt from the Illinois Use Tax Act and the Retailer's Occupation Tax. Any taxes for which the Owner is not exempt shall be paid by the Contractor."

E. § 3.7 PERMITS, FEES, NOTICES AND COMPLIANCE WITH LAWS

1. Delete Section 3.7.4 in its entirety.

F. § 3.10 CONTRACTOR'S CONSTRUCTION SCHEDULES

1. Delete Section 3.10.1 in its entirety and replace with the following:

"§ 3.10.1 The Contractor, promptly after being awarded the Contract, shall prepare and submit for the Owner's and Architect's information a Contractor's construction schedule for the Work. The schedule shall indicate the proposed completion dates for the various subdivisions of the Work, as well as the totality of the Work. The schedule shall be updated every thirty (30) days and submitted to Architect with Contractor's Applications for Payment. Each schedule shall contain a comparison of actual progress with the estimated progress for such point in time stated in the original schedule. If any schedule submitted sets forth a date for Completion for the Work or any phase of the Work beyond the date(s) of Completion established in the Contract (as the same may be extended as provided in the Contract Documents), then Contractor shall submit to Architect and Owner for their review and approval a narrative description of the means and methods which Contractor intends to employ to expedite the progress of the Work to ensure timely completion of the various phases of the Work as well as the totality of the Work. To ensure such timely completion, Contractor shall take all necessary action including, without limitation, increasing the number of personnel and labor on the Project and implementing overtime and double shifts. In that event, Contractor shall not be entitled to an adjustment in the Contract Sum of the schedule. The Owner may, in its discretion, choose to withhold any payment due the Contractor until an updated schedule is submitted. The Owner's or Architect's failure to object to a submitted schedule that exceeds time limits current under the Contract Documents shall not relieve the Contractor of its obligations to meet the time limits in the Contract Documents, nor shall it make the Owner or Architect liable for any of the Contractor's damages incurred as a result of increased construction time or not meeting the time limits in the Contract Documents. Similarly, the Owner's or Architect's failure to object to a Contractor's schedule showing completion in advance of the time limits in the Contract Documents shall not create or infer any rights in favor of the Contractor for acceleration of the Work."

G. § 3.18 INDEMNIFICATION

1. Delete Section 3.18.1 and replace with the following:

- a. "§ 3.18.1 To the fullest extent permitted by law, the Contractor shall waive any right of contribution against the Owner and shall indemnify and hold harmless the Owner and the Architect and their officers, officials, employees, volunteers and agents from and against all claims, damages losses and expenses, including, but not limited to, legal fees (attorney's and paralegal's fees, expert fees and court costs), arising out of or resulting from the performance of the Contractor's work provided that any such claim, damage, loss or expense is attributable to bodily injury, sickness, disease or death, or injury to or destruction of property, other than the work itself, including the loss of use resulting therefrom to the extent it is caused in whole or in part by any wrongful or negligent act or omission of the Contractor, any Subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable. Such obligation shall not be construed to negate, abridge or otherwise reduce

any other right to indemnity which the Owner would otherwise have. The Contractor shall similarly, protect, indemnify and hold and save harmless, the Owner, its officers, officials, employee, volunteers and agents against and from any and all claims, costs, causes, actions and expenses, including, but not limited to, legal fees, incurred by reason of Contractor's breach of any of its obligations under, or Contractor's default of any provisions of the Contract."

2. Add new Section 3.18.1.1 as follows:  
"§ 3.18.1.1 The Contractor and every subcontractor expressly waive all so-called Kotecki rights under the Illinois workers' compensation statutes even though Owner has retained all such rights."

## **1.05 ARTICLE 7 CHANGES IN THE WORK**

### **A. § 7.1 GENERAL**

1. Add new Section 7.1.4 as follows:  
"§ 7.1.4 For adjustments to the Contract Sum based on other than the unit price method, overhead, profit and general conditions combined. The parties shall negotiate reasonable adjustment.  
.1 All proposals, except those less than \$200.00, 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 involving over \$200.00 be approved without such itemization."

### **B. § 7.3 CONSTRUCTION CHANGE DIRECTIVES**

1. In the first sentence of Section 7.3.7, delete the words: "as set forth in the Agreement, or if no such amount is set forth in the Agreement, a reasonable amount." and replace with the words: "in accordance with Section 7.1.4".

### **C. 7.4 MINOR CHANGES IN THE WORK**

1. At the end of the paragraph, add the following sentence: "Copies of any such changes will be forwarded in a timely manner to the Owner."

## **1.06 ARTICLE 9 PAYMENTS AND COMPLETION**

### **A. § 9.3 APPLICATIONS FOR PAYMENT**

1. Add new Section 9.3.1.3 as follows:  
"§ 9.3.1.3 Until substantial completion, the Owner shall pay 90 percent of the amount due the Contractor on account of progress payments."
2. Add new Section 9.3.2.1 as follows:  
"§ 9.3.2.1 In accordance with Section 9.3.2, the Contractor shall be permitted to make written petition to the Owner requesting payment for 75% of the cost of materials and equipment suitably stored off the site at a location agreed upon in writing between the Owner and the Contractor. In order to receive such payment, title to the materials and/or equipment must pass to the Owner; the materials and/or equipment must be stored in a protected, insured facility agreed to by the Owner, with the Owner named as an additional insured; and all storage costs and costs associated with handling and transporting the materials and/or equipment to the Project site must be paid for by the Contractor. Owner in its sole discretion may grant said petition."

### **B. § 9.8 SUBSTANTIAL COMPLETION**

1. Delete the last sentence of Section 9.8.5 and replace with the following: "The payment shall be sufficient to increase the total payments to 95 percent of the Contract sum, less such amounts as the Architect shall determine for incomplete Work and unsettled claims."

### **C. § 9.10 FINAL COMPLETION AND FINAL PAYMENT**

1. Delete Section 9.10.4 in its entirety.



## 1.07 ARTICLE 11 INSURANCE AND BONDS

### A. § 11.1 CONTRACTOR'S LIABILITY INSURANCE

1. Delete the semicolon at the end of Clause 11.1.1.1 and append the following: ", including private entities performing work at the site and exempt from the coverage on account of number of employees or occupation, which entities shall maintain voluntary compensation coverage at the same limits specified for mandatory coverage for the duration of the project;"
2. Delete the semicolon at the end of Clause 11.1.1.2 and append the following: ", or persons or entities excluded by statute from the requirements of Clause 11.1.1.1 but required by the contract documents to provide the insurance required by that clause;"
3. Delete the semicolon at the end of Clause 11.1.1.6 and append the following: ", and coverage should be written on a comprehensive automobile policy which will include coverage for owned, non-owned and hired motor vehicles."
4. Add new Section 11.1.2.1 as follows:

"§ 11.1.2.1 The insurance required by Section 11.1.1 shall be written for not less than the following limits, or greater if required by law:

  - 1) Workers' Compensation:
    - (a) State: Statutory
    - (b) Applicable Federal (e.g., Longshoremen's): Statutory
    - (c) Employer's Liability
      - (1) \$500,000.00 Per Accident
      - (2) \$500,000.00 Disease, Policy Limit
      - (3) \$500,000.00 Disease, Each Employee
  - 2) If written under Comprehensive General Liability Policy Form (including sub-lines specified in Clause 11.1.1.8):
    - (a) Bodily Injury:
      - (1) \$1,000,000.00 Per Occurrence
      - (2) \$3,000,000.00 Aggregate Per Project
    - (b) Property Damage:
      - (1) \$1,000,000.00 Per Occurrence
      - (2) \$3,000,000.00 Aggregate Per Project
    - (c) Bodily Injury and Property Damage combined:
      - (1) \$1,000,000.00 Per Occurrence
      - (2) \$3,000,000.00 Aggregate Per Project
    - (d) Personal Injury:
      - (1) \$3,000,000.00 Aggregate Per Project
  - 3) If written under Commercial General Liability Policy Form:
    - (a) \$3,000,000.00 General Aggregate Per Project
    - (b) \$1,000,000.00 Products Completed Operations Aggregate
    - (c) \$1,000,000.00 Personal and Advertising Injury
    - (d) \$1,000,000.00 Per Occurrence
    - (e) \$ 50,000.00 Fire Damage (any one fire)
    - (f) \$ 5,000.00 Medical Expense (any one person)
  - 4) Business Automobile Liability (including owned, non-owned and hired vehicles):
    - (a) Bodily Injury:
      - (1) \$1,000,000.00 Per Person
      - (2) \$3,000,000.00 Per Accident
    - (b) Property Damage:
      - (1) \$1,000,000.00 Per Occurrence
    - (c) Bodily Injury and Property Damage Combined:
      - (1) \$1,000,000.00 Per Occurrence
  - 5) Umbrella Excess Liability:
    - (a) \$2,000,000.00 over Primary Insurance
    - (b) \$2,000,000.00 Retention for Self-Insured Hazards Each Occurrence"

5. Add new Sections 11.1.2.2 through 11.1.2.6 as follows:
- "§ 11.1.2.2 Liability insurance should be written on the comprehensive general liability basis, and shall include, but not be limited to the following sub-lines:
- 1) Premises and Operations including x, c, u coverages (explosion, collapse, underground).
  - 2) Products and Completed Operations.
  - 3) Independent Contractor's Protective.
  - 4) Broad Form Comprehensive General Liability Endorsement:
    - (a) Contractual Liability, including contractors obligation under Section 3.18.
    - (b) Personal Injury & Advertising Injury Liability
    - (c) Premises Medical Payments
    - (d) Host Liquor Law Liability
    - (e) Fire Legal Liability - Real Property
    - (f) Broad Form Property Damage Liability (including completed Operations)
    - (g) Incidental Medical Malpractice Liability
    - (h) Non-owned Watercraft Liability
    - (i) Limited Worldwide Liability
    - (j) Additional Persons Insured, including employees for personal and advertising injury.
    - (k) Extended Bodily Injury Liability
    - (l) Automatic Coverage - Newly acquired Organizations (90 days)
- § 11.1.2.3 If liability insurance is written under the new simplified form Commercial General Liability, the above listed coverages should be included.
- § 11.1.2.4 If the General Liability coverages are provided by a Commercial General Liability Policy on a claims-made basis, the policy date or retroactive date shall predate the contract; the termination date of the policy shall be no earlier than the termination date of coverages required to be maintained after final payment, certified in accordance with Section 9.10.2, and extended period endorsement "Supplemental Tail", must be purchased."
- § 11.1.2.5 All policies of insurance purchased or maintained in fulfillment of Section 11.1.1 shall name the Owner and Architect as additional insureds on a primary and noncontributory basis thereunder.
- § 11.1.2.6 The Contractor shall provide the Owner with the Original policy and shall furnish the Architect with a memorandum copy of said policy. The additional insureds on the Contractor's Liability policy shall be:

City of Aurora  
44 E. Downer Place  
Aurora, Illinois 60507

KLUBER, INC.  
10 S. Shumway Ave.  
Batavia, Illinois 60510

6. In Section 11.1.3:
- a. In the second sentence, delete the words "Section 11.1" and replace with the words "Article 11".
  - b. Append the following sentence to the end of the Section:  
"On the Certificate of Insurance, delete in the cancellation provision the following words, "Endeavor to" and "but failure to mail such notice shall impose no obligation or liability of any kind upon the company, its agents or representatives"."
7. Add new Section 11.1.3.1 as follows:
- "§ 11.1.3.1 Failure of the Owner to demand any certificate, policy, endorsement or other evidence of full compliance with the insurance requirements of Article 11 or

failure of the Owner to identify a deficiency from evidence that is provided shall not be construed as a waiver of the Contractor's obligation to maintain such insurance. The Contractor agrees that the obligation to provide the insurance required by these documents is solely its responsibility and that this is a requirement which cannot be waived by any conduct, action, inaction or omission by the Owner."

8. Add new Section 11.1.5 as follows:

"§ 11.1.5 Nothing contained in the insurance requirements of the Contract Documents is to be construed as limiting the liability of the Contractor, the liability of any Subcontractor or any tier or either of their respective insurance carriers. The Owner, does not in any way, represent that the coverages or limits of insurance specified is sufficient or adequate to protect the Owner, Contractor, Architect, or any Subcontractor's interests or liabilities but are merely at minimums. The obligation of the Contractor, the Architect, and any Subcontractor of any tier to purchase insurance, shall not, in any way, limit their obligations to the Owner in the event the Owner should suffer an injury or loss in excess of the amount recoverable through insurance, or any loss or portion of the loss which is not covered by either the Contractor's or any Subcontractor's insurance."

B. § 11.3 PROPERTY INSURANCE

1. In the last sentence of Section 11.3.1, after "Owner, " insert "the Architect,".
2. Delete Section 11.3.1.2. in its entirety.
3. Delete Section 11.3.1.3. in its entirety.
4. Delete Section 11.3.3 in its entirety.
5. Delete Section 11.3.5 in its entirety.
6. Delete Section 11.3.6 in its entirety.
7. Delete Section 11.3.7 in its entirety.
8. In the third sentence of Section 11.3.9 delete the phrase ", or as determined in accordance with the method of binding dispute resolution selected in the Agreement between the Owner and Contractor."

C. § 11.4 PERFORMANCE AND PAYMENT BOND

1. Delete Section 11.4.1 in its entirety and replace with the following:

"§ 11.4.1 The Contractor, before commencing the Work, shall furnish a Performance Bond and a Labor and Material Bond. The Performance Bond shall be in an amount equal to 100% of the full amount of the Contract Sum as security for the faithful performance of the obligation of the Contract Documents, and the Labor and Material Payment Bond shall be in an amount equal to 100% of the full amount of the Contract Sum as security for the payment of all persons performing labor and furnishing materials in connections with the Contract Documents. Such bonds shall be on standard AIA Documents, issued by the American Institute of Architects, shall be issued by a surety satisfactory to the Owner, and shall name the Owner as primary co-obligee.

§ 11.4.1.1 The Contractor shall deliver the required bonds to the Owner not later than three days following the date the Agreement is entered into, or if the Work is to be commenced prior thereto in response to a letter of intent, the Contractor shall, prior to the commencement of the Work, submit evidence satisfactory to the Owner that such bonds shall be furnished.

§ 11.4.1.2 The Contractor shall require the attorney-in-fact who executed the required bonds on behalf of the surety to affix thereto a certified and current copy of the power of attorney."

2. Add new Section 11.4.3 as follows:

"§ 11.4.3 Whenever the Contractor shall be and is declared by Owner to be in default under the Contract, the Surety and the Contractor are each responsible to make full payment to the Owner or any and all extra Work incurred by the Architect as a result of the Contractor's default, and to pay to Owner all attorney's fees and court costs incurred by Owner as a result of the Contractor's default, and in protecting Owner's rights under the Agreement to remedy Contractor's default."

3. Add new Section 11.4.4 as follows:

"§ 11.4.4 The Contractor shall (i) furnish all Surety Company's bonds through Surety Company's local agents approved by and/or as directed by Owner; (ii) fully covered and guarantee with said bond the faithful performance and completion of the entire Contract, including without limitation, the faithful performance of prevailing wage requirements; and (iii) guarantee with said bond payment in all cases by the Contractor or by the Surety Company for all labor performed, material and supplies furnished with the entire Work in the Contract. Said Bond shall remain in full force and effect during the entire period of all general guarantees given by the Contractor with the Contract as called for in the Specifications and Contract, except in cases where other bonds are specifically called for in the specifications and Contract in connection with special guarantees."

- D. Add new Section 11.5 as follows:

"§ 11.5 OWNERS AND CONTRACTORS PROTECTIVE LIABILITY INSURANCE

§ 11.5.1 The Contractor shall purchase and maintain Owners and Contractors Protective (OCP) liability insurance covering the Owner's contingent liability for claims which may arise from operations under the Contract and that will protect the Owner and the Architect and their agents and employees from and against all claims, damages, losses and expenses including attorney's fees arising out of or resulting from the performance of the work specifically pertaining to the Illinois Structural Works Act, provided that any such claim, damage, loss or expense (1) is attributable to bodily injury, sickness, disease or death, or to injury or to destruction of tangible property (other than the work itself) including the loss of use resulting therefrom and (2) is cause in whole or in part by any negligent act of omission of the Contractor, and Subcontractor, anyone directly or indirectly employed by any of them, or anyone for whose acts any of them may be liable, including by assignment, regardless of whether or not it is caused in part by a party to whom insurance is afforded pursuant to this paragraph. The minimum Per Occurrence and Aggregate limits of liability purchased for such coverage shall be equal, respectively, to the Per Occurrence and Aggregate limits required for the Contractor's Liability insurance, as listed in Section 11.1.2.1, above.

§ 11.5.2 In any and all claims against the Owner or the Architect or any of their agents or employees by any employee of the Contractor, any other contractor assigned to the Contractor, Subcontractor, anyone directly or indirectly employed by any of them, or anyone for whose acts any of them may be liable, the insurance obligation under this Section shall not be limited in any way by any limitation on the amount or type of damages, compensation or benefits payable by or for the Contractor or any Subcontractor under Workmen's Compensation Acts, disability benefit acts or other employee benefit acts.

§ 11.5.3 The insurance obligations of the Contractor under this Section shall not extend to the liability of the Architect, his agents or employees arising out of (1) the preparation or approval of maps, drawings, opinions, reports, surveys, change orders, designs or specifications or (2) the giving of or failure to give directions or instruction by the Architect, his agents or employees provided that such giving or failure to give is the primary cause of the injury damage.

§ 11.5.4 The Contractor shall provide the Owner with the Original policy and shall furnish the Architect with a memorandum copy of said policy. The named insured on the Owners and Contractors Protective (OCP) liability policy shall be:

City of Aurora  
44 E. Downer Place  
Aurora, Illinois 60507

KLUBER, INC.  
10 S. Shumway Ave.  
Batavia, Illinois 60510

## 1.08 ARTICLE 12 UNCOVERING AND CORRECTION OF WORK

### A. § 12.2.2 AFTER SUBSTANTIAL COMPLETION

1. Delete Sections 12.2.2.1, 12.2.2.2 and 12.2.2.3 in their entireties and replace with the following:

"§ 12.2.2.1 In addition to the Contractor's obligations under Section 3.5, if, within two years after the date of Substantial Completion of the Work or designated portion thereof or after the date for commencement of warranties established under Section 9.9.1, or by terms of an applicable special warranty required by the Contract Documents, any of the Work is found to be not in accordance with the requirements of the Contract Documents, the Contractor shall correct it promptly after receipt of written notice from the Owner to do so unless the Owner has previously given the Contractor a written acceptance of such condition. The Owner shall give such notice promptly after discovery of the condition. During the two-year period for correction of Work, if the Owner fails to notify the Contractor and give the Contractor an opportunity to make the correction, the Owner waives the rights to require correction by the Contractor and to make a claim for breach of warranty. If the Contractor fails to correct nonconforming Work within a reasonable time during that period after receipt of notice from the Owner or Architect, the Owner may correct it in accordance with Section 2.4.

§ 12.2.2.2 The two-year period for correction of Work shall be extended with respect to portions of Work first performed after Substantial Completion by the period of time between Substantial Completion and the actual completion of that portion of the Work.

§ 12.2.2.3 The two-year period for correction of Work shall not be extended by corrective Work performed by the Contractor pursuant to this Section 12.2."

2. Delete Section 12.2.2.5 in its entirety and replace with the following:

- a. "§ 12.2.2.5 Nothing contained in this Section 12.2 shall be construed to establish a period of limitation with respect to other obligations the Contractor has under the Contract Documents. Establishment of the two-year period for correction of Work as described in Section 12.2 relates only to the specific obligation of the Contractor to correct the Work, and has no relationship to the time within which the obligation to comply with the Contract Documents may be sought to be enforced nor the time within which proceedings may be commenced to establish the Contractor's liability with respect to the Contractor's obligations other than specifically to correct the Work."

## 1.09 ARTICLE 13 MISCELLANEOUS PROVISIONS

### A. § 13.6 INTEREST

1. Delete Section 13.6 in its entirety. All references to interest payments throughout the Contract Documents are hereby voided.

### B. Add Section 13.8 as follows:

#### "§ 13.8 REGULATIONS

§ 13.8.1 The Contractor or Subcontractor warrants that he is familiar with and he shall comply with Federal, State and local laws, statutes, ordinances, rules and regulations and the orders and decrees of any courts or administrative bodies or tribunals in any manner affecting the performance of the Contract including without limitation Workmen's Compensation Laws, minimum salary and wage statutes and regulations, laws with respect to permits and licenses and fees in connection therewith, laws regarding maximum working hours. No plea of misunderstanding or ignorance thereof will be considered.

§ 13.8.2 Whenever required, the Contractor or Subcontractor shall furnish the Architect and Owner with satisfactory proof of compliance with said Federal, State and local laws, statutes, ordinances, rules, regulations, orders, and decrees.

§ 13.8.3 Each bidder shall carefully examine the Occupational Safety and health Act as issued by the Federal Register (OSHA), and the specific regulations governing procedures, techniques, safety precautions, equipment design, and the configuration of the

same as required under this Act and each bidder agrees as evidenced by his submission of a bid to comply with all terms of the Act and to perform and complete in a workmanlike manner all work required in full compliance with said Act.

§ 13.8.4 Each bidder agrees as evidenced by his submission of a bid to comply with all terms of the Equal Employment Opportunity Clause of the Illinois Fair Employment Practices Commission.

§ 13.8.5 At all times Contractor shall remain in compliance with the Illinois Public Works Employment Discrimination Act (775 ILCS 10/1, et seq.,) and the Illinois Human Rights Act (775 ILCS 5/2-101, et seq.,) and in addition shall at all times comply with Section 2-105 of the Illinois Human Rights Act.

§ 13.8.6 By execution of this Contract, the Contractor understands, represents and warrants to the Owner that the Contractor and its Subcontractors (for which the Subcontractor takes responsibility to insure that they comply with the above-mentioned Acts) are in compliance with all requirements provided by the Acts set forth in Article 13 and that they will remain in compliance for the entirety of the Work. A violation of any of the Acts set forth in this Article is cause for the immediate cancellation of the Contract. However, any forbearance or delay by the Owner in canceling this Contract shall not be considered as, and does not constitute, Owner's consent to such violation and a waiver of any rights the Owner may have, including without limitation, cancellation of this Contract."

C. Add Section 13.9 as follows:

"§ 13.9 PREVAILING WAGES

§ 13.9.1 The Contractor and all Subcontractors shall pay prevailing wages as established by the Illinois Department of Labor for each craft or type of work needed to execute the contract in accordance with the Prevailing Wage Act (820 ILCS 130/0.01 et seq.). The Contractor shall prominently post the current schedule of prevailing wages at the Contract site and shall notify immediately in writing all of its Subcontractors, of all changes in the schedule of prevailing wages. Any increases in costs to the Contractor due to changes in the prevailing rate of wage during the terms of any contract shall be at the expense of the Contractor and not at the expense of the Owner. The change order shall be computed using the prevailing wage rates applicable at the time the change order work is scheduled to be performed. The Contractor shall be solely responsible for maintain accurate records as required by the prevailing wage statute and shall be solely liable for paying the difference between prevailing wages and any wages actually received by laborers, workmen and/or mechanics engaged in the Work.

§ 13.9.2 The Contractor shall provide certified payroll records in accordance with the requirements established by the Prevailing Wage Act(820 ILCS 130/5) as amended 8/10/2005 by Illinois Public Act 94-0515."

**1.10 ARTICLE 15 CLAIMS AND DISPUTES**

A. § 15.1.6 CLAIMS FOR CONSEQUENTIAL DAMAGES

1. Delete Section 15.1.6 in its entirety.

B. § 15.2 INITIAL DECISION

1. Delete Section 15.2.1 in its entirety and replace with the following:

"§ 15.2.1 Claims, excluding those arising under Sections 10.3, 10.4, 11.3.9 and 11.3.10, may be referred to the Initial Decision Maker for action. A decision by the Initial Decision Maker shall not be binding and shall not be required as a condition precedent to litigation."

**END OF SECTION**

**SECTION 00 73 40**  
**LABOR AND WAGE REQUIREMENTS**

**1.01 LABOR AND WAGE REQUIREMENTS**

- A. In the employment and use of labor, the Contractor and his subcontractors shall conform to the Illinois Statutory requirements regarding labor and wages.
- B. Wage Guidelines:
  - 1. Prevailing Rate of Wages: All Contracts for the work herein are subject to the provisions of the Illinois Prevailing Wages Act (820 ILCS 130/et seq.) providing for the payment of prevailing rate of wages to all Laborers, Workmen, and Mechanics engaged on the work, which such provisions shall be applicable to all subcontractors and material men as well as the Contractor. The Owner may at any time inquire of the Contractor as to rates of wages being paid employees of the Contractor, any subcontractor or material men, whereupon such information shall be promptly provided to the Owner.
    - a. The terms "generally prevailing rate of hourly wages," "generally prevailing rate of wages," or "prevailing rate of wages," mean the hourly cash wage plus fringe benefits for health and welfare, insurance, vacations, and pensions paid generally, in the locality in which the work is being performed, to employees engaged in work of a similar character on public works.
  - 2. The Contractor shall not pay less than the rates of wages prevailing the District as determined by the Illinois Department of Labor to all Laborers, Mechanics and Workers performing any work under this Contract.
    - a. Only such laborers, workers and mechanics as are directly employed by the Contractor or Subcontractors in actual construction work on the site of the Project, and laborers, workers and mechanics engaged in the transportation of materials and equipment to or from the site, but not including the transportation by sellers and suppliers or the manufacture or processing of materials or equipment, in the execution of the Work shall be deemed to be employed on the Project for purposes of compliance with the Illinois Statutory requirements.
  - 3. The Contractor shall require all of its Subcontractors to comply with the requirements of the preceding paragraphs, which shall be incorporated in each and every subcontract for all or any portion of the Work.
  - 4. The Contractor will cooperate and coordinate his work with any subcontractors that the Owner has working on the Project at the same time.
  - 5. Future increases to wage rates and material cost over the course of the contract time will not be born by the Owner. Contractor to include in his Base Bid.
- C. Certified Payroll Requirements: For all of the Contractor's, its Subcontractors and Sub-subcontractors' laborers, mechanics and other workers employed on the Project, the Contractor shall submit monthly, and with each Application For Payment, certified payroll records in accordance with State of Illinois, Department of Labor, 8/10/2005 Prevailing Wage Act Changes; "Certified Payroll Requirements" (Public Act 94-0515).

**1.02 WAGE DETERMINATION SCHEDULE**

- A. Contact the Illinois Department of Labor for the most recent revisions to the Prevailing Rate of Wages.

**END OF DOCUMENT**

**SECTION 01 10 00**  
**SUMMARY**

**PART 1 GENERAL**

**1.01 PROJECT**

- A. Project Name: CITY OF AURORA FIRE STATION NO. 3 GENERATOR.
- B. Owner's Name: City of Aurora.
- C. Architect/Engineer's Name: Kluber Architects + Engineers.
- D. The Project consists of the installing new emergency generator for Fire Station #3.

**1.02 CONTRACT DESCRIPTION**

- A. Contract Type: A single prime contract based on a Stipulated Price as described in Document 00 52 00 - Agreement Form.

**1.03 DESCRIPTION OF ALTERATIONS WORK**

- A. Scope of demolition and removal work is shown on drawings and specified in Section 02 41 00.
- B. Scope of alterations work is shown on drawings.
- C. Electrical Power: Alter existing system and add new construction, keeping existing in operation.

**1.04 OWNER OCCUPANCY**

- A. Owner intends to continue to occupy adjacent portions of the existing building during the entire construction period.
- B. Owner intends to occupy the Project upon Substantial Completion.
- C. Cooperate with Owner to minimize conflict and to facilitate Owner's operations.
- D. Schedule the Work to accommodate Owner occupancy.

**1.05 WORK SEQUENCE**

- A. Coordinate construction schedule and operations with Owner.

**PART 2 PRODUCTS - NOT USED**

**PART 3 EXECUTION - NOT USED**

**END OF SECTION**



**SECTION 01 20 00**  
**PRICE AND PAYMENT PROCEDURES**

**PART 1 GENERAL**

**1.01 SECTION INCLUDES**

- A. Procedures for preparation and submittal of applications for progress payments.
- B. Documentation of changes in Contract Sum and Contract Time.
- C. Change procedures.
- D. Correlation of Contractor submittals based on changes.
- E. Procedures for preparation and submittal of application for final payment.

**1.02 RELATED REQUIREMENTS**

- A. Document 00 52 00 - Agreement Form: Contract Sum, retainages, payment period, monetary values of unit prices.
- B. Document 00 72 00 - General Conditions and Document 00 73 00 - Supplementary Conditions: Additional requirements for progress payments, final payment, changes in the Work.
- C. Document 00 73 00 - Supplementary Conditions: Percentage allowances for Contractor's overhead and profit.

**1.03 SCHEDULE OF VALUES**

- A. Form to be used: AIA G703.
- B. Electronic media printout including equivalent information will be considered in lieu of standard form specified; submit draft to Architect/Engineer for approval.
- C. Forms filled out by hand will not be accepted.
- D. Submit Schedule of Values to the Architect/Engineer at earliest possible date, but no later than 14 days prior to first Pay Request Meeting.
  - 1. After review by the Architect/Engineer, revise and resubmit Schedule as directed.
- E. Format: Utilize the Table of Contents of this Project Manual as a format for the listing of the Work.
- F. Identify as separate line items on the Schedule the costs for the following items: Bonds, Insurance, Site Mobilization, each Allowance scheduled in Section 01 21 00, Construction Submittals, General Conditions, Overhead And Profit, Demonstration And Training, and Closeout Submittals.
- G. Submit Schedule of Values in sufficient detail for the Architect/Engineer to use in evaluation of Applications for Payment.
  - 1. Itemize the cost of the work of:
    - a. Contractor's own labor forces.
    - b. Subcontractors.
    - c. Suppliers of products and equipment.
- H. Revise Schedule of Values to list approved Change Orders, with each Application For Payment.

**1.04 APPLICATIONS FOR PROGRESS PAYMENTS**

- A. Payment Period: Submit at intervals stipulated in the Agreement.
- B. Form to be used: AIA G702 and G703.
- C. Electronic media printout including equivalent information will be considered in lieu of standard form specified; submit sample to Architect/Engineer for approval.
- D. Forms filled out by hand will not be accepted.
- E. For each item, provide a column for listing each of the following:
  - 1. Item Number.
  - 2. Description of work.

3. Scheduled Values.
  4. Previous Applications.
  5. Work in Place and Stored Materials under this Application.
  6. Authorized Change Orders.
  7. Total Completed and Stored to Date of Application.
  8. Percentage of Completion.
  9. Balance to Finish.
  10. Retainage.
- F. Execute certification by signature of authorized officer.
  - G. Use data from approved Schedule of Values. Provide dollar value in each column for each line item for portion of work performed and for stored Products.
  - H. List each authorized Change Order as a separate line item, listing Change Order number and dollar amount as for an original item of Work.
  - I. Submit one pencil/draft copy of each Application for Payment to the Architect/Engineer at least 7 days prior to the due date for the submission of the Application.
  - J. Contractor or Architect/Engineer may schedule a Pay Request Meeting to review the pencil/draft copy of the Application for agreement with the progress of the Work.
  - K. After receipt of Architect/Engineer's review comments, submit three final copies, signed and notarized, of each Application for Payment.
  - L. Include the following with the application:
    1. Transmittal letter as specified for Submittals in Section 01 30 00.
    2. Construction progress schedule, revised and current as specified in Section 01 30 00.
    3. Contractor's partial waiver of lien in the amount of the Application for Payment as well as trailing partial waivers of lien for subcontractors and suppliers who were included in the previous Application for Payment, to the extent of that payment.
      - a. When an Application shows completion of a subcontractor or supplier item, submit a final or full waiver for that item.
      - b. Waivers of lien shall be submitted on forms and executed in a manner acceptable to the Owner.
    4. Certified payroll records for the Contractor and for all Subcontractors and Sub-subcontractors employed on the Project who performed work on the Project during the Payment Period.
      - a. Contractor shall assemble his and all subcontractor and sub-subcontractor records prior to submitting each Application for Payment.
      - b. Applications for Payment submitted without certified payroll records or with incomplete certified payroll records will result in payment being delayed until the Contractor complies fully with the requirements set forth in the preceding paragraphs.
    5. Affidavits attesting to products or equipment suitably stored off-site in a bonded warehouse. Payments for materials stored off-site shall be conditioned upon submission of bills of sale, applicable insurance, and any other documentation or procedures satisfactory to the Owner to establish the Owner's title to such materials, or otherwise protect the Owner's interest.
  - M. When Architect/Engineer requires substantiating information, submit data justifying dollar amounts in question. Provide one copy of data with cover letter for each copy of submittal. Show application number and date, and line item by number and description.

#### **1.05 MODIFICATION PROCEDURES**

- A. Submit name of the individual authorized to receive change documents and who will be responsible for informing others in Contractor's employ or subcontractors of changes to the Contract Documents.
- B. For minor changes not involving an adjustment to the Contract Sum or Contract Time, Architect/Engineer will issue instructions directly to Contractor.

- C. For other required changes, Architect/Engineer will issue a document signed by Owner instructing Contractor to proceed with the change, for subsequent inclusion in a Change Order.
  - 1. The document will describe the required changes and will designate method of determining any change in Contract Sum or Contract Time.
  - 2. Promptly execute the change.
- D. For changes for which advance pricing is desired, Architect/Engineer will issue a document that includes a detailed description of a proposed change with supplementary or revised drawings and specifications, a change in Contract Time for executing the change with a stipulation of any overtime work required and the period of time during which the requested price will be considered valid. Contractor shall prepare and submit a fixed price quotation within ten (10) days.
- E. Contractor may propose a change by submitting a request for change to Architect/Engineer, describing the proposed change and its full effect on the Work, with a statement describing the reason for the change, and the effect on the Contract Sum and Contract Time with full documentation and a statement describing the effect on Work by separate or other contractors. Document any requested substitutions in accordance with Section 01 60 00.
- F. Computation of Change in Contract Amount: As specified in the Agreement and Conditions of the Contract.
  - 1. For change requested by Architect/Engineer for work falling under a fixed price contract, the amount will be based on Contractor's price quotation.
  - 2. For change requested by Contractor, the amount will be based on the Contractor's request for a Change Order as approved by Architect/Engineer.
  - 3. For pre-determined unit prices and quantities, the amount will be based on the fixed unit prices.
  - 4. For change ordered by Architect/Engineer without a quotation from Contractor, the amount will be determined by Architect/Engineer based on the Contractor's substantiation of costs as specified for Time and Material work.
- G. Substantiation of Costs: Provide full information required for evaluation.
  - 1. On request, provide the following data:
    - a. Quantities of products, labor, and equipment.
    - b. Taxes, insurance, and bonds.
    - c. Overhead and profit.
    - d. Justification for any change in Contract Time.
    - e. Credit for deletions from Contract, similarly documented.
  - 2. Support each claim for additional costs with additional information:
    - a. Origin and date of claim.
    - b. Dates and times work was performed, and by whom.
    - c. Time records and wage rates paid.
    - d. Invoices and receipts for products, equipment, and subcontracts, similarly documented.
  - 3. For Time and Material work, submit itemized account and supporting data after completion of change, within time limits indicated in the Conditions of the Contract.
- H. Execution of Change Orders: Architect/Engineer will issue Change Orders for signatures of parties as provided in the Conditions of the Contract.
- I. After execution of Change Order, promptly revise Schedule of Values and Application for Payment forms to record each authorized Change Order as a separate line item and adjust the Contract Sum.
- J. Promptly revise progress schedules to reflect any change in Contract Time, revise sub-schedules to adjust times for other items of work affected by the change, and resubmit.
- K. Promptly enter changes in Project Record Documents.

**1.06 APPLICATION FOR FINAL PAYMENT**

- A. Prepare Application for Final Payment as specified for progress payments, identifying total adjusted Contract Sum, previous payments, and sum remaining due.
- B. Application for Final Payment will not be considered until the following have been accomplished:
  - 1. All closeout procedures specified in Section 01 70 00.
  - 2. Procedures outlined in Article 9 of the General Conditions as amended.
  - 3. Additional closeout procedures specified in Section 01 77 00.
- C. The submittal of Final Waiver of Lien and the acceptance of the final payment by the Contractor shall be held to be a waiver of any and all claims against the Owner arising from, out of, or in any connection with the Contract.

**PART 2 PRODUCTS - NOT USED**

**PART 3 EXECUTION - NOT USED**

**END OF SECTION**

**SECTION 01 21 00  
ALLOWANCES**

**PART 1 GENERAL**

**1.01 SECTION INCLUDES**

- A. Contingency allowance.

**1.02 RELATED REQUIREMENTS**

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

**1.03 CONTINGENCY ALLOWANCE**

- A. Contractor's costs for products, delivery, installation, labor, payroll, taxes and equipment rental will be included in Change Orders authorizing expenditure of funds from this Contingency Allowance.
- B. Funds will be drawn from the Contingency Allowance only by Change Order.
- C. Bond, insurance, overhead and profit fees on Change Orders paid out of Contingency Allowances will not be permitted. The Contractor must carry in its Base Bid OH&P costs on Contingency Allowance funds expenditures.
- D. At closeout of Contract, funds remaining in Contingency Allowance will be credited to Owner by Change Order.

**1.04 ALLOWANCES SCHEDULE**

- A. Contingency Allowance: Include in the Base Bid the stipulated sum of \$7,500.00 for use upon Owner's instructions.

**PART 2 PRODUCTS - NOT USED**

**PART 3 EXECUTION - NOT USED**

**END OF SECTION**

**SECTION 01 30 00**  
**ADMINISTRATIVE REQUIREMENTS**

**PART 1 GENERAL**

**1.01 SECTION INCLUDES**

- A. Preconstruction meeting.
- B. Site mobilization meeting.
- C. Progress meetings.
- D. Construction progress schedule.
- E. Submittals for review, information, and project closeout.
- F. Architect/Engineer-provided CAD files.
- G. Submittal procedures.

**1.02 RELATED REQUIREMENTS**

- A. Document 00 72 00 - General Conditions: Dates for applications for payment.
- B. Section 01 70 00 - Execution and Closeout Requirements: Additional coordination requirements.
- C. Section 01 78 00 - Closeout Submittals: Project record documents.

**PART 2 PRODUCTS - NOT USED**

**PART 3 EXECUTION**

**3.01 PRECONSTRUCTION MEETING**

- A. Architect/Engineer will schedule a meeting after Notice of Award.
- B. Attendance Required:
  - 1. Owner.
  - 2. Architect/Engineer.
  - 3. Contractor.
- C. Agenda:
  - 1. Execution of Owner-Contractor Agreement.
  - 2. Submission of executed bonds and insurance certificates.
  - 3. Distribution of Contract Documents.
  - 4. Submission of list of Subcontractors, list of Products, schedule of values, and progress schedule.
  - 5. Designation of personnel representing the parties to Contract and Architect/Engineer.
  - 6. Procedures and processing of field decisions, submittals, substitutions, applications for payments, proposal request, Change Orders, and Contract closeout procedures.
  - 7. Scheduling.
  - 8. Scheduling activities of a Geotechnical Engineer.
- D. Record minutes and distribute copies within two days after meeting to participants, with copies to Architect/Engineer, Owner, participants, and those affected by decisions made.

**3.02 SITE MOBILIZATION MEETING**

- A. Architect/Engineer will schedule a meeting at the Project site prior to Contractor occupancy. May be combined with Preconstruction Meeting.
- B. Attendance Required:
  - 1. Contractor.
  - 2. Owner.
  - 3. Architect/Engineer.
  - 4. Major Subcontractors.
- C. Agenda:
  - 1. Use of premises by Owner and Contractor.

2. Owner's requirements and occupancy prior to completion.
  3. Construction facilities and controls provided by Owner.
  4. Temporary utilities provided by Owner.
  5. Survey and building layout.
  6. Security and housekeeping procedures.
  7. Schedules.
  8. Application for payment procedures.
  9. Procedures for testing.
  10. Procedures for maintaining record documents.
  11. Requirements for start-up of equipment.
  12. Inspection and acceptance of equipment put into service during construction period.
- D. Record minutes and distribute copies within two days after meeting to participants, with copies to Architect/Engineer, Owner, participants, and those affected by decisions made.

### **3.03 PROGRESS MEETINGS**

- A. Make arrangements for meetings, prepare agenda with copies for participants, preside at meetings.
- B. General Contractor will make arrangements for meetings, prepare agenda with copies for participants, preside at meetings.
- C. Attendance Required:
1. Contractor.
  2. Owner.
  3. Architect/Engineer.
  4. Contractor's Superintendent.
  5. Major Subcontractors.
- D. Agenda:
1. Review minutes of previous meetings.
  2. Review of Work progress.
  3. Field observations, problems, and decisions.
  4. Identification of problems that impede, or will impede, planned progress.
  5. Review of submittals schedule and status of submittals.
  6. Maintenance of progress schedule.
  7. Corrective measures to regain projected schedules.
  8. Planned progress during succeeding work period.
  9. Maintenance of quality and work standards.
  10. Effect of proposed changes on progress schedule and coordination.
  11. Other business relating to Work.
- E. Record minutes and distribute copies within two days after meeting to participants, with copies to Architect/Engineer, Owner, participants, and those affected by decisions made.

### **3.04 CONSTRUCTION PROGRESS SCHEDULE**

- A. Within 7 days after date of the Agreement, submit preliminary schedule .
- B. If preliminary schedule requires revision after review, submit revised schedule within 7 days.
- C. Submit updated schedule with each Application for Payment.

### **3.05 SUBMITTALS FOR REVIEW**

- A. When the following are specified in individual sections, submit them for review:
1. Product data.
  2. Shop drawings.
  3. Samples for selection.
  4. Samples for verification.
- B. Submit to Architect/Engineer for review for the limited purpose of checking for conformance with information given and the design concept expressed in the contract documents.

- C. Samples will be reviewed only for aesthetic, color, or finish selection.
- D. After review, provide copies and distribute in accordance with SUBMITTAL PROCEDURES article below and for record documents purposes described in Section 01 78 00 - Closeout Submittals.

### **3.06 SUBMITTALS FOR INFORMATION**

- A. When the following are specified in individual sections, submit them for information:
  - 1. Design data.
  - 2. Certificates.
  - 3. Test reports.
  - 4. Inspection reports.
  - 5. Manufacturer's instructions.
  - 6. Manufacturer's field reports.
  - 7. Other types indicated.
- B. Submit for Architect/Engineer's knowledge as contract administrator or for Owner. No action will be taken.

### **3.07 SUBMITTALS FOR PROJECT CLOSEOUT**

- A. Submit Correction Punch List for Substantial Completion.
- B. Submit Final Correction Punch List for Substantial Completion.
- C. When the following are specified in individual sections, submit them at project closeout:
  - 1. Project record documents.
  - 2. Operation and maintenance data.
  - 3. Warranties.
  - 4. Bonds.
  - 5. Other types as indicated.
- D. Submit for Owner's benefit during and after project completion.

### **3.08 ARCHITECT/ENGINEER-PROVIDED CAD FILES**

- A. After the execution of the Contract, Architect/Engineer will provide, free of charge, upon receipt of a properly completed and signed request utilizing "Electronic Data Transfer Consent Form" at the end of this Specification Section, CAD files depicting graphic information for the project as follows:
  - 1. Architectural Floor Plans: Column grid, walls, floors, stairs, doors, windows, room numbers, ceiling grid, mechanical diffusers, plumbing fixtures, sprinkler heads (if depicted in Bid Documents) and lights.
- B. Contractor acknowledges and accepts that the Architectural Floor Plans do not contain structural, mechanical, electrical, plumbing, fire protection and other building systems information depicted in the Bidding Documents. Examples of information not contained in these files include, but are not limited to, title blocks, keynotes, schedules, mechanical ductwork and equipment, electrical device symbols, circuit numbers and home runs, plumbing equipment, piping runs and riser diagrams, and architectural/engineering text or details. No other CAD files, data or information will be provided.
- C. Only requests from Prime Contractors will be honored. Subcontractors must obtain the files from their respective Prime Contractors.
- D. In submitting a request, Contractor acknowledges that:
  - 1. Architect/Engineer bears no responsibility for the data or its transmission,
  - 2. Use of the data by the Contractor or his subcontractors in no way relieves the Contractor of his obligations under the Contract,
  - 3. Contractor is solely liable for any and all claims arising from any and all products generated by the Contractor or its Subcontractors employing the data,
  - 4. Contractor and its Subcontractors have a limited, non-exclusive license to use the data solely in connection with the Work of the Project, and that



5. Architect/Engineer retains all rights, including copyright, to the data.

### **3.09 NUMBER OF COPIES OF SUBMITTALS**

- A. Documents for Review:
  1. Small Size Sheets: Not Larger Than 11 x 17 inches. Submit two (2) paper copies, one of which will be retained by Architect/Engineer. Contractor shall make his own copies from the original returned by the Architect.
    - a. Contractor's Option: In lieu of paper copies indicated above, submit in Adobe PDF electronic file format via email. Architect will return a reviewed copy in Adobe PDF electronic file format via email. Create PDFs at native size and right-side up; illegible files will be rejected.
  2. Large Size Sheets: Larger Than 11 x17 inches; 36 x 48 inches maximum. Submit two (2) paper copies, one of which will be retained by Architect/Engineer. Electronic file format (PDF or other) is NOT acceptable. Contractor shall make his own copies from the original returned by the Architect.
- B. Documents for Information: Submit one copy.
- C. Samples: Submit the number specified in individual specification sections; one of which will be retained by Architect/Engineer.
  1. After review, produce duplicates.
  2. Retained samples will not be returned to Contractor unless specifically so stated.

### **3.10 SUBMITTAL PROCEDURES**

- A. Shop Drawing Procedures:
  1. Prepare accurate, drawn-to-scale, original shop drawing documentation by interpreting the Contract Documents and coordinating related Work.
  2. Generic, non-project specific information submitted as shop drawings do not meet the requirements for shop drawings.
- B. Transmit each submittal with a copy of approved submittal form.
- C. Transmit each submittal with AIA Form G810.
- D. Sequentially number the transmittal form. Revise submittals with original number and a sequential alphabetic suffix.
- E. Identify Project, Contractor, Subcontractor or supplier; pertinent drawing and detail number, and specification section number, as appropriate on each copy.
- F. Apply Contractor's stamp, signed or initialed certifying that review, approval, verification of Products required, field dimensions, adjacent construction Work, and coordination of information is in accordance with the requirements of the Work and Contract Documents.
- G. Deliver submittals to Architect/Engineer at business address.
- H. Schedule submittals to expedite the Project, and coordinate submission of related items.
- I. For each submittal for review, allow 20 days excluding delivery time to and from the Contractor.
- J. Clearly identify variations from the Contract Documents. Regardless of the type of variation, Contractor is solely responsible for errors in the field that arise from submittal variations from the requirements of the Contract Documents if those variations were not expressly noted to specifically identify for and describe to the reviewer the nature of the variation from the Contract Documents.
- K. Identify variations from Contract Documents and Product or system limitations that may be detrimental to successful performance of the completed Work.
- L. Correlate submitted items with specified products; clearly indicate the specified product that corresponds to each submitted item.
- M. When options or optional features available for a Product are indicated in a submittal, and selections for those options/features are indicated in the Contract Documents, identify on the submittal the selection indicated in the Contract Documents.

- N. Provide space for Contractor and Architect/Engineer review stamps.
- O. When revised for resubmission, using clouds, highlights or other means acceptable to the Architect, identify all changes made since previous submission. Resubmittals that do not clearly identify all changes may be delayed and/or returned to the Contractor unreviewed.
- P. The Contractor is entitled to one (1) resubmittal of any Shop Drawing, Product Data, or Closeout Submittal item rejected by the Architect or returned by the Architect for further action. Thereafter, the Contractor shall pay the cost of all further Architect's reviews of Shop Drawing, Product Data or Closeout Submittal, at a rate of \$200.00/hour. Cost of such further reviews will be deducted from the Contract Sum by Change Order.
- Q. Distribute reviewed submittals as appropriate. Instruct parties to promptly report any inability to comply with requirements.
- R. Submittals not requested will not be recognized or processed.
- S. Submittal reviews may be delayed and/or submittals may be returned unreviewed for any of the following reasons:
  - 1. Submittals submitted outside the scheduled dates of the Submittal Schedule.
  - 2. Submittals are incomplete or are missing information.
  - 3. Submittals are not submitted in accordance with procedures outlined in this Section (i.e. spec Section number not indicated, missing Contractor's review stamp, submitted items not correlated with specified products).

**END OF SECTION**



## ELECTRONIC DATA TRANSFER CONSENT FORM

Project: FIRE STATION #3 EMERGENCY GENERATOR  
600 W. INDIAN TRAIL  
AURORA, ILLINOIS 60506

Kluber Project: 16-130-1033

Owner: CITY OF AURORA

KLUBER, INC., an Illinois corporation, is providing electronic data to you solely at your request and for your convenience. By accepting and opening any of the electronic data files, you agree that Kluber, Inc. bears no liability for the data or its transmission to you and that you are solely liable for any and all claims referring or relating to any and all products you, or your Subcontractors, may generate with the data.

You acknowledge that you have a limited non-exclusive license to use the information solely in connection with your work on the project captioned above, and that Kluber, Inc. retains all rights, including copyright, to the data.

Acknowledged by: \_\_\_\_\_  
(Printed Name) (Signature)

Company: \_\_\_\_\_

Date: \_\_\_\_\_ Email: \_\_\_\_\_

Architectural Floor Plans are transmitted for the contractors' use as backgrounds for shop drawings and as-built drawings, and, as such, contain graphic information for column grid, walls, floors, stairs, doors, windows, room numbers, ceiling grid, lights, receptacles, diffusers and sprinkler heads where indicated on Bid Documents. Plans do not contain title blocks, keynotes, schedules, mechanical ductwork and equipment, electrical device symbols, circuit numbers and home runs, plumbing equipment, piping runs and riser diagrams, and architectural/engineering text and details. Plans depict entire floors and are not formatted, partial plans as depicted in the Bidding Documents. Files are provided in R2000 .DWG format.)

**SECTION 01 41 00  
REGULATORY REQUIREMENTS**

**PART 1 GENERAL**

**1.01 SECTION INCLUDES**

- A. General.
- B. Definitions.
- C. Quality Assurance.
- D. Regulatory Requirements.

**1.02 RELATED SECTIONS**

- A. Section 01 10 00 - Summary.
- B. Section 01 42 00 - References.

**1.03 GENERAL**

- A. Comply with all applicable laws, rules, regulations, codes and ordinances.
- B. If the Contractor observes that the Contract Documents may be at variance with specified codes, notify the Architect/Engineer immediately. Architect/Engineer shall issue all changes in accordance with the General Conditions.
- C. It shall not be the Contractor's primary responsibility to make certain that the Contract Documents are in accordance with all applicable laws, rules and regulations, however, when the Contractor performs work knowing or having reason to know that the work in question is contrary to applicable laws, rules, and regulations, and fails to notify the Architect/Engineer, the Contractor shall pay all costs arising therefrom.

**1.04 DEFINITIONS**

- A. Definitions:
  - 1. Codes: Codes are statutory requirements, rules or regulations of governmental entities.
  - 2. Standards: Standards are requirements that have been established as accepted criteria, set general consent.

**1.05 QUALITY ASSURANCE**

- A. The Architect/Engineer has designed the project to applicable code requirements and has copies of said codes available for the Contractor's inspection.
- B. The Contractor shall:
  - 1. Ensure that copies of codes and standards referenced herein or specified in individual specifications sections are available to Contractor's personnel, agents, and Sub-Contractors.
  - 2. Ensure that Contractor's personnel, agents, and Sub-Contractors are familiar with the workmanship and requirements of applicable codes and standards.

**1.06 REGULATORY REQUIREMENTS**

- A. Source and Requirements: Verify amendments with local code officials.
  - 1. Local code requirements:
    - a. ICC International Building Code, 2009 Edition.
    - b. ICC International Mechanical Code, 2009 Edition.
    - c. ICC International Fire Code, 2009 Edition.
    - d. ICC International Property Maintenance Code, 2009 Edition.
    - e. ICC International Existing Building Code, 2009 Edition.
    - f. ICC Electrical Code, 2000 Edition.
  - 2. State code requirements:
    - a. Capital Development Board (CDB):
      - 1) Illinois Accessibility Code, 1997 Edition.

- 2) Illinois Energy Conservation Code (ICC International Energy Conservation Code, 2012 Edition, with State of Illinois modifications).
  - b. Illinois Department of Labor (IDOL): Safety Glazing Materials Act - Illinois Revised Statutes, chap. 111 1/2, paragraph 3101, et seq.
  - c. Illinois Department of Public Health (IDPH):
    - 1) Illinois Plumbing Code (Illinois Administrative Code, Title 77, Chapter I, Subchapter r, Part 890).
  - d. Illinois Environmental Protection Agency (IEPA):
    - 1) Air-Pollution Standards.
    - 2) Noise Pollution Standards.
    - 3) Water Pollution Standards.
    - 4) Public Water Supplies
    - 5) Solid Waste Standards.
    - 6) Illinois Recommended Standards for Sewage Works (Illinois Administrative Code, Title 35, Subtitle C, Chapter II, Part 370).
  - e. Illinois State Fire Marshal (OSFM):
    - 1) Boiler & Pressure Vessel Safety Code (Illinois Administrative Code, Title 44, Chapter I, Part 120).
    - 2) Illinois Rules & Regulations for Fire Prevention & Safety (as amended).
    - 3) Gasoline and Volatile Oils (Illinois Revised Statutes, chap. 17 1/2, paragraph 31, et seq.).
3. Information and Requirements for Utility Services: Local utility companies.

**PART 2 PRODUCTS - NOT USED**

**PART 3 EXECUTION - NOT USED**

**END OF SECTION**

## SECTION 01 42 00

### REFERENCES

#### PART 1 GENERAL

##### 1.01 SECTION INCLUDES

- A. Drawing symbols, abbreviations and acronyms.
- B. Definitions of terms used throughout the Contract Documents.
- C. Explanation of specification format and content.
- D. Requirements relating to referenced standards.
- E. Applicability of referenced standards.
- F. List of industry organizations and certain of their respective documents.

##### 1.02 DRAWING SYMBOLS AND CONVENTIONS

- A. Abbreviations and graphic symbols are defined on the General Notes, Symbols & Abbreviations sheet of the drawings.
- B. Generally, symbols used on the mechanical and electrical drawings conform to those recommended by ASHRAE, though, where appropriate, these symbols are supplemented by more specific symbols as recommended by ASME, ASPE, or the IEEE.

##### 1.03 DEFINITIONS

- A. Where the terms "indicated", "noted", "scheduled", "shown", or "specified" are used it is to help locate the reference; no limitation on location is intended except as specifically noted.
- B. Where the terms "directed", "requested", "authorized", "approved", are used as in "directed by the Architect/Engineer", no implied meaning shall be construed to extend the Architect/Engineer's responsibilities into the Contractor's purview of construction supervision.
- C. Where the term "approved" is used in conjunction with the Architect/Engineer's action on submittals, requests or applications it is limited to the duties of the Architect/Engineer as described in the Agreement, and the General and Supplemental Conditions of the Contract. Such use of the term "approval" shall not limit or release the Contractor from his responsibility to fulfill Contract requirements.
- D. Where the term "regulations" is used it means all applicable statutes, laws, ordinances, and orders issued by authorities having jurisdiction, as well as construction industry standards, rules, or conventions that address performance of the Work.
- E. Where the term "furnish" is used it means supply, deliver, and unload to the construction site ready for assembly and incorporation into the Work.
- F. Where the term "install" is used it is meant to describe operations at the job site to include unloading, assembling, placing, anchoring, finishing, protecting, cleaning and all other similar operations required to fully incorporate an item into the Work.
- G. Where the term "provide" is used it means "furnish and install" as defined above.
- H. The "Project Site" is the space available to the Contractor for performance of construction activities. The Project Site may be for the exclusive use of the Contractor and his activities or may be used in conjunction with others with others performing other construction or related activities on the Project. The Extent of the Project Site is indicated on the drawings.

##### 1.04 SPECIFICATION FORMAT AND CONTENT

- A. These Specifications are based on the Construction Specification Institute's 49 Division format and numbering system.
- B. Language used in the Specifications and other Contract Documents is an abbreviated type. Implied words and meanings will appropriately interpreted.

- C. Requirements expressed in imperative and streamlined language are to be performed by the Contractor. At certain locations in the text, subjective language may be used to describe responsibilities that must be fulfilled indirectly by the Contractor or others.
  - 1. Whenever a colon (:) is used within a sentence or phrase, it shall be construed to mean the words "shall be".
- D. Use of certain terms such as "carpentry" is not intended to imply that certain activities must be performed by accredited or unionized individuals of a corresponding generic name. The Specifications do, however, require that certain construction activities shall be performed by specialists who are recognized experts in the operations to be performed. Specialists shall be used for said activities, however the final responsibility for fulfilling the requirements of the Contract remains the Contractor's.

#### **1.05 QUALITY ASSURANCE**

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

#### **1.06 APPLICABILITY OF INDUSTRY STANDARDS**

- A. Construction industry standards shall have the same force and effect as if bound or copied directly in the Contract Documents, except where more stringent requirements are specified. All such applicable standards are made a part of the Contract Documents by reference.
  - 1. Where compliance with two or more standards are referenced and conflicting requirements for quality or quantities occur, comply with the more stringent requirements. Refer questions regarding apparently conflicting standards to the Architect for a decision before proceeding.
  - 2. The standard of quality or quantity levels specified, shown, or referenced shall be the minimum to be provided or performed. Refer questions regarding standards of minimum quality or quantity to the Architect before proceeding.

#### **1.07 CONSTRUCTION INDUSTRY ORGANIZATIONS AND DOCUMENTS**

- A. AABC -- ASSOCIATED AIR BALANCE COUNCIL
- B. AAMA -- AMERICAN ARCHITECTURAL MANUFACTURERS ASSOCIATION
- C. ACI -- AMERICAN CONCRETE INSTITUTE INTERNATIONAL
- D. ADC -- AIR DIFFUSION COUNCIL
- E. AGA -- AMERICAN GAS ASSOCIATION
- F. ANSI -- AMERICAN NATIONAL STANDARDS INSTITUTE
- G. APA -- APA - THE ENGINEERED WOOD ASSOCIATION
- H. ASCA -- ARCHITECTURAL SPRAY COATERS ASSOCIATION
- I. ASHRAE -- AMERICAN SOCIETY OF HEATING, REFRIGERATING AND AIR-CONDITIONING ENGINEERS, INC.

- J. ASME -- THE AMERICAN SOCIETY OF MECHANICAL ENGINEERS
  - 1. ASME A17.1 - Safety Code for Elevators and Escalators; 2004.
- K. ASTM -- AMERICAN SOCIETY FOR TESTING AND MATERIALS
- L. AWI -- ARCHITECTURAL WOODWORK INSTITUTE
- M. AWPA -- AMERICAN WOOD-PRESERVERS' ASSOCIATION
- N. BHMA -- BUILDERS HARDWARE MANUFACTURERS ASSOCIATION
- O. CISCA -- CEILINGS & INTERIOR SYSTEMS CONSTRUCTION ASSOCIATION
- P. CPSC -- CONSUMER PRODUCTS SAFETY COMMISSION
- Q. CRI -- CARPET AND RUG INSTITUTE
- R. CTI -- COOLING TECHNOLOGY INSTITUTE
- S. DHI -- DOOR AND HARDWARE INSTITUTE
- T. ESD -- ELECTROSTATIC DISCHARGE ASSOCIATION
- U. FM -- FACTORY MUTUAL RESEARCH CORPORATION
- V. GA -- GYPSUM ASSOCIATION
- W. GANA -- GLASS ASSOCIATION OF NORTH AMERICA
- X. GREENSEAL -- GREEN SEAL
- Y. ICC -- INTERNATIONAL CODE COUNCIL, INC.
- Z. IEEE -- INSTITUTE OF ELECTRICAL AND ELECTRONIC ENGINEERS
- AA. ISO -- INTERNATIONAL STANDARDS ORGANIZATION
- AB. MPI -- MASTER PAINTERS INSTITUTE (MASTER PAINTERS AND DECORATORS ASSOCIATION)
- AC. NAAMM -- THE NATIONAL ASSOCIATION OF ARCHITECTURAL METAL MANUFACTURERS
- AD. NCMA -- NATIONAL CONCRETE MASONRY ASSOCIATION
- AE. NEBB -- NATIONAL ENVIRONMENTAL BALANCING BUREAU
- AF. NECA -- NATIONAL ELECTRICAL CONTRACTORS ASSOCIATION
- AG. NELMA -- NORTHEASTERN LUMBER MANUFACTURERS ASSOCIATION, INC.
- AH. NEMA -- NATIONAL ELECTRICAL MANUFACTURERS ASSOCIATION
- AI. NFPA -- NATIONAL FIRE PROTECTION ASSOCIATION
- AJ. NGA -- NATIONAL GAS ASSOCIATION
- AK. NPCA -- NATIONAL PAINT AND COATINGS ASSOCIATION
- AL. NRCA -- NATIONAL ROOFING CONTRACTORS ASSOCIATION
- AM. PCA -- PORTLAND CEMENT ASSOCIATION
- AN. PIMA -- POLYISOCYANURATE INSULATION MANUFACTURERS ASSOCIATION
- AO. SDI -- STEEL DOOR INSTITUTE
- AP. SGCC -- SAFETY GLAZING CERTIFICATION COUNCIL
- AQ. SIGMA - SEALED INSULATING GLASS MANUFACTURERS ASSOCIATION (See IGMA)
- AR. SMACNA -- SHEET METAL AND AIR CONDITIONING CONTRACTORS' NATIONAL ASSOCIATION, INC.
- AS. SSPC -- THE SOCIETY FOR PROTECTIVE COATINGS
- AT. SWRI -- SEALANT, WATERPROOFING AND RESTORATION INSTITUTE
- AU. UL -- UNDERWRITERS LABORATORIES INC.
- AV. USG -- UNITED STATES GYPSUM



1. USG (HB) - Gypsum Construction Handbook; Seventh Edition.

AW. USGBC -- U. S. GREEN BUILDING COUNCIL

AX. WWPA -- WESTERN WOOD PRODUCTS ASSOCIATION

**1.08 UNITED STATES GOVERNMENT AND RELATED AGENCIES/DOCUMENTS**

A. CFR -- CODE OF FEDERAL REGULATIONS

B. CPSC -- CONSUMER PRODUCTS SAFETY COMMISSION

C. EPA -- ENVIRONMENTAL PROTECTION AGENCY

D. FS -- FEDERAL SPECIFICATIONS AND STANDARDS (General Services Administration)

E. GSA -- U.S. GENERAL SERVICES ADMINISTRATION

F. USGS -- UNITED STATES GEOLOGICAL SURVEY

**1.09 STATE GOVERNMENT AND RELATED AGENCIES/DOCUMENTS**

A. CDB -- ILLINOIS CAPITAL DEVELOPMENT BOARD

B. IDOL -- ILLINOIS DEPARTMENT OF LABOR

C. IDPH -- ILLINOIS DEPARTMENT OF PUBLIC HEALTH

D. IEPA -- ILLINOIS ENVIRONMENTAL PROTECTION AGENCY

E. OSFM -- OFFICE OF THE ILLINOIS STATE FIRE MARSHAL.

**PART 2 PRODUCTS - NOT USED**

**PART 3 EXECUTION - NOT USED**

**END OF SECTION**

**SECTION 01 50 00**  
**TEMPORARY FACILITIES AND CONTROLS**

**PART 1 GENERAL**

**1.01 SECTION INCLUDES**

- A. Temporary utilities.
- B. Temporary telecommunications services.
- C. Temporary sanitary facilities.
- D. Temporary Controls: Barriers, enclosures, and fencing.
- E. Security requirements.
- F. Vehicular access and parking.
- G. Waste removal facilities and services.

**1.02 TEMPORARY UTILITIES**

- A. Owner will provide the following:
  - 1. Electrical power and metering, consisting of connection to existing facilities.
- B. Existing facilities may be used.

**1.03 TELECOMMUNICATIONS SERVICES**

- A. Provide, maintain, and pay for telecommunications services to field office at time of project mobilization.
- B. Telecommunications services shall include:
  - 1. One (1) mobile cellular telephone for each of Contractor's and any Subcontractor's field personnel.

**1.04 TEMPORARY SANITARY FACILITIES**

- A. Use of existing facilities located at lower level is permitted.
- B. Maintain daily in clean and sanitary condition.
- C. At end of construction, return facilities to same or better condition as originally found.

**1.05 BARRIERS**

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

**1.06 EXTERIOR ENCLOSURES**

- A. Provide temporary weather tight closure of exterior openings to accommodate acceptable working conditions and protection for Products, to allow for temporary heating and maintenance of required ambient temperatures identified in individual specification sections, and to prevent entry of unauthorized persons. Provide access doors with self-closing hardware and locks.

**1.07 SECURITY**

- A. Provide security and facilities to protect Work, existing facilities, and Owner's operations from unauthorized entry, vandalism, or theft.

**1.08 VEHICULAR ACCESS AND PARKING**

- A. Comply with regulations relating to use of streets and sidewalks, access to emergency facilities, and access for emergency vehicles.
- B. Coordinate access and haul routes with governing authorities and Owner.

- C. Provide and maintain access to fire hydrants, free of obstructions.
- D. Provide means of removing mud from vehicle wheels before entering streets.
- E. Provide temporary parking areas to accommodate construction personnel. When site space is not adequate, provide additional off-site parking.

**1.09 WASTE REMOVAL**

- A. Provide waste removal facilities and services as required to maintain the site in clean and orderly condition.
- B. Provide containers with lids. Remove trash from site periodically.
- C. If materials to be recycled or re-used on the project must be stored on-site, provide suitable non-combustible containers; locate containers holding flammable material outside the structure unless otherwise approved by the authorities having jurisdiction.
- D. Open free-fall chutes are not permitted. Terminate closed chutes into appropriate containers with lids.

**PART 2 PRODUCTS - NOT USED**

**PART 3 EXECUTION - NOT USED**

**END OF SECTION**

**SECTION 01 60 00**  
**PRODUCT REQUIREMENTS**

**PART 1 GENERAL**

**1.01 SECTION INCLUDES**

- A. General product requirements.
- B. Transportation, handling, storage and protection.
- C. Product option requirements.
- D. Substitution limitations and procedures.
- E. Procedures for Owner-supplied products.
- F. Maintenance materials, including extra materials, spare parts, tools, and software.

**1.02 SUBMITTALS**

- A. Product Data Submittals: Submit manufacturer's standard published data. Mark each copy to identify applicable products, models, options, and other data. Supplement manufacturers' standard data to provide information specific to this Project.
- B. Shop Drawing Submittals: Prepared specifically for this Project; indicate utility and electrical characteristics, utility connection requirements, and location of utility outlets for service for functional equipment and appliances.
- C. Sample Submittals: Illustrate functional and aesthetic characteristics of the product, with integral parts and attachment devices. Coordinate sample submittals for interfacing work.
  - 1. For selection from standard finishes, submit samples of the full range of the manufacturer's standard colors, textures, and patterns.

**PART 2 PRODUCTS**

**2.01 NEW PRODUCTS**

- A. Provide new products unless specifically required or permitted by the Contract Documents.
- B. Designed, manufactured, and tested in accordance with industry standards.

**2.02 PRODUCT OPTIONS**

- A. Products Specified by Reference Standards or by Description Only: Use any product meeting those standards or description.
- B. Products Specified by Naming One or More Manufacturers: Use a product of one of the manufacturers named and meeting specifications, or equal to or superior product as approved by Architect in accordance with Section L of the Instruction to Bidders.
- C. Products Specified by Naming One or More Manufacturers with a Provision for Substitutions: Submit a request for equal to or superior to substitution for any manufacturer not named.

**2.03 MAINTENANCE MATERIALS**

- A. Furnish extra materials, spare parts, tools, and software of types and in quantities specified in individual specification sections.
- B. Deliver to Project site and place in location directed by Owner's representative; obtain Owner's signature on receipt for delivery prior to final payment. Submit signed receipts with Closeout Submittals.

**PART 3 EXECUTION**

**3.01 SUBSTITUTION PROCEDURES**

- A. Substitutions Prior To Bid Opening: Architect/Engineer will consider a written request for substitution provided that such request is received at least seven (7) days prior to the Bid opening date. Requests received after that time will not be considered.
  - 1. If a request is approved, the Architect/Engineer will issue an appropriate addendum not less than three (3) days prior to the Bid opening date.

- B. Substitutions After Notice of Award: Architect/Engineer and Owner will consider a request for substitution only under one or more of the following conditions:
  - 1. Substitution is required for compliance with final interpretation of code requirements or insurance regulations.
  - 2. Specified product is not available through no fault of the Contractor.
  - 3. Specified product is not compatible with other specified materials/equipment.
  - 4. Manufacturer will not certify or warranty specified product as required.
  - 5. Owner shall have final approval of any substitutions requested after notice of award in accordance with Section 3.01B.
- C. A request for substitution constitutes a representation that the submitter:
  - 1. Has investigated proposed product and determined that it meets or exceeds the quality level of the specified product.
  - 2. Agrees to provide the same warranty for the substitution as for the specified product.
  - 3. Agrees to coordinate installation and make changes to other Work that may be required for the Work to be complete with no additional cost to Owner.
  - 4. Waives claims for additional costs or time extension that may subsequently become apparent.
  - 5. Agrees to reimburse Owner and Architect/Engineer for review or redesign services associated with re-approval by authorities having jurisdiction over the Project.
- D. Substitutions of products or product characteristics/components/accessories will not be considered when they are indicated or implied on Contractor's submittals, without separate written request, or when acceptance will require revision to the Contract Documents, whether rejection of said substitutions is expressly identified by Architect/Engineer on Contractor's submittals or not.

### **3.02 OWNER-SUPPLIED PRODUCTS**

- A. See Section 01 10 00 for identification of Owner-supplied products.
- B. Owner's Responsibilities:
  - 1. Arrange for and deliver Owner reviewed shop drawings, product data, and samples, to Contractor.
  - 2. Arrange and pay for product delivery to site.
  - 3. On delivery, inspect products jointly with Contractor.
  - 4. Submit claims for transportation damage and replace damaged, defective, or deficient items.
  - 5. Arrange for manufacturers' warranties, inspections, and service.
- C. Contractor's Responsibilities:
  - 1. Review Owner reviewed shop drawings, product data, and samples.
  - 2. Receive and unload products at site; inspect for completeness or damage jointly with Owner.
  - 3. Handle, store, install and finish products.
  - 4. Repair or replace items damaged after receipt.
  - 5. Make final connections to Owner-provided equipment, and test equipment.

### **3.03 TRANSPORTATION AND HANDLING**

- A. Package products for shipment in manner to prevent damage; for equipment, package to avoid loss of factory calibration.
- B. If special precautions are required, attach instructions prominently and legibly on outside of packaging.
- C. Coordinate schedule of product delivery to designated prepared areas in order to minimize site storage time and potential damage to stored materials.
- D. Transport and handle products in accordance with manufacturer's instructions.
- E. Transport materials in covered trucks to prevent contamination of product and littering of surrounding areas.

- F. Promptly inspect shipments to ensure that products comply with requirements, quantities are correct, and products are undamaged.
- G. Provide equipment and personnel to handle products by methods to prevent soiling, disfigurement, or damage, and to minimize handling.
- H. Arrange for the return of packing materials, such as wood pallets, where economically feasible.

#### **3.04 STORAGE AND PROTECTION**

- A. Designate receiving/storage areas for incoming products so that they are delivered according to installation schedule and placed convenient to work area in order to minimize waste due to excessive materials handling and misapplication.
- B. Store and protect products in accordance with manufacturers' instructions.
- C. Store with seals and labels intact and legible.
- D. Store sensitive products in weather tight, climate controlled, enclosures in an environment favorable to product.
- E. For exterior storage of fabricated products, place on sloped supports above ground.
- F. Protect products from damage or deterioration due to construction operations, weather, precipitation, humidity, temperature, sunlight and ultraviolet light, dirt, dust, and other contaminants.
- G. Comply with manufacturer's warranty conditions, if any.
- H. Cover products subject to deterioration with impervious sheet covering. Provide ventilation to prevent condensation and degradation of products.
- I. Prevent contact with material that may cause corrosion, discoloration, or staining.
- J. Provide equipment and personnel to store products by methods to prevent soiling, disfigurement, or damage.
- K. Arrange storage of products to permit access for inspection. Periodically inspect to verify products are undamaged and are maintained in acceptable condition.

**END OF SECTION**

SUBSTITUTION REQUEST FORM

TO: \_\_\_\_\_

PROJECT: \_\_\_\_\_

SPECIFIED ITEM:

Section	Page	Paragraph	Description

The undersigned requests consideration of the following:

PROPOSED SUBSTITUTION: \_\_\_\_\_

Attached data includes project description, specifications, drawings, photographs, performance and test data adequate for evaluation of the request; applicable portions of the data are clearly identified.

Attached data also includes a description of changes to the Contract Documents which the proposed substitution will require for its proper installation.

The undersigned certifies that the following paragraphs, unless modified by attachments, are correct:

1. The proposed substitution does not affect dimensions shown on drawings.
2. The undersigned will pay for changes to the building design, including engineering design, detailings, and construction costs caused by the requested substitution.
3. The proposed substitution will have no adverse affect on other trades, the construction schedule, or specified warranty requirements.
4. Maintenance and service parts will be locally available for the proposed substitution.

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

Signature \_\_\_\_\_ For use by the design consultant

Firm \_\_\_\_\_  Accepted  Accepted as noted

Address \_\_\_\_\_  Not Accepted  Received too late

\_\_\_\_\_ By: \_\_\_\_\_

Date \_\_\_\_\_ Date \_\_\_\_\_

Telephone \_\_\_\_\_ Remarks \_\_\_\_\_

Attachments:

**SECTION 01 70 00**  
**EXECUTION AND CLOSEOUT REQUIREMENTS**

**PART 1 GENERAL**

**1.01 SECTION INCLUDES**

- A. Examination, preparation, and general installation procedures.
- B. Pre-installation meetings.
- C. Cutting and patching.
- D. Cleaning and protection.
- E. Starting of systems and equipment.
- F. Demonstration and instruction of Owner personnel.
- G. Closeout procedures, including Contractor's Correction Punch List, except payment procedures.

**1.02 RELATED REQUIREMENTS**

- A. Section 01 30 00 - Administrative Requirements: Submittals procedures, Electronic document submittal service.
- B. Section 01 50 00 - Temporary Facilities and Controls: Temporary exterior enclosures.
- C. Section 01 78 00 - Closeout Submittals: Project record documents, operation and maintenance data, warranties and bonds.
- D. Section 01 79 00 - Demonstration and Training: Demonstration of products and systems to be commissioned and where indicated in specific specification sections
- E. Section 07 84 00 - Firestopping.

**1.03 SUBMITTALS**

- A. See Section 01 30 00 - Administrative Requirements, for submittal procedures.
- B. Demolition Plan: Submit demolition plan as specified by OSHA and local authorities.
  - 1. Indicate extent of demolition, removal sequence, bracing and shoring, and location and construction of barricades and fences. Include design drawings and calculations for bracing and shoring.
  - 2. Identify demolition firm and submit qualifications.
  - 3. Include a summary of safety procedures.
- C. Cutting and Patching: Submit written request in advance of cutting or alteration that affects:
  - 1. Structural integrity of any element of Project.
  - 2. Integrity of weather exposed or moisture resistant element.
  - 3. Efficiency, maintenance, or safety of any operational element.
  - 4. Visual qualities of sight exposed elements.
  - 5. Work of Owner or separate Contractor.

**1.04 PROJECT CONDITIONS**

- A. Grade site to drain. Maintain excavations free of water. Provide, operate, and maintain pumping equipment.
- B. Protect site from puddling or running water. Provide water barriers as required to protect site from soil erosion.
- C. Ventilate enclosed areas to assist cure of materials, to dissipate humidity, and to prevent accumulation of dust, fumes, vapors, or gases.
- D. Dust Control: Execute work by methods to minimize raising dust from construction operations. Provide positive means to prevent air-borne dust from dispersing into atmosphere and over adjacent property.
  - 1. Provide dust-proof barriers between construction areas and areas continuing to be occupied by Owner.



- E. Noise Control: Provide methods, means, and facilities to minimize noise produced by construction operations.
- F. Pest and Rodent Control: Provide methods, means, and facilities to prevent pests and insects from damaging the work.
- G. Rodent Control: Provide methods, means, and facilities to prevent rodents from accessing or invading premises.
- H. Pollution Control: Provide methods, means, and facilities to prevent contamination of soil, water, and atmosphere from discharge of noxious, toxic substances, and pollutants produced by construction operations. Comply with federal, state, and local regulations.

## **1.05 COORDINATION**

- A. Coordinate scheduling, submittals, and work of the various sections of the Project Manual to ensure efficient and orderly sequence of installation of interdependent construction elements, with provisions for accommodating items installed later.
- B. Notify affected utility companies and comply with their requirements.
- C. Verify that utility requirements and characteristics of new operating equipment are compatible with building utilities. Coordinate work of various sections having interdependent responsibilities for installing, connecting to, and placing in service, such equipment.
- D. Coordinate space requirements, supports, and installation of mechanical and electrical work that are indicated diagrammatically on Drawings. Follow routing shown for pipes, ducts, and conduit, as closely as practicable; place runs parallel with lines of building. Utilize spaces efficiently to maximize accessibility for other installations, for maintenance, and for repairs.
- E. In finished areas except as otherwise indicated, conceal pipes, ducts, and wiring within the construction. Coordinate locations of fixtures and outlets with finish elements.
- F. Coordinate completion and clean-up of work of separate sections.
- G. After Owner occupancy of premises, coordinate access to site for correction of defective work and work not in accordance with Contract Documents, to minimize disruption of Owner's activities.

## **PART 2 PRODUCTS**

### **2.01 PATCHING MATERIALS**

- A. New Materials: As specified in product sections; match existing products and work for patching and extending work.
- B. Type and Quality of Existing Products: Determine by inspecting and testing products where necessary, referring to existing work as a standard.
- C. Product Substitution: For any proposed change in materials, submit request for substitution described in Section 01 60 00 - Product Requirements.

## **PART 3 EXECUTION**

### **3.01 EXAMINATION**

- A. Verify that existing site conditions and substrate surfaces are acceptable for subsequent work. Start of work means acceptance of existing conditions.
- B. Verify that existing substrate is capable of structural support or attachment of new work being applied or attached.
- C. Examine and verify specific conditions described in individual specification sections.
- D. Take field measurements before confirming product orders or beginning fabrication, to minimize waste due to over-ordering or misfabrication.
- E. Verify that utility services are available, of the correct characteristics, and in the correct locations.

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

### **3.02 PREPARATION**

- A. Clean substrate surfaces prior to applying next material or substance.
- B. Seal cracks or openings of substrate prior to applying next material or substance.
- C. Apply manufacturer required or recommended substrate primer, sealer, or conditioner prior to applying any new material or substance in contact or bond.

### **3.03 PREINSTALLATION MEETINGS**

- A. When required in individual specification sections, convene a preinstallation meeting at the site prior to commencing work of the section.
- B. Require attendance of parties directly affecting, or affected by, work of the specific section.
- C. Notify Architect/Engineer four days in advance of meeting date.
- D. Prepare agenda and preside at meeting:
  - 1. Review conditions of examination, preparation and installation procedures.
  - 2. Review coordination with related work.
- E. Record minutes and distribute copies within two days after meeting to participants, with two copies to Architect/Engineer, Owner, participants, and those affected by decisions made.

### **3.04 GENERAL INSTALLATION REQUIREMENTS**

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

### **3.05 CUTTING AND PATCHING**

- A. Whenever possible, execute the work by methods that avoid cutting or patching.
- B. Perform whatever cutting and patching is necessary to:
  - 1. Complete the work.
  - 2. Fit products together to integrate with other work.
  - 3. Provide openings for penetration of mechanical, electrical, and other services.
  - 4. Match work that has been cut to adjacent work.
  - 5. Repair areas adjacent to cuts to required condition.
  - 6. Repair new work damaged by subsequent work.
  - 7. Remove samples of installed work for testing when requested.
  - 8. Remove and replace defective and non-conforming work.
- C. Execute work by methods that avoid damage to other work and that will provide appropriate surfaces to receive patching and finishing. In existing work, minimize damage and restore to original condition.
- D. Employ original installer to perform cutting for weather exposed and moisture resistant elements, and sight exposed surfaces.
- E. Cut rigid materials using masonry saw or core drill. Pneumatic tools not allowed without prior approval.
- F. Restore work with new products in accordance with requirements of Contract Documents.
- G. Fit work air tight to pipes, sleeves, ducts, conduit, and other penetrations through surfaces.

- H. At penetrations of fire rated walls, partitions, ceiling, or floor construction, completely seal voids with fire rated material in accordance with Section 07 84 00, to full thickness of the penetrated element.
- I. Patching:
  - 1. Finish patched surfaces to match finish that existed prior to patching. On continuous surfaces, refinish to nearest intersection or natural break. For an assembly, refinish entire unit.
  - 2. Match color, texture, and appearance.
  - 3. Repair patched surfaces that are damaged, lifted, discolored, or showing other imperfections due to patching work. If defects are due to condition of substrate, repair substrate prior to repairing finish.

### **3.06 PROGRESS CLEANING**

- A. Maintain areas free of waste materials, debris, and rubbish. Maintain site in a clean and orderly condition.
- B. Remove debris and rubbish from pipe chases, plenums, attics, crawl spaces, and other closed or remote spaces, prior to enclosing the space.
- C. Broom and vacuum clean interior areas prior to start of surface finishing, and continue cleaning to eliminate dust.
- D. Collect and remove waste materials, debris, and trash/rubbish from site periodically and dispose off-site; do not burn or bury.

### **3.07 PROTECTION OF INSTALLED WORK**

- A. Protect installed work from damage by construction operations.
- B. Provide special protection where specified in individual specification sections.
- C. Provide temporary and removable protection for installed products. Control activity in immediate work area to prevent damage.
- D. Provide protective coverings at walls, projections, jambs, sills, and soffits of openings.
- E. Protect finished floors, stairs, and other surfaces from traffic, dirt, wear, damage, or movement of heavy objects, by protecting with durable sheet materials.
- F. Prohibit traffic or storage upon waterproofed or roofed surfaces. If traffic or activity is necessary, obtain recommendations for protection from waterproofing or roofing material manufacturer.
- G. Remove protective coverings when no longer needed; reuse or recycle plastic coverings if possible.

### **3.08 SYSTEM STARTUP**

- A. Coordinate schedule for start-up of various equipment and systems.
- B. Verify that each piece of equipment or system has been checked for proper lubrication, drive rotation, belt tension, control sequence, and for conditions that may cause damage.
- C. Verify tests, meter readings, and specified electrical characteristics agree with those required by the equipment or system manufacturer.
- D. Verify that wiring and support components for equipment are complete and tested.
- E. Execute start-up under supervision of applicable Contractor personnel and manufacturer's representative in accordance with manufacturers' instructions.
- F. Submit a written report that equipment or system has been properly installed and is functioning correctly.

### **3.09 DEMONSTRATION AND INSTRUCTION**

- A. See Section 01 79 00 - Demonstration and Training.

### **3.10 ADJUSTING**

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

### **3.11 FINAL CLEANING**

- A. Execute final cleaning prior to final project assessment.
  - 1. Clean areas to be occupied by Owner prior to final completion before Owner occupancy.
- B. Use cleaning materials that are nonhazardous.
- C. Clean interior and exterior glass, surfaces exposed to view; remove temporary labels, stains and foreign substances, polish transparent and glossy surfaces, vacuum carpeted and soft surfaces.
- D. Remove all labels that are not permanent. Do not paint or otherwise cover fire test labels or nameplates on mechanical and electrical equipment.
- E. Clean equipment and fixtures to a sanitary condition with cleaning materials appropriate to the surface and material being cleaned.
- F. Clean filters of operating equipment.
- G. Clean debris from roofs, gutters, downspouts, scuppers, overflow drains, area drains, and drainage systems.
- H. Clean site; sweep paved areas, rake clean landscaped surfaces.
- I. Remove waste, surplus materials, trash/rubbish, and construction facilities from the site; dispose of in legal manner; do not burn or bury.

### **3.12 CLOSEOUT PROCEDURES**

- A. Make submittals that are required by governing or other authorities.
- B. Accompany Project Coordinator on preliminary inspection to determine items to be listed for completion or correction in the Contractor's Correction Punch List for Contractor's Notice of Substantial Completion.
- C. Notify Architect/Engineer when work is considered ready for Architect/Engineer's Substantial Completion inspection.
- D. Submit written certification containing Contractor's Correction Punch List, that Contract Documents have been reviewed, work has been inspected, and that work is complete in accordance with Contract Documents and ready for Architect/Engineer's Substantial Completion inspection.
- E. Conduct Substantial Completion inspection and create Final Correction Punch List containing Architect/Engineer's and Contractor's comprehensive list of items identified to be completed or corrected and submit to Architect/Engineer.
- F. Correct items of work listed in Final Correction Punch List and comply with requirements for access to Owner-occupied areas.
- G. Notify Architect/Engineer when work is considered finally complete and ready for Architect/Engineer's Substantial Completion final inspection.
- H. Complete items of work determined by Architect/Engineer listed in executed Certificate of Substantial Completion.

**END OF SECTION**

**SECTION 01 77 00  
CLOSEOUT PROCEDURES**

**PART 1 GENERAL**

**1.01 SECTION INCLUDES:**

- A. Substantial Completion Procedures.
- B. Final Completion Procedures.

**1.02 RELATED REQUIREMENTS:**

- A. Section 01 10 00 - Summary.
- B. Section 01 78 00 - Closeout Submittals.

**1.03 SUBSTANTIAL COMPLETION PROCEDURES**

- A. Pre-Substantial Completion Conference:
  - 1. General Contractor to schedule a Pre-substantial Completion Conference 15 days prior to the date of Substantial Completion, prepare an agenda with copies for the participants and preside over the meeting.
  - 2. Attendance Required: Contractor, Architect/Engineer and Owner.
  - 3. Minimum Agenda:
    - a. Schedule dates of Substantial Completion and Owner occupancy.
    - b. Schedule dates for Initial Punch Lists of respective Subcontractors to be produced.
    - c. Schedule date for written request for Substantial Completion.
    - d. Schedule target date for completion of Initial Punch List items.
    - e. Schedule delivery times for Owner-furnished items to be installed by Contractor, Owner's own forces or others under separate Contracts.
    - f. Schedule dates for Demonstration and Training of equipment and systems specified.
    - g. Schedule completion dates of testing and balancing reports for engineered Systems.
    - h. Scheduling and Sequencing of Construction operations around areas partially occupied.
    - i. Review job site security during transition of Owner occupancy.
    - j. Schedule dates for final inspections from authorities having jurisdiction for Occupancy Permits.
    - k. Review protocol for claims from potential move-in damage.
    - l. Review procedures for final cleaning.
    - m. Review potential concerns regarding environmental conditions.
  - 4. Record minutes and distribute copies within three days after meeting to participants and those affected by decisions made.
- B. Substantial Completion Procedures will be in accordance with the General Conditions of the Contract for Construction, Article 9.8 and include the following:
  - 1. When the Work or a portion of the Work is considered to be substantially complete, the Contractor inspects the project and prepares a comprehensive list of outstanding items to be completed or corrected, Initial Punch List.
  - 2. Contractor submits notice of Substantial Completion.
  - 3. Contractor completes items on the Initial Punch List.
  - 4. Architect/Engineer inspects the project to verify substantial completion and prepares a Final Punch List.
  - 5. Architect/Engineer prepares Certificate of Substantial Completion, acceptance is required by Owner and Contractor.

**1.04 FINAL COMPLETION PROCEDURES**

- A. Final Completion Procedures will be in accordance with the General Conditions of the Contract for Construction, Article 9.10, and include the following:
  - 1. When items on Initial and Final Punch Lists are complete, the Contractor submits notice of final completion and final application for payment.

2. Contractor submits Final Closeout Submittals as specified in Section 01 78 00.
3. Architect inspects project and verifies the Work is acceptable and conforms with the Contract Documents.
4. Architect processes final application for payment and closeout submittals.

#### **1.05 CORRECTION PERIOD**

- A. Correction Period commences on the date of Substantial Completion and expires one year from that date.
- B. Owner: document non-conforming or defective work over course of Correction Period. Notify Contractor in writing of nonconforming or defective work. Copy Architect/Engineer.
  1. Life safety issues requiring immediate corrective work: Contact Contractor for action.
- C. Post Construction Walk Through:
  1. Time: eleven months after the date of Substantial Completion convene a meeting on site.
  2. Attendees: Architect/Engineer, Owner's Representative, End User and Maintenance Staff.
  3. Minimum Agenda:
    - a. Review Owner's list of non-conforming or defective work.
    - b. Conduct a walk through of the building and grounds
    - c. Prepare a list of additional non-conforming or defective work items.
  4. Architect/Engineer:
    - a. Prepare written report of findings within two weeks of meeting.
    - b. Notify Contractor of impending corrective work requiring action.
    - c. Monitor execution of corrective Work.

**PART 2 PRODUCTS - NOT USED.**

**PART 3 EXECUTION - NOT USED.**

**END OF SECTION**

**SECTION 01 78 00**  
**CLOSEOUT SUBMITTALS**

**PART 1 GENERAL**

**1.01 SECTION INCLUDES**

- A. Project Record Documents.
- B. Operation and Maintenance Data.
- C. Warranties and bonds.

**1.02 RELATED REQUIREMENTS**

- A. Section 01 30 00 - Administrative Requirements: Submittals procedures, shop drawings, product data, and samples.
- B. Individual Product Sections: Specific requirements for operation and maintenance data.
- C. Individual Product Sections: Warranties required for specific products or Work.

**1.03 SUBMITTALS**

- A. Project Record Documents: Submit documents to Architect/Engineer with claim for final Application for Payment.
- B. Operation and Maintenance Data:
  - 1. Submit two copies of preliminary draft or proposed formats and outlines of contents before start of Work. Architect/Engineer will review draft and return one copy with comments.
  - 2. For equipment, or component parts of equipment put into service during construction and operated by Owner, submit completed documents within ten days after acceptance.
  - 3. Submit one copy of completed documents 15 days prior to final inspection. This copy will be reviewed and returned after final inspection, with Architect/Engineer comments. Revise content of all document sets as required prior to final submission.
  - 4. Submit two sets of revised final documents in final form within 10 days after final inspection.
- C. Warranties and Bonds:
  - 1. For equipment or component parts of equipment put into service during construction with Owner's permission, submit documents within 10 days after acceptance.
  - 2. Make other submittals within 10 days after Date of Substantial Completion, prior to final Application for Payment.
  - 3. For items of Work for which acceptance is delayed beyond Date of Substantial Completion, submit within 10 days after acceptance, listing the date of acceptance as the beginning of the warranty period.

**PART 2 PRODUCTS - NOT USED**

**PART 3 EXECUTION**

**3.01 PROJECT RECORD DOCUMENTS**

- A. Maintain on site one set of the following record documents; record actual revisions to the Work:
  - 1. Drawings.
  - 2. Addenda.
  - 3. Change Orders and other modifications to the Contract.
- B. Ensure entries are complete and accurate, enabling future reference by Owner.
- C. Store record documents separate from documents used for construction.
- D. Record information concurrent with construction progress.
- E. Record Drawings : Legibly mark each item to record actual construction including:
  - 1. Field changes of dimension and detail.
  - 2. Details not on original Contract drawings.

### **3.02 OPERATION AND MAINTENANCE DATA**

- A. Source Data: For each product or system, list names, addresses and telephone numbers of Subcontractors and suppliers, including local source of supplies and replacement parts.
- B. Product Data: Mark each sheet to clearly identify specific products and component parts, and data applicable to installation. Delete inapplicable information.
- C. Drawings: Supplement product data to illustrate relations of component parts of equipment and systems, to show control and flow diagrams. Do not use Project Record Documents as maintenance drawings.
- D. Typed Text: As required to supplement product data. Provide logical sequence of instructions for each procedure, incorporating manufacturer's instructions.

### **3.03 OPERATION AND MAINTENANCE DATA FOR MATERIALS AND FINISHES**

- A. For Each Product, Applied Material, and Finish:
- B. Instructions for Care and Maintenance: Manufacturer's recommendations for cleaning agents and methods, precautions against detrimental cleaning agents and methods, and recommended schedule for cleaning and maintenance.
- C. Where additional instructions are required, beyond the manufacturer's standard printed instructions, have instructions prepared by personnel experienced in the operation and maintenance of the specific products.

### **3.04 OPERATION AND MAINTENANCE DATA FOR EQUIPMENT AND SYSTEMS**

- A. For Each Item of Equipment and Each System:
  - 1. Description of unit or system, and component parts.
  - 2. Identify function, normal operating characteristics, and limiting conditions.
  - 3. Include performance curves, with engineering data and tests.
  - 4. Complete nomenclature and model number of replaceable parts.
- B. Where additional instructions are required, beyond the manufacturer's standard printed instructions, have instructions prepared by personnel experienced in the operation and maintenance of the specific products.
- C. Operating Procedures: Include start-up, break-in, and routine normal operating instructions and sequences. Include regulation, control, stopping, shut-down, and emergency instructions. Include summer, winter, and any special operating instructions.
- D. Maintenance Requirements: Include routine procedures and guide for preventative maintenance and trouble shooting; disassembly, repair, and reassembly instructions; and alignment, adjusting, balancing, and checking instructions.
- E. Provide servicing and lubrication schedule, and list of lubricants required.
- F. Include manufacturer's printed operation and maintenance instructions.
- G. Include sequence of operation by controls manufacturer.
- H. Provide original manufacturer's parts list, illustrations, assembly drawings, and diagrams required for maintenance.
- I. Additional Requirements: As specified in individual product specification sections.

### **3.05 ASSEMBLY OF OPERATION AND MAINTENANCE MANUALS**

- A. Assemble operation and maintenance data into durable manuals for Owner's personnel use, with data arranged in the same sequence as, and identified by, the specification sections.
- B. Where systems involve more than one specification section, provide separate tabbed divider for each system.
- C. Prepare instructions and data by personnel experienced in maintenance and operation of described products.
- D. Prepare data in the form of an instructional manual.



- E. Binders: Commercial quality, 8-1/2 by 11 inch three D side ring binders with durable plastic covers; 2 inch maximum ring size. When multiple binders are used, correlate data into related consistent groupings.
- F. Cover: Identify each binder with typed or printed title OPERATION AND MAINTENANCE INSTRUCTIONS; identify title of Project; identify subject matter of contents.
- G. Project Directory: Title and address of Project; names, addresses, and telephone numbers of Architect/Engineer, Consultants, Contractor and subcontractors, with names of responsible parties.
- H. Tables of Contents: List every item separated by a divider, using the same identification as on the divider tab; where multiple volumes are required, include all volumes Tables of Contents in each volume, with the current volume clearly identified.
- I. Dividers: Provide tabbed dividers for each separate product and system; identify the contents on the divider tab; immediately following the divider tab include a description of product and major component parts of equipment.
- J. Text: Manufacturer's printed data, or typewritten data on 24 pound paper.
- K. Drawings: Provide with reinforced punched binder tab. Bind in with text; fold larger drawings to size of text pages.

### **3.06 WARRANTIES AND BONDS**

- A. Obtain warranties and bonds, executed in duplicate by responsible Subcontractors, suppliers, and manufacturers, within 10 days after completion of the applicable item of work. Except for items put into use with Owner's permission, leave date of beginning of time of warranty until Date of Substantial completion is determined.
- B. Verify that documents are in proper form, contain full information, and are notarized.
- C. Co-execute submittals when required.
- D. Retain warranties and bonds until time specified for submittal.

**END OF SECTION**

**SECTION 01 79 00**  
**DEMONSTRATION AND TRAINING**

**PART 1 GENERAL**

**1.01 SUMMARY**

- A. Demonstration of products and systems where indicated in specific specification sections.
- B. Training of Owner personnel in operation and maintenance is required for:
  - 1. All software-operated systems.
  - 2. HVAC systems and equipment.
  - 3. Electrical systems and equipment.
  - 4. Items specified in individual product Sections.

**1.02 RELATED REQUIREMENTS**

- A. Section 01 78 00 - Closeout Submittals: Operation and maintenance manuals.
- B. Other Specification Sections: Additional requirements for demonstration and training.

**1.03 SUBMITTALS**

- A. See Section 01 30 00 - Administrative Requirements, for submittal procedures.
- B. Training Plan: Owner will designate personnel to be trained; tailor training to needs and skill-level of attendees.
  - 1. Submit to Architect/Engineer for transmittal to Owner.
  - 2. Submit not less than four weeks prior to start of training.
  - 3. Revise and resubmit until acceptable.
  - 4. Provide an overall schedule showing all training sessions.
  - 5. Include at least the following for each training session:
    - a. Identification, date, time, and duration.
    - b. Description of products and/or systems to be covered.
    - c. Name of firm and person conducting training; include qualifications.
    - d. Intended audience, such as job description.
    - e. Objectives of training and suggested methods of ensuring adequate training.
    - f. Methods to be used, such as classroom lecture, live demonstrations, hands-on, etc.
    - g. Media to be used, such as slides, hand-outs, etc.
    - h. Training equipment required, such as projector, projection screen, etc., to be provided by Contractor.
- C. Training Reports:
  - 1. Identification of each training session, date, time, and duration.
  - 2. Sign-in sheet showing names and job titles of attendees.
  - 3. List of attendee questions and written answers given, including copies of and references to supporting documentation required for clarification; include answers to questions that could not be answered in original training session.

**1.04 QUALITY ASSURANCE**

- A. Instructor Qualifications: Familiar with design, operation, maintenance and troubleshooting of the relevant products and systems.
  - 1. Provide as instructors the most qualified trainer of those contractors and/or installers who actually supplied and installed the systems and equipment.
  - 2. Where a single person is not familiar with all aspects, provide specialists with necessary qualifications.

**PART 2 PRODUCTS - NOT USED**

**PART 3 EXECUTION**

**3.01 DEMONSTRATION - GENERAL**

- A. Demonstrations conducted during system start-up do not qualify as demonstrations for the purposes of this section, unless approved in advance by Owner.

- B. Demonstration may be combined with Owner personnel training if applicable.
- C. Operating Equipment and Systems: Demonstrate operation in all modes, including start-up, shut-down, seasonal changeover, emergency conditions, and troubleshooting, and maintenance procedures, including scheduled and preventive maintenance.
  - 1. Perform demonstrations not less than two weeks prior to Substantial Completion.
  - 2. For equipment or systems requiring seasonal operation, perform demonstration for other season within six months.
- D. Non-Operating Products: Demonstrate cleaning, scheduled and preventive maintenance, and repair procedures.
  - 1. Perform demonstrations not less than two weeks prior to Substantial Completion.

### **3.02 TRAINING - GENERAL**

- A. Conduct training on-site unless otherwise indicated.
- B. Owner will provide classroom and seating at no cost to Contractor.
- C. Provide training in minimum two hour segments.
- D. Training schedule will be subject to availability of Owner's personnel to be trained; re-schedule training sessions as required by Owner; once schedule has been approved by Owner failure to conduct sessions according to schedule will be cause for Owner to charge Contractor for personnel "show-up" time.
- E. Review of Facility Policy on Operation and Maintenance Data: During training discuss:
  - 1. The location of the O&M manuals and procedures for use and preservation; backup copies.
  - 2. Typical contents and organization of all manuals, including explanatory information, system narratives, and product specific information.
  - 3. Typical uses of the O&M manuals.
- F. Product- and System-Specific Training:
  - 1. Review the applicable O&M manuals.
  - 2. For systems, provide an overview of system operation, design parameters and constraints, and operational strategies.
  - 3. Review instructions for proper operation in all modes, including start-up, shut-down, seasonal changeover and emergency procedures, and for maintenance, including preventative maintenance.
  - 4. Provide hands-on training on all operational modes possible and preventive maintenance.
  - 5. Emphasize safe and proper operating requirements; discuss relevant health and safety issues and emergency procedures.
  - 6. Discuss common troubleshooting problems and solutions.
  - 7. Discuss any peculiarities of equipment installation or operation.
  - 8. Discuss warranties and guarantees, including procedures necessary to avoid voiding coverage.
  - 9. Review recommended tools and spare parts inventory suggestions of manufacturers.
  - 10. Review spare parts and tools required to be furnished by Contractor.
  - 11. Review spare parts suppliers and sources and procurement procedures.
- G. Be prepared to answer questions raised by training attendees; if unable to answer during training session, provide written response within three days.

**END OF SECTION**

**SECTION 03 30 00**  
**CAST-IN-PLACE CONCRETE**

**PART 1 GENERAL**

**1.01 SECTION INCLUDES**

- A. Concrete formwork.
- B. Concrete reinforcement.
- C. Miscellaneous concrete elements, including equipment pads.
- D. Concrete curing.

**1.02 REFERENCE STANDARDS**

- A. ACI 117 - Standard Specifications for Tolerances for Concrete Construction and Materials; American Concrete Institute International; 2010.
- B. ACI 211.1 - Standard Practice for Selecting Proportions for Normal, Heavyweight, and Mass Concrete; American Concrete Institute International; 1991 (Reapproved 2009).
- C. ACI 301 - Specifications for Structural Concrete; American Concrete Institute International; 2010 (Errata 2012).
- D. ACI 302.1R - Guide for Concrete Floor and Slab Construction; American Concrete Institute International; 2004 (errata 2007).
- E. ACI 304R - Guide for Measuring, Mixing, Transporting, and Placing Concrete; American Concrete Institute International; 2000.
- F. ACI 305R - Hot Weather Concreting; American Concrete Institute International; 2010.
- G. ACI 306R - Cold Weather Concreting; American Concrete Institute International; 2010.
- H. ACI 308R - Guide to Curing Concrete; American Concrete Institute International; 2001 (Reapproved 2008).
- I. ACI 318 - Building Code Requirements for Structural Concrete and Commentary; American Concrete Institute International; 2011.
- J. ASTM A615/A615M - Standard Specification for Deformed and Plain Carbon Billet-Steel Bars for Concrete Reinforcement; 2015.
- K. ASTM C33/C33M - Standard Specification for Concrete Aggregates; 2013.
- L. ASTM C94/C94M - Standard Specification for Ready-Mixed Concrete; 2015.
- M. ASTM C143/C143M - Standard Test Method for Slump of Hydraulic-Cement Concrete; 2012.
- N. ASTM C150/C150M - Standard Specification for Portland Cement; 2015.
- O. ASTM C171 - Standard Specification for Sheet Materials for Curing Concrete; 2007.
- P. ASTM C309 - Standard Specification for Liquid Membrane-Forming Compounds for Curing Concrete; 2011.
- Q. ASTM C494/C494M - Standard Specification for Chemical Admixtures for Concrete; 2013.
- R. ASTM C618 - Standard Specification for Coal Fly Ash and Raw or Calcined Natural Pozzolan for Use in Concrete; 2015.
- S. NSF 61 - Drinking Water System Components - Health Effects; 2014 (Errata 2015).
- T. NSF 372 - Drinking Water System Components - Lead Content; 2011.

**1.03 SUBMITTALS**

- A. Product Data: Submit manufacturers' data on manufactured products showing compliance with specified requirements and installation instructions.
  - 1. For curing compounds, provide data on method of removal in the event of incompatibility with floor covering adhesives.
  - 2. Anchoring epoxy and expansion anchors.

- B. Mix Designs: Submit 15 days prior to start of work.
  - 1. Submit for each type of concrete specified.
  - 2. Include back-up test data.
  - 3. Indicate proposed mix design complies with requirements of ACI 301, Section 4 - Concrete Mixtures.
  - 4. Indicate proposed mix design complies with requirements of ACI 318, Chapter 5 - Concrete Quality, Mixing and Placing.

#### **1.04 QUALITY ASSURANCE**

- A. Perform work of this section in accordance with ACI 301 and ACI 318.
- B. Follow recommendations of ACI 305R when concreting during hot weather.
- C. Follow recommendations of ACI 306R when concreting during cold weather.

### **PART 2 PRODUCTS**

#### **2.01 FORMWORK**

- A. Form Materials: Contractor's choice of standard products with sufficient strength to withstand hydrostatic head without distortion in excess of permitted tolerances.
  - 1. Form Coating: Release agent that will not adversely affect concrete or interfere with application of coatings.
  - 2. Form Ties: Cone snap type that will leave no metal within 1-1/2 inches of concrete surface.

#### **2.02 REINFORCEMENT**

- A. Reinforcing Steel: ASTM A615/A615M, Grade 60 (60,000 psi).
  - 1. Type: Deformed billet-steel bars.
  - 2. Finish: Unfinished.
- B. Reinforcement Accessories:
  - 1. Tie Wire: Annealed, minimum 16 gage, 0.0508 inch.
  - 2. Chairs, Bolsters, Bar Supports, Spacers: Sized and shaped for adequate support of reinforcement during concrete placement.

#### **2.03 CONCRETE MATERIALS**

- A. Cement: ASTM C150, Type I - Normal Portland type.
  - 1. Acquire all cement for entire project from same source.
- B. Fine and Coarse Aggregates: ASTM C 33.
  - 1. Acquire all aggregates for entire project from same source.
- C. Fly Ash: ASTM C618, Class C.
- D. Water: Clean and not detrimental to concrete.

#### **2.04 ADMIXTURES**

- A. Do not use chemicals that will result in soluble chloride ions in excess of 0.1 percent by weight of cement.
- B. High Range Water Reducing and Retarding Admixture: ASTM C494/C494M Type G.
- C. High Range Water Reducing Admixture: ASTM C494/C494M Type F.
- D. Water Reducing and Accelerating Admixture: ASTM C494/C494M Type E.
- E. Water Reducing and Retarding Admixture: ASTM C494/C494M Type D.
- F. Accelerating Admixture: ASTM C494/C494M Type C.
- G. Retarding Admixture: ASTM C494/C494M Type B.
- H. Water Reducing Admixture: ASTM C494/C494M Type A.

## **2.05 CURING MATERIALS**

- A. Curing Compound, Naturally Dissipating: Clear, water-based, liquid membrane-forming compound; complying with ASTM C309.
- B. Water: Potable, not detrimental to concrete.

## **2.06 CONCRETE MIX DESIGN**

- A. Proportioning Normal Weight Concrete: Comply with ACI 211.1 recommendations.
- B. Concrete Strength: Establish required average strength for each type of concrete on the basis of field experience or trial mixtures, as specified in ACI 301.
  - 1. For trial mixtures method, employ independent testing agency acceptable to Architect/Engineer for preparing and reporting proposed mix designs.
- C. Admixtures: Add acceptable admixtures as recommended in ACI 211.1 and at rates recommended by manufacturer. Submit to Architect for review and approval.
- D. Normal Weight Concrete: Type "D".
  - 1. Compressive Strength, when tested in accordance with ASTM C 39/C 39M at 28 days: 4,500 psi.
  - 2. Fly Ash Content: Maximum 15 percent of cementitious materials by weight.
  - 3. Water-Cement Ratio: Maximum 44 percent by weight.
  - 4. Total Air Content: 6 percent, determined in accordance with ASTM C 173/C 173M.
  - 5. Maximum Slump: 4 inches.
  - 6. Maximum Aggregate Size: 3/4 inch.

## **2.07 MIXING**

- A. Transit Mixers: Comply with ASTM C94/C94M.

## **PART 3 EXECUTION**

### **3.01 EXAMINATION**

- A. Verify lines, levels, and dimensions before proceeding with work of this section.

### **3.02 PREPARATION**

- A. Formwork: Comply with requirements of ACI 301. Design and fabricate forms to support all applied loads until concrete is cured, and for easy removal without damage to concrete.
- B. Verify that forms are clean and free of rust before applying release agent.
- C. Coordinate placement of embedded items with erection of concrete formwork and placement of form accessories.

### **3.03 INSTALLING REINFORCEMENT AND OTHER EMBEDDED ITEMS**

- A. Comply with requirements of ACI 301. Clean reinforcement of loose rust and mill scale, and accurately position, support, and secure in place to achieve not less than minimum concrete coverage required for protection.

### **3.04 PLACING CONCRETE**

- A. Place concrete in accordance with ACI 304R.
- B. Notify Architect/Engineer not less than 24 hours prior to commencement of placement operations.
- C. Maintain records of concrete placement. Record date, location, quantity, air temperature, and test samples taken.
- D. Ensure reinforcement will not be disturbed during concrete placement.
- E. Place concrete continuously without construction (cold) joints wherever possible; where construction joints are necessary, before next placement prepare joint surface by removing laitance and exposing the sand and sound surface mortar, by sandblasting or high-pressure water jetting.

### **3.05 SLAB JOINTING**

- A. Locate joint in center of long direction of the slab/pad.
- B. Anchor joint fillers and devices to prevent movement during concrete placement.
- C. Load Transfer Construction and Contraction Joints: Install load transfer devices as indicated; saw cut joint at surface as indicated for contraction joints.
- D. Saw Cut Contraction Joints: Saw cut joints before concrete begins to cool, within 4 to 12 hours after placing; use 3/16 inch thick blade and cut at least 1 inch deep but not less than one quarter (1/4) the depth of the slab.
- E. Place concrete continuously between predetermined expansion, control, and construction joints.
- F. Do not interrupt successive placement; do not permit cold joints to occur.

### **3.06 FLOOR FLATNESS AND LEVELNESS TOLERANCES**

- A. Screed slabs on grade level, maintaining the following minimum F(F) Floor Flatness and F(L) Floor Levelness values when measured in accordance with ASTM E 1155/ASTM E 1155M.
  - 1. F(F): Specified Overall Value (SOV) of 35; Minimum Localized Value (MLV) of 24.
  - 2. F(L): Specified Overall Value (SOV) of 25; Minimum Localized Value (MLV) of 17.
- B. Correct the slab surface if tolerances are less than specified.
- C. Measure F(F) and F(L) in accordance with ASTM E1155, within 48 hours after slab installation; report both composite overall values and local values for each measured section.
- D. Correct the slab surface if composite overall value is less than specified and if local value is less than two-thirds of specified value or less than F(F) 13/F(L) 10.
- E. Correct defects by grinding or by removal and replacement of the defective work. Areas requiring corrective work will be identified. Re-measure corrected areas by the same process.

### **3.07 CONCRETE FINISHING**

- A. Repair surface defects, including tie holes, immediately after removing formwork.
- B. Unexposed Form Finish: Rub down or chip off fins or other raised areas 1/4 inch or more in height.
- C. Exposed Form Finish: Rub down or chip off and smooth fins or other raised areas 1/4 inch or more in height. Provide finish as follows:
  - 1. Smooth Rubbed Finish: Wet concrete and rub with carborundum brick or other abrasive, not more than 24 hours after form removal.
- D. Concrete Slabs: Finish to requirements of ACI 302.1R, and as follows:
  - 1. Provide light broom finish on exterior flat work.
  - 2. Provide 3/4" radiused edge on exposed slab edges, unless otherwise noted.

### **3.08 CURING AND PROTECTION**

- A. Comply with requirements of ACI 308R. Immediately after placement, protect concrete from premature drying, excessively hot or cold temperatures, and mechanical injury.
- B. Maintain concrete with minimal moisture loss at relatively constant temperature for period necessary for hydration of cement and hardening of concrete.

### **3.09 FIELD QUALITY CONTROL**

- A. Provide free access to concrete operations at project site and cooperate with appointed firm.
- B. Compressive Strength Tests: ASTM C39/C39M. For each test, mold and cure three concrete test cylinders. Obtain test samples for every 100 cu yd or less of each class of concrete placed.
- C. Perform one slump test for each set of test cylinders taken, following procedures of ASTM C143/C143M.

**3.10 DEFECTIVE CONCRETE**

- A. Defective Concrete: Concrete not conforming to required lines, details, dimensions, tolerances or specified requirements.
- B. Repair or replacement of defective concrete will be determined by the Architect/Engineer. The cost of additional testing shall be borne by Contractor when defective concrete is identified.
- C. Do not patch, fill, touch-up, repair, or replace exposed concrete except upon express direction of Architect/Engineer for each individual area.

**3.11 PROTECTION**

- A. Do not permit traffic over unprotected concrete floor surface until fully cured.

**3.12 SCHEDULE - CONCRETE TYPES AND FINISHES**

<b>LOCATION FINISH</b>	<b>MIX TYPE</b>	<b>CONCRETE</b>
A. Equipment pads: Exterior top: broom	D	sides: smooth form

**END OF SECTION**



**SECTION 07 84 00**  
**FIRESTOPPING**

**PART 1 GENERAL**

**1.01 SECTION INCLUDES**

- A. Firestopping materials.
- B. Firestopping of all penetrations of and joints in fire rated assemblies, whether indicated on drawings or not, and other openings indicated.
- C. Smoke-stopping of all penetrations of and joints in smoke partitions, whether indicated on drawings or not, and other openings indicated.

**1.02 REFERENCE STANDARDS**

- A. ASTM E814 - Standard Test Method for Fire Tests of Through-Penetration Fire Stops; 2006.
- B. FM 4991 - Approval of Firestop Contractors; Factory Mutual Research Corporation; 2001.
- C. UL (FRD) - Fire Resistance Directory; Underwriters Laboratories Inc.; current edition.

**1.03 DEFINITIONS**

- A. Assembly: Particular arrangement of materials specific to given type of construction described or detailed in referenced documents.
- B. Barriers: Time rated fire walls, smoke barrier walls, time rated ceiling/floor assemblies and structural floors.
- C. Firestopping: Methods and materials applied in penetrations and unprotected openings to limit spread of heat, fire gasses and smoke.
- D. Penetration: Opening or foreign material passing through or into barrier or structural floor such that full thickness of rated materials is not obtained.
- E. Joint: Interruption to a fire-rated assembly occurring at interface between 1) adjacent sections of wall, 2) intersecting walls, 3) top of wall and ceiling, structural floor or roof deck, 4) wall and edge of structural floor, 5) adjacent sections of structural floor.
- F. System: Specific products and applications, classified and numbered by Underwriters Laboratories, Inc. to close specific barrier penetrations and joints.
- G. Sleeve: Metal fabrication or pipe section extending through thickness of barrier and used to permanently guard penetration. Sleeves are described as part of penetrating system in other sections and may or may not be required.

**1.04 SYSTEM DESCRIPTION**

- A. Design Requirements:
  - 1. Fire-rated construction: Maintain barrier and structural floor fire resistance ratings including resistance to cold smoke at all penetrations, connections with other surfaces or types of construction, at separations required to permit building movement and sound or vibration absorption, and at other construction gaps.
  - 2. Smoke barrier construction: Maintain barrier and structural floor resistance to cold smoke at all penetrations, connections with other surfaces and types of construction and at all separations required to permit building movement and sound or vibration absorption, and at other construction gaps.

**1.05 SUBMITTALS**

- A. See Section 01 30 00 - Administrative Requirements, for submittal procedures.
- B. Schedule of Firestopping: List each type of penetration, fire rating of the penetrated assembly, and firestopping test or design number.
  - 1. Provide manufacturer's qualified engineering judgements for non-standard applicaitons.
- C. Product Data: Provide data on product characteristics, performance ratings, and limitations.
- D. Manufacturer's Installation Instructions: Indicate preparation and installation instructions.

- E. Manufacturer's Certificate: Certify that products meet or exceed specified requirements.

#### **1.06 QUALITY ASSURANCE**

- A. Fire Testing: Provide firestopping assemblies of designs that provide the scheduled fire ratings when tested in accordance with methods indicated.
  - 1. Listing in the current-year classification or certification books of UL will be considered as constituting an acceptable test report.
  - 2. Submission of actual test reports is required for assemblies for which none of the above substantiation exists.
- B. Manufacturer Qualifications: Company specializing in manufacturing the products specified in this section with minimum three years documented experience.
- C. Installer Qualifications: Company specializing in performing the work of this section and:
  - 1. Approved by Factory Mutual Research under FM Standard 4991, Approval of Firestop Contractors .
  - 2. With minimum 3 years documented experience installing work of this type.
  - 3. Able to show at least 5 satisfactorily completed projects of comparable size and type.
  - 4. Licensed by authority having jurisdiction.
  - 5. Approved by firestopping manufacturer.

#### **1.07 MOCK-UP**

- A. Install one firestopping assembly representative of each fire rating design required on project.
  - 1. Where one design may be used for different penetrating items or in different wall constructions, install one assembly for each different combination.
- B. Obtain approval of authority having jurisdiction before proceeding.
- C. If accepted, mock-up will represent minimum standard for the Work.
- D. If accepted, mock-up may remain as part of the Work. Remove and replace mock-ups not accepted.

#### **1.08 DELIVERY, STORAGE AND HANDLING**

- A. Deliver products in original, unopened packaging with legible manufacturer's identification.
- B. Coordinate delivery with scheduled installation date to minimize storage time at site.
- C. Store materials in a clean, dry, ventilated location. Protect materials from freezing if required by manufacturer.

#### **1.09 FIELD CONDITIONS**

- A. Comply with firestopping manufacturer's recommendations for temperature and conditions during and after installation. Maintain minimum temperature before, during, and for 3 days after installation of materials.
- B. Provide ventilation in areas where solvent-cured materials are being installed.

### **PART 2 PRODUCTS**

#### **2.01 FIRESTOPPING ASSEMBLIES**

- A. Firestopping: Any material meeting requirements.
  - 1. Fire Ratings: Use any system listed by UL or tested in accordance with ASTM E 814 that has F Rating equal to fire rating of penetrated assembly and T Rating Equal to F Rating and that meets all other specified requirements.

#### **2.02 MATERIALS**

- A. Acceptable Manufacturers: As listed in UL (FRD) for specific UL Design Number.
- B. Fill, Void or Cavity Materials: Conform to UL (FRD) - XHHW.
- C. Firestop Devices: Conform to UL (FRD) - XHJI.
- D. Forming Materials: Conform to UL (FRD) - XHKU.
- E. Mechanical Joint Assemblies: Conform to UL (FRD) - XHLP.

- F. Packing Material: As required by specific UL Design Number for joint system or through-penetration firestop system.
- G. Primers, Sleeves, Forms, Insulation, Packing, Stuffing, and Accessories: Type required for tested assembly design.

### **PART 3 EXECUTION**

#### **3.01 EXAMINATION**

- A. Verify openings are ready to receive the work of this section.
  - 1. Verify barrier joints and penetrations are properly sized and in suitable condition for application of materials.

#### **3.02 PREPARATION**

- A. Clean substrate surfaces of dirt, dust, grease, oil, loose material, or other matter that could adversely affect bond of firestopping material.
- B. Remove incompatible materials that could adversely affect bond.

#### **3.03 INSTALLATION**

- A. Install materials in manner described in UL (FRD) or fire test report and in accordance with manufacturer's instructions, completely closing openings.
- B. Do not cover installed firestopping until inspected by authority having jurisdiction.
- C. Install labelling required by code.

#### **3.04 CLEANING AND PROTECTION**

- A. Protect adjacent surfaces from damage by material installation.
- B. Patch or replace firestopping damaged by work of other sections.

**END OF SECTION**

**SECTION 26 05 01**  
**MINOR ELECTRICAL DEMOLITION**

**PART 1 GENERAL**

**1.01 SECTION INCLUDES**

- A. Electrical demolition.

**PART 2 PRODUCTS**

**2.01 MATERIALS AND EQUIPMENT**

- A. Materials and equipment for patching and extending work: As specified in individual sections.

**PART 3 EXECUTION**

**3.01 EXAMINATION**

- A. Verify field measurements and circuiting arrangements are as shown on Drawings.
- B. Verify that abandoned wiring and equipment serve only abandoned facilities.
- C. Demolition drawings are based on casual field observation.
- D. Report discrepancies to Architect/Engineer before disturbing existing installation.
- E. Beginning of demolition means installer accepts existing conditions.
- F. Measure service lateral lengths prior to submittal of new electrical equipment to verify that adequate length is available to connect to new equipment lug location.

**3.02 PREPARATION**

- A. Disconnect electrical systems in walls, floors, and ceilings to be removed.
- B. Coordinate utility service outages with utility company.
- C. Provide temporary wiring and connections to maintain existing systems in service during construction. When work must be performed on energized equipment or circuits, use personnel experienced in such operations.
- D. Existing Electrical Service: Maintain existing system in service until new system is complete and ready for service. Disable system only to make switchovers and connections. Minimize outage duration.
  - 1. Obtain permission from Owner at least 7 days before partially or completely disabling system.
  - 2. Make temporary connections to maintain service in areas adjacent to work area.

**3.03 DEMOLITION AND EXTENSION OF EXISTING ELECTRICAL WORK**

- A. Remove, relocate, and extend existing installations to accommodate new construction.
- B. Remove abandoned wiring to source of supply.
- C. Remove exposed abandoned conduit, including abandoned conduit above accessible ceiling finishes. Cut conduit flush with walls and floors, and patch surfaces.
- D. Disconnect abandoned outlets and remove devices. Remove abandoned outlets if conduit servicing them is abandoned and removed. Provide blank cover for abandoned outlets that are not removed.
- E. Repair adjacent construction and finishes damaged during demolition and extension work.
- F. Maintain access to existing electrical installations that remain active. Modify installation or provide access panel as appropriate.
- G. Extend existing installations using materials and methods compatible with existing electrical installations, or as specified.

**END OF SECTION**

## SECTION 26 05 19

### LOW-VOLTAGE ELECTRICAL POWER CONDUCTORS AND CABLES

#### PART 1 GENERAL

##### 1.01 SECTION INCLUDES

- A. Single conductor building wire.
- B. Wiring connectors.
- C. Electrical tape.
- D. Heat shrink tubing.
- E. Oxide inhibiting compound.
- F. Wire pulling lubricant.
- G. Cable ties.

##### 1.02 RELATED REQUIREMENTS

- A. Section 07 84 00 - Firestopping.
- B. Section 26 05 01 - Minor Electrical Demolition: Disconnection, removal, and/or extension of existing electrical conductors and cables.
- C. Section 26 05 26 - Grounding and Bonding for Electrical Systems: Additional requirements for grounding conductors and grounding connectors.
- D. Section 26 05 53 - Identification for Electrical Systems: Identification products and requirements.
- E. Section 26 21 00 - Low-Voltage Electrical Service Entrance: Additional requirements for electrical service conductors.

##### 1.03 REFERENCE STANDARDS

- A. ASTM B3 - Standard Specification for Soft or Annealed Copper Wire; 2013.
- B. ASTM B8 - Standard Specification for Concentric-Lay-Stranded Copper Conductors, Hard, Medium-Hard, or Soft; 2011.
- C. ASTM B33 - Standard Specification for Tin-Coated Soft or Annealed Copper Wire for Electrical Purposes; 2010 (Reapproved 2014).
- D. ASTM B787/B787M - Standard Specification for 19 Wire Combination Unilay-Stranded Copper Conductors for Subsequent Insulation; 2004 (Reapproved 2014).
- E. ASTM D3005 - Standard Specification for Low-Temperature Resistant Vinyl Chloride Plastic Pressure-Sensitive Electrical Insulating Tape; 2010.
- F. ASTM D4388 - Standard Specification for Nonmetallic Semi-Conducting and Electrically Insulating Rubber Tapes; 2013.
- G. NECA 1 - Standard for Good Workmanship in Electrical Construction; National Electrical Contractors Association; 2010.
- H. NEMA WC 70 - Power Cables Rated 2000 Volts or Less for the Distribution of Electrical Energy; National Electrical Manufacturers Association; 2009 (ANSI/NEMA WC 70/ICEA S-95-658).
- I. NFPA 70 - National Electrical Code; National Fire Protection Association; Most Recent Edition Adopted by Authority Having Jurisdiction, Including All Applicable Amendments and Supplements.
- J. UL 44 - Thermoset-Insulated Wires and Cables; Current Edition, Including All Revisions.
- K. UL 83 - Thermoplastic-Insulated Wires and Cables; Current Edition, Including All Revisions.
- L. UL 486A-486B - Wire Connectors; Current Edition, Including All Revisions.
- M. UL 486C - Splicing Wire Connectors; Current Edition, Including All Revisions.
- N. UL 486D - Sealed Wire Connector Systems; Current Edition, Including All Revisions.

- O. UL 2196 - 2 hour fire-rated cable.
- P. UL 510 - Polyvinyl Chloride, Polyethylene, and Rubber Insulating Tape; Current Edition, Including All Revisions.

#### **1.04 ADMINISTRATIVE REQUIREMENTS**

- A. Coordination:
  - 1. Coordinate sizes of raceways, boxes, and equipment enclosures installed under other sections with the actual conductors to be installed, including adjustments for conductor sizes increased for voltage drop.
  - 2. Coordinate with electrical equipment installed under other sections to provide terminations suitable for use with the conductors to be installed.
  - 3. Notify Architect/Engineer of any conflicts with or deviations from the contract documents. Obtain direction before proceeding with work.

#### **1.05 SUBMITTALS**

- A. See Section 01 30 00 - Administrative Requirements, for submittal procedures.
- B. Product Data: Provide manufacturer's standard catalog pages and data sheets for conductors and cables, including detailed information on materials, construction, ratings, listings, and available sizes, configurations, and stranding.
- C. Project Record Documents: Record actual installed circuiting arrangements. Record actual routing for underground circuits.

#### **1.06 DELIVERY, STORAGE, AND HANDLING**

- A. Receive, inspect, handle, and store conductors and cables in accordance with manufacturer's instructions.

#### **1.07 FIELD CONDITIONS**

- A. Do not install or otherwise handle thermoplastic-insulated conductors at temperatures lower than 14 degrees F, unless otherwise permitted by manufacturer's instructions. When installation below this temperature is unavoidable, notify Architect/Engineer and obtain direction before proceeding with work.

### **PART 2 PRODUCTS**

#### **2.01 CONDUCTOR AND CABLE APPLICATIONS**

- A. Do not use conductors and cables for applications other than as permitted by NFPA 70 and product listing.
- B. Provide single conductor building wire installed in suitable raceway unless otherwise indicated, permitted, or required.

#### **2.02 CONDUCTOR AND CABLE GENERAL REQUIREMENTS**

- A. Provide products that comply with requirements of NFPA 70.
- B. Provide products listed, classified, and labeled as suitable for the purpose intended.
- C. Unless specifically indicated to be excluded, provide all required conduit, boxes, wiring, connectors, etc. as required for a complete operating system.
- D. Comply with NEMA WC 70.
- E. Thermoplastic-Insulated Conductors and Cables: Listed and labeled as complying with UL 83.
- F. Thermoset-Insulated Conductors and Cables: Listed and labeled as complying with UL 44.
- G. Conductor Material:
  - 1. Provide copper conductors only. Aluminum conductors are not acceptable for this project. Conductor sizes indicated are based on copper.
  - 2. Copper Conductors: Soft drawn annealed, 98 percent conductivity, uncoated copper conductors complying with ASTM B3, ASTM B8, or ASTM B787/B 787M unless otherwise indicated.

3. Tinned Copper Conductors: Comply with ASTM B33.
  4. Generator Power Cable: UL 2196, annealed copper, Class 'B' strand, designed to ensure tensile strength under fire conditions.
- H. Conductor Color Coding:
1. Color code conductors as indicated unless otherwise required by the authority having jurisdiction. Maintain consistent color coding throughout project.
  2. Color Coding Method: Integrally colored insulation.
  3. Color Code:
    - a. 208Y/120 V, 3 Phase, 4 Wire System:
      - 1) Phase A: Black.
      - 2) Phase B: Red.
      - 3) Phase C: Blue.
      - 4) Neutral/Grounded: White.
    - b. Equipment Ground, All Systems: Green.

### **2.03 SINGLE CONDUCTOR BUILDING WIRE**

- A. Manufacturers:
1. Copper Building Wire:
    - a. Cerro Wire LLC: [www.cerrowire.com](http://www.cerrowire.com).
    - b. Encore Wire Corporation: [www.encorewire.com](http://www.encorewire.com).
    - c. Southwire Company: [www.southwire.com](http://www.southwire.com).
- B. Description: Single conductor insulated wire.
- C. Conductor Stranding:
1. Feeders and Branch Circuits:
    - a. Size 10 AWG and Smaller: Solid.
    - b. Size 8 AWG and Larger: Stranded.
- D. Insulation Voltage Rating: 600 V.
- E. Insulation:
1. Copper Building Wire: Type THHN/THWN or THHN/THWN-2, except as indicated below.
    - a. Generator Power Conductors: Type RHW

### **2.04 WIRING CONNECTORS**

- A. Description: Wiring connectors appropriate for the application, suitable for use with the conductors to be connected, and listed as complying with UL 486A-486B or UL 486C as applicable.
- B. Wiring Connectors for Splices and Taps:
1. Copper Conductors Size 8 AWG and Smaller: Use twist-on insulated spring connectors.
  2. Copper Conductors Size 6 AWG and Larger: Use mechanical connectors or compression connectors.
- C. Wiring Connectors for Terminations:
1. Provide terminal lugs for connecting conductors to equipment furnished with terminations designed for terminal lugs.
  2. Provide compression adapters for connecting conductors to equipment furnished with mechanical lugs when only compression connectors are specified.
- D. Do not use insulation-piercing or insulation-displacement connectors designed for use with conductors without stripping insulation.
- E. Do not use push-in wire connectors as a substitute for twist-on insulated spring connectors.
- F. Twist-on Insulated Spring Connectors: Rated 600 V, 221 degrees F for standard applications and 302 degrees F for high temperature applications; pre-filled with sealant and listed as complying with UL 486D for damp and wet locations.
- G. Mechanical Connectors: Provide bolted type or set-screw type.
- H. Compression Connectors: Provide circumferential type or hex type crimp configuration.

## 2.05 WIRING ACCESSORIES

- A. Electrical Tape:
  - 1. Manufacturers:
    - a. 3M: [www.3m.com](http://www.3m.com).
    - b. Plymouth Rubber Europa: [www.plymouthrubber.com](http://www.plymouthrubber.com).
  - 2. Vinyl Color Coding Electrical Tape: Integrally colored to match color code indicated; listed as complying with UL 510; minimum thickness of 7 mil; resistant to abrasion, corrosion, and sunlight; suitable for continuous temperature environment up to 221 degrees F.
    - a. Substitutions: See Section 01 60 00 - Product Requirements.
  - 3. Vinyl Insulating Electrical Tape: Complying with ASTM D3005 and listed as complying with UL 510; minimum thickness of 7 mil; resistant to abrasion, corrosion, and sunlight; conformable for application down to 0 degrees F and suitable for continuous temperature environment up to 221 degrees F.
  - 4. Rubber Splicing Electrical Tape: Ethylene Propylene Rubber (EPR) tape, complying with ASTM D4388; minimum thickness of 30 mil; suitable for continuous temperature environment up to 194 degrees F and short-term 266 degrees F overload service.
- B. Heat Shrink Tubing: Heavy-wall, split-resistant, with factory-applied adhesive; rated 600 V; suitable for direct burial applications; listed as complying with UL 486D.
- C. Oxide Inhibiting Compound: Listed; suitable for use with the conductors or cables to be installed.
- D. Wire Pulling Lubricant: Listed; suitable for use with the conductors or cables to be installed and suitable for use at the installation temperature.
- E. Cable Ties: Material and tensile strength rating suitable for application.

## PART 3 EXECUTION

### 3.01 EXAMINATION

- A. Verify that interior of building has been protected from weather.
- B. Verify that work likely to damage wire and cable has been completed.
- C. Verify that raceways, boxes, and equipment enclosures are installed and are properly sized to accommodate conductors and cables in accordance with NFPA 70.
- D. Verify that field measurements are as shown on the drawings.
- E. Verify that conditions are satisfactory for installation prior to starting work.

### 3.02 PREPARATION

- A. Clean raceways thoroughly to remove foreign materials before installing conductors and cables.

### 3.03 INSTALLATION

- A. Circuiting Requirements:
  - 1. Unless dimensioned, circuit routing indicated is diagrammatic.
  - 2. When circuit destination is indicated and routing is not shown, determine exact routing required.
  - 3. Arrange circuiting to minimize splices.
  - 4. Include circuit lengths required to install connected devices within 10 ft of location shown.
  - 5. Maintain separation of wiring for emergency systems in accordance with NFPA 70.
- B. Install products in accordance with manufacturer's instructions.
- C. Install conductors and cable in a neat and workmanlike manner in accordance with NECA 1.
- D. Installation in Raceway:
  - 1. Tape ends of conductors and cables to prevent infiltration of moisture and other contaminants.
  - 2. Pull all conductors and cables together into raceway at same time.



3. Do not damage conductors and cables or exceed manufacturer's recommended maximum pulling tension and sidewall pressure.
  4. Use suitable wire pulling lubricant where necessary, except when lubricant is not recommended by the manufacturer.
- E. Paralleled Conductors: Install conductors of the same length and terminate in the same manner.
  - F. Secure and support conductors and cables in accordance with NFPA 70 using suitable supports and methods approved by the authority having jurisdiction. Provide independent support from building structure. Do not provide support from raceways, piping, ductwork, or other systems.
  - G. Install conductors with a minimum of 12 inches of slack at each outlet.
  - H. Neatly train and bundle conductors inside boxes, wireways, panelboards and other equipment enclosures.
  - I. Group or otherwise identify neutral/grounded conductors with associated ungrounded conductors inside enclosures in accordance with NFPA 70.
  - J. Make wiring connections using specified wiring connectors.
    1. Make splices and taps only in accessible boxes. Do not pull splices into raceways or make splices in conduit bodies or wiring gutters.
    2. Remove appropriate amount of conductor insulation for making connections without cutting, nicking or damaging conductors.
    3. Do not remove conductor strands to facilitate insertion into connector.
    4. Clean contact surfaces on conductors and connectors to suitable remove corrosion, oxides, and other contaminates. Do not use wire brush on plated connector surfaces.
    5. Mechanical Connectors: Secure connections according to manufacturer's recommended torque settings.
    6. Compression Connectors: Secure connections using manufacturer's recommended tools and dies.
  - K. Insulate splices and taps that are made with uninsulated connectors using methods suitable for the application, with insulation and mechanical strength at least equivalent to unspliced conductors.
  - L. Insulate ends of spare conductors using vinyl insulating electrical tape.
  - M. Install firestopping to preserve fire resistance rating of partitions and other elements, using materials and methods specified in Section 07 84 00.
  - N. Unless specifically indicated to be excluded, provide final connections to all equipment and devices, including those furnished by others, as required for a complete operating system.

**END OF SECTION**

**SECTION 26 05 26**  
**GROUNDING AND BONDING FOR ELECTRICAL SYSTEMS**

**PART 1 GENERAL**

**1.01 SECTION INCLUDES**

- A. Grounding and bonding requirements.
- B. Conductors for grounding and bonding.
- C. Connectors for grounding and bonding.
- D. Ground rod electrodes.

**1.02 RELATED REQUIREMENTS**

- A. Section 26 05 19 - Low-Voltage Electrical Power Conductors and Cables: Additional requirements for conductors for grounding and bonding, including conductor color coding.
- B. Section 26 05 53 - Identification for Electrical Systems: Identification products and requirements.

**1.03 REFERENCE STANDARDS**

- A. NECA 1 - Standard for Good Workmanship in Electrical Construction; National Electrical Contractors Association; 2010.
- B. NEMA GR 1 - Grounding Rod Electrodes and Grounding Rod Electrode Couplings; National Electrical Manufacturers Association; 2007.
- C. NFPA 70 - National Electrical Code; National Fire Protection Association; Most Recent Edition Adopted by Authority Having Jurisdiction, Including All Applicable Amendments and Supplements.
- D. UL 467 - Grounding and Bonding Equipment; Current Edition, Including All Revisions.

**1.04 ADMINISTRATIVE REQUIREMENTS**

- A. Coordination:
  - 1. Verify exact locations of underground metal water service pipe entrances to building.
  - 2. Notify Architect/Engineer of any conflicts with or deviations from the contract documents. Obtain direction before proceeding with work.
- B. Sequencing:
  - 1. Do not install ground rod electrodes until final backfill and compaction is complete.

**PART 2 PRODUCTS**

**2.01 GROUNDING AND BONDING REQUIREMENTS**

- A. Do not use products for applications other than as permitted by NFPA 70 and product listing.
- B. Unless specifically indicated to be excluded, provide all required components, conductors, connectors, conduit, boxes, fittings, supports, accessories, etc. as necessary for a complete grounding and bonding system.
- C. Where conductor size is not indicated, size to comply with NFPA 70 but not less than applicable minimum size requirements specified.
- D. Grounding Electrode System:
  - 1. Provide connection to required and supplemental grounding electrodes indicated to form grounding electrode system.
    - a. Provide continuous grounding electrode conductors without splice or joint.
    - b. Install grounding electrode conductors in raceway. Bond grounding electrode conductor to metallic raceways at each end with bonding jumper.
  - 2. Metal Underground Water Pipe(s):
    - a. Provide connection to underground metal water service pipe(s) that are in direct contact with earth for at least 10 feet at an accessible location not more than 5 feet from the point of entrance to the building.

- b. Provide bonding jumper(s) around insulating joints/pipes as required to make pipe electrically continuous.
    - c. Provide bonding jumper around water meter of sufficient length to permit removal of meter without disconnecting jumper.
  - 3. Ground Rod Electrode(s):
    - a. Provide single electrode unless otherwise indicated or required.
- E. Service-Supplied System Grounding:
  - 1. For each service disconnect, provide grounding electrode conductor to connect neutral (grounded) service conductor to grounding electrode system. Unless otherwise indicated, make connection at neutral (grounded) bus in service disconnect enclosure.
  - 2. For each service disconnect, provide main bonding jumper to connect neutral (grounded) bus to equipment ground bus where not factory-installed. Do not make any other connections between neutral (grounded) conductors and ground on load side of service disconnect.
- F. Bonding and Equipment Grounding:
  - 1. Provide bonding for equipment grounding conductors, equipment ground busses, metallic equipment enclosures, metallic raceways and boxes, device grounding terminals, and other normally non-current-carrying conductive materials enclosing electrical conductors/equipment or likely to become energized as indicated and in accordance with NFPA 70.
  - 2. Provide insulated equipment grounding conductor in each feeder and branch circuit raceway. Do not use raceways as sole equipment grounding conductor.
  - 3. Where circuit conductor sizes are increased for voltage drop, increase size of equipment grounding conductor proportionally in accordance with NFPA 70.
  - 4. Unless otherwise indicated, connect wiring device grounding terminal to branch circuit equipment grounding conductor and to outlet box with bonding jumper.
  - 5. Terminate branch circuit equipment grounding conductors on solidly bonded equipment ground bus only. Do not terminate on neutral (grounded) or isolated/insulated ground bus.
  - 6. Provide bonding jumper across expansion or expansion/deflection fittings provided to accommodate conduit movement.

## 2.02 GROUNDING AND BONDING COMPONENTS

- A. General Requirements:
  - 1. Provide products listed, classified, and labeled as suitable for the purpose intended.
  - 2. Provide products listed and labeled as complying with UL 467 where applicable.
- B. Conductors for Grounding and Bonding, in Addition to Requirements of Section 26 05 26:
  - 1. Use insulated copper conductors unless otherwise indicated.
    - a. Exceptions:
      - 1) Use bare copper conductors where installed underground in direct contact with earth.
      - 2) Use bare copper conductors where directly encased in concrete (not in raceway).
- C. Connectors for Grounding and Bonding:
  - 1. Description: Connectors appropriate for the application and suitable for the conductors and items to be connected; listed and labeled as complying with UL 467.
  - 2. Unless otherwise indicated, use exothermic welded connections for underground, concealed and other inaccessible connections.
  - 3. Unless otherwise indicated, use mechanical connectors, compression connectors, or exothermic welded connections for accessible connections.
- D. Ground Rod Electrodes:
  - 1. Comply with NEMA GR 1.
  - 2. Material: Copper-bonded (copper-clad) steel.
  - 3. Size: 3/4 inch diameter by 10 feet length, unless otherwise indicated.

## **PART 3 EXECUTION**

### **3.01 EXAMINATION**

- A. Verify that work likely to damage grounding and bonding system components has been completed.
- B. Verify that field measurements are as shown on the drawings.
- C. Verify that conditions are satisfactory for installation prior to starting work.

### **3.02 INSTALLATION**

- A. Install products in accordance with manufacturer's instructions.
- B. Install grounding and bonding system components in a neat and workmanlike manner in accordance with NECA 1.
- C. Ground Rod Electrodes: Unless otherwise indicated, install ground rod electrodes vertically. Where encountered rock prohibits vertical installation, install at 45 degree angle or bury horizontally in trench at least 30 inches (750 mm) deep in accordance with NFPA 70 or provide ground plates.
- D. Make grounding and bonding connections using specified connectors.
  - 1. Remove appropriate amount of conductor insulation for making connections without cutting, nicking or damaging conductors. Do not remove conductor strands to facilitate insertion into connector.
  - 2. Remove nonconductive paint, enamel, or similar coating at threads, contact points, and contact surfaces.
  - 3. Exothermic Welds: Make connections using molds and weld material suitable for the items to be connected in accordance with manufacturer's recommendations.
  - 4. Mechanical Connectors: Secure connections according to manufacturer's recommended torque settings.
  - 5. Compression Connectors: Secure connections using manufacturer's recommended tools and dies.
- E. Identify grounding and bonding system components in accordance with Section 26 05 53.

**END OF SECTION**

## SECTION 26 05 29

### HANGERS AND SUPPORTS FOR ELECTRICAL SYSTEMS

#### PART 1 GENERAL

##### 1.01 SECTION INCLUDES

- A. Support and attachment components for equipment, conduit, cable, boxes, and other electrical work.

##### 1.02 RELATED REQUIREMENTS

- A. Section 03 30 00 - Cast-in-Place Concrete: Concrete equipment pads.
- B. Section 26 05 34 - Conduit: Additional support and attachment requirements for conduits.
- C. Section 26 05 37 - Boxes: Additional support and attachment requirements for boxes.

##### 1.03 REFERENCE STANDARDS

- A. ASTM A123/A123M - Standard Specification for Zinc (Hot-Dip Galvanized) Coatings on Iron and Steel Products; 2015.
- B. ASTM A153/A153M - Standard Specification for Zinc Coating (Hot-Dip) on Iron and Steel Hardware; 2009.
- C. ASTM B633 - Standard Specification for Electrodeposited Coatings of Zinc on Iron and Steel; 2013.
- D. MFMA-4 - Metal Framing Standards Publication; Metal Framing Manufacturers Association; 2004.
- E. NECA 1 - Standard for Good Workmanship in Electrical Construction; National Electrical Contractors Association; 2010.
- F. NFPA 70 - National Electrical Code; National Fire Protection Association; Most Recent Edition Adopted by Authority Having Jurisdiction, Including All Applicable Amendments and Supplements.

#### PART 2 PRODUCTS

##### 2.01 SUPPORT AND ATTACHMENT COMPONENTS

- A. General Requirements:
  - 1. Provide all required hangers, supports, anchors, fasteners, fittings, accessories, and hardware as necessary for the complete installation of electrical work.
  - 2. Provide products listed, classified, and labeled as suitable for the purpose intended, where applicable.
  - 3. Where support and attachment component types and sizes are not indicated, select in accordance with manufacturer's application criteria as required for the load to be supported. Include consideration for vibration, equipment operation, and shock loads where applicable.
  - 4. Do not use products for applications other than as permitted by NFPA 70 and product listing.
  - 5. Steel Components: Use corrosion resistant materials suitable for the environment where installed.
    - a. Zinc-Plated Steel: Electroplated in accordance with ASTM B633.
    - b. Galvanized Steel: Hot-dip galvanized after fabrication in accordance with ASTM A123/A123M or ASTM A153/A153M.
- B. Conduit and Cable Supports: Straps, clamps, etc. suitable for the conduit or cable to be supported.
  - 1. Conduit Straps: One-hole or two-hole type; steel or malleable iron.
  - 2. Conduit Clamps: Bolted type unless otherwise indicated.
- C. Outlet Box Supports: Hangers, brackets, etc. suitable for the boxes to be supported.

- D. Metal Channel (Strut) Framing Systems: Factory-fabricated continuous-slot metal channel (strut) and associated fittings, accessories, and hardware required for field-assembly of supports.
  - 1. Comply with MFMA-4.
- E. Hanger Rods: Threaded zinc-plated steel unless otherwise indicated.
- F. Anchors and Fasteners:
  - 1. Unless otherwise indicated and where not otherwise restricted, use the anchor and fastener types indicated for the specified applications.
  - 2. Concrete: Use preset concrete inserts, expansion anchors, or screw anchors.
  - 3. Solid or Grout-Filled Masonry: Use expansion anchors or screw anchors.
  - 4. Hollow Masonry: Use toggle bolts.
  - 5. Hollow Stud Walls: Use toggle bolts.
  - 6. Steel: Use beam clamps, machine bolts, or welded threaded studs.
  - 7. Sheet Metal: Use sheet metal screws.
  - 8. Wood: Use wood screws.
  - 9. Plastic and lead anchors are not permitted.

### **PART 3 EXECUTION**

#### **3.01 EXAMINATION**

- A. Verify that field measurements are as shown on the drawings.
- B. Verify that mounting surfaces are ready to receive support and attachment components.
- C. Verify that conditions are satisfactory for installation prior to starting work.

#### **3.02 INSTALLATION**

- A. Install products in accordance with manufacturer's instructions.
- B. Install support and attachment components in a neat and workmanlike manner in accordance with NECA 1.
- C. Provide independent support from building structure. Do not provide support from piping, ductwork, or other systems.
- D. Unless specifically indicated or approved by Architect/Engineer, do not provide support from suspended ceiling support system or ceiling grid.
- E. Unless specifically indicated or approved by Architect/Engineer, do not provide support from roof deck.
- F. Do not penetrate or otherwise notch or cut structural members without approval of Structural Engineer.
- G. Equipment Support and Attachment:
  - 1. Use metal fabricated supports or supports assembled from metal channel (strut) to support equipment as required.
  - 2. Use metal channel (strut) secured to studs to support equipment surface-mounted on hollow stud walls when wall strength is not sufficient to resist pull-out.
  - 3. Use metal channel (strut) to support surface-mounted equipment in wet or damp locations to provide space between equipment and mounting surface.
  - 4. Securely fasten floor-mounted equipment. Do not install equipment such that it relies on its own weight for support.
- H. Conduit Support and Attachment: Also comply with Section 26 05 34. Provide support of conduit every five feet for generator power feeder conduit.
- I. Secure fasteners according to manufacturer's recommended torque settings.
- J. Remove temporary supports.

**END OF SECTION**

## SECTION 26 05 34

### CONDUIT

#### PART 1 GENERAL

##### 1.01 SECTION INCLUDES

- A. Galvanized steel rigid metal conduit (GRS).
- B. Flexible metal conduit (FMC).
- C. Liquidtight flexible metal conduit (LFMC).
- D. Electrical metallic tubing (EMT).
- E. Conduit fittings.
- F. Accessories.

##### 1.02 RELATED REQUIREMENTS

- A. Section 03 30 00 - Cast-in-Place Concrete: Concrete encasement of conduits.
- B. Section 07 84 00 - Firestopping.
- C. Section 26 05 19 - Low-Voltage Electrical Power Conductors and Cables.
- D. Section 26 05 26 - Grounding and Bonding for Electrical Systems.
  - 1. Includes additional requirements for fittings for grounding and bonding.
- E. Section 26 05 29 - Hangers and Supports for Electrical Systems.

##### 1.03 REFERENCE STANDARDS

- A. ANSI C80.1 - American National Standard for Electrical Rigid Steel Conduit (ERSC); 2005.
- B. ANSI C80.3 - American National Standard for Steel Electrical Metallic Tubing (EMT); 2005.
- C. NECA 1 - Standard for Good Workmanship in Electrical Construction; National Electrical Contractors Association; 2010.
- D. NECA 101 - Standard for Installing Steel Conduits (Rigid, IMC, EMT); National Electrical Contractors Association; 2013.
- E. NEMA FB 1 - Fittings, Cast Metal Boxes, and Conduit Bodies for Conduit, Electrical Metallic Tubing, and Cable; National Electrical Manufacturers Association; 2012 (ANSI/NEMA FB 1).
- F. NFPA 70 - National Electrical Code; National Fire Protection Association; Most Recent Edition Adopted by Authority Having Jurisdiction, Including All Applicable Amendments and Supplements.
- G. UL 1 - Flexible Metal Conduit; Current Edition, Including All Revisions.
- H. UL 6 - Electrical Rigid Metal Conduit-Steel; Current Edition, Including All Revisions.
- I. UL 360 - Liquid-Tight Flexible Steel Conduit; Current Edition, Including All Revisions.
- J. UL 514B - Conduit, Tubing, and Cable Fittings; Current Edition, Including All Revisions.
- K. UL 797 - Electrical Metallic Tubing-Steel; Current Edition, Including All Revisions.

##### 1.04 ADMINISTRATIVE REQUIREMENTS

- A. Coordination:
  - 1. Coordinate minimum sizes of conduits with the actual conductors to be installed, including adjustments for conductor sizes increased for voltage drop.
  - 2. Coordinate the arrangement of conduits with structural members, ductwork, piping, equipment and other potential conflicts installed under other sections or by others.
  - 3. Verify exact conduit termination locations required for boxes, enclosures, and equipment installed under other sections or by others.
  - 4. Coordinate the work with other trades to provide roof penetrations that preserve the integrity of the roofing system and do not void the roof warranty.
  - 5. Notify Architect/Engineer of any conflicts with or deviations from the contract documents. Obtain direction before proceeding with work.

- B. Sequencing:
  - 1. Do not begin installation of conductors and cables until installation of conduit is complete between outlet, junction and splicing points.

## **1.05 SUBMITTALS**

- A. See Section 01 30 00 - Administrative Requirements for submittals procedures.
- B. Product Data: Provide manufacturer's standard catalog pages and data sheets for conduits and fittings.
- C. Project Record Documents: Record actual routing for conduits installed underground, conduits embedded within concrete slabs, and conduits 2 inch (53 mm) trade size and larger.

## **PART 2 PRODUCTS**

### **2.01 CONDUIT APPLICATIONS**

- A. Do not use conduit and associated fittings for applications other than as permitted by NFPA 70 and product listing.
- B. Unless otherwise indicated and where not otherwise restricted, use the conduit types indicated for the specified applications. Where more than one listed application applies, comply with the most restrictive requirements. Where conduit type for a particular application is not specified, use galvanized steel rigid metal conduit.
- C. All locations (except as noted): Use galvanized steel rigid metal conduit.
  - 1. Control circuits (dry interior): Use electrical metallic tubing.
  - 2. Flexible connections: Use liquid tight flexible metallic conduit.
    - a. Where steel conduit emerges from concrete into soil, use corrosion protection tape to provide supplementary corrosion protection for a minimum of 4 inches on either side of where conduit emerges or use PVC-coated galvanized steel rigid metal conduit.
- D. Fished in Existing Walls, Where Necessary: Use flexible metal conduit.

### **2.02 CONDUIT REQUIREMENTS**

- A. Provide all conduit, fittings, supports, and accessories required for a complete raceway system.
- B. Provide products listed, classified, and labeled as suitable for the purpose intended.
- C. Where conduit size is not indicated, size to comply with NFPA 70 but not less than applicable minimum size requirements specified.

### **2.03 GALVANIZED STEEL RIGID METAL CONDUIT (RMC)**

- A. Description: NFPA 70, Type RMC galvanized steel rigid metal conduit complying with ANSI C80.1 and listed and labeled as complying with UL 6.
- B. Fittings:
  - 1. Non-Hazardous Locations: Use fittings complying with NEMA FB 1 and listed and labeled as complying with UL 514B.
  - 2. Material: Use steel or malleable iron.
  - 3. Connectors and Couplings: Use threaded type fittings only. Threadless set screw and compression (gland) type fittings are not permitted.

### **2.04 FLEXIBLE METAL CONDUIT (FMC)**

- A. Description: NFPA 70, Type FMC standard wall steel flexible metal conduit listed and labeled as complying with UL 1, and listed for use in classified firestop systems to be used.
- B. Fittings:
  - 1. Description: Fittings complying with NEMA FB 1 and listed and labeled as complying with UL 514B.
  - 2. Material: Use steel or malleable iron.

### **2.05 LIQUIDTIGHT FLEXIBLE METAL CONDUIT (LFMC)**

- A. Description: NFPA 70, Type LFMC polyvinyl chloride (PVC) jacketed steel flexible metal conduit listed and labeled as complying with UL 360.



- B. Fittings:
  - 1. Description: Fittings complying with NEMA FB 1 and listed and labeled as complying with UL 514B.
  - 2. Material: Use steel or malleable iron.

## **2.06 ELECTRICAL METALLIC TUBING (EMT)**

- A. Description: NFPA 70, Type EMT steel electrical metallic tubing complying with ANSI C80.3 and listed and labeled as complying with UL 797.
- B. Fittings:
  - 1. Description: Fittings complying with NEMA FB 1 and listed and labeled as complying with UL 514B.
  - 2. Material: Use steel or malleable iron.
  - 3. Connectors and Couplings: Use compression (gland) or set-screw type.
    - a. Do not use indenter type connectors and couplings.

## **2.07 ACCESSORIES**

- A. Corrosion Protection Tape: PVC-based, minimum thickness of 20 mil.
- B. Conduit Joint Compound: Corrosion-resistant, electrically conductive; suitable for use with the conduit to be installed.
- C. Pull Strings: Use nylon cord with average breaking strength of not less than 200 pound-force.

## **PART 3 EXECUTION**

### **3.01 EXAMINATION**

- A. Verify that field measurements are as shown on drawings.
- B. Verify that mounting surfaces are ready to receive conduits.
- C. Verify that conditions are satisfactory for installation prior to starting work.

### **3.02 INSTALLATION**

- A. Install products in accordance with manufacturer's instructions.
- B. Install conduit in a neat and workmanlike manner in accordance with NECA 1.
- C. Install galvanized steel rigid metal conduit (RMC) in accordance with NECA 101.
- D. Conduit Routing:
  - 1. Unless dimensioned, conduit routing indicated is diagrammatic.
  - 2. When conduit destination is indicated and routing is not shown, determine exact routing required.
  - 3. Conceal all conduits unless specifically indicated to be exposed.
  - 4. Conduits installed underground or embedded in concrete may be routed in the shortest possible manner unless otherwise indicated. Route all other conduits parallel or perpendicular to building structure and surfaces, following surface contours where practical.
  - 5. Arrange conduit to maintain adequate headroom, clearances, and access.
  - 6. Arrange conduit to provide no more than the equivalent of four 90 degree bends between pull points.
  - 7. Arrange conduit to provide no more than 150 feet between pull points.
  - 8. Route conduits above water and drain piping where possible.
  - 9. Arrange conduit to prevent moisture traps. Provide drain fittings at low points and at sealing fittings where moisture may collect.
  - 10. Maintain minimum clearance of 6 inches between conduits and piping for other systems.
  - 11. Maintain minimum clearance of 12 inches between conduits and hot surfaces.
- E. Conduit Support:
  - 1. Secure and support conduits in accordance with NFPA 70 and Section 26 05 29 using suitable supports and methods approved by the authority having jurisdiction.

2. Provide independent support from building structure. Do not provide support from piping, ductwork, or other systems.
- F. Connections and Terminations:
1. Use approved zinc-rich paint or conduit joint compound on field-cut threads of galvanized steel conduits prior to making connections.
  2. Where two threaded conduits must be joined and neither can be rotated, use three-piece couplings or split couplings. Do not use running threads.
  3. Use suitable adapters where required to transition from one type of conduit to another.
  4. Provide drip loops for liquidtight flexible conduit connections to prevent drainage of liquid into connectors.
  5. Terminate threaded conduits in boxes and enclosures using threaded hubs or double lock nuts for dry locations and raintight hubs for wet locations.
  6. Provide insulating bushings or insulated throats at all conduit terminations to protect conductors.
  7. Secure joints and connections to provide maximum mechanical strength and electrical continuity.
- G. Penetrations:
1. Do not penetrate or otherwise notch or cut structural members, including footings and grade beams, without approval of Structural Engineer.
  2. Make penetrations perpendicular to surfaces unless otherwise indicated.
  3. Provide sleeves for penetrations as indicated or as required to facilitate installation. Set sleeves flush with exposed surfaces unless otherwise indicated or required.
  4. Conceal bends for conduit risers emerging above ground.
  5. Seal interior of conduits entering the building from underground at first accessible point to prevent entry of moisture and gases.
  6. Install firestopping to preserve fire resistance rating of partitions and other elements, using materials and methods specified in Section 07 84 00.
- H. Conduit Movement Provisions: Where conduits are subject to movement, provide expansion and expansion/deflection fittings to prevent damage to enclosed conductors or connected equipment. This includes, but is not limited to:
1. Where conduits cross structural joints intended for expansion, contraction, or deflection.
  2. Where conduits are subject to earth movement by settlement or frost.
- I. Condensation Prevention: Where conduits cross barriers between areas of potential substantial temperature differential, provide sealing fitting or approved sealing compound at an accessible point near the penetration to prevent condensation. This includes, but is not limited to:
1. Where conduits pass from outdoors into conditioned interior spaces.
  2. Where conduits pass from unconditioned interior spaces into conditioned interior spaces.
- J. Provide grounding and bonding in accordance with Section 26 05 26.

**END OF SECTION**

## SECTION 26 05 37

### BOXES

#### PART 1 GENERAL

##### 1.01 SECTION INCLUDES

- A. Outlet and device boxes up to 100 cubic inches, including those used as junction and pull boxes.
- B. Cabinets and enclosures, including junction and pull boxes larger than 100 cubic inches.

##### 1.02 RELATED REQUIREMENTS

- A. Section 26 05 29 - Hangers and Supports for Electrical Systems.

##### 1.03 REFERENCE STANDARDS

- A. NECA 1 - Standard for Good Workmanship in Electrical Construction; National Electrical Contractors Association; 2010.
- B. NECA 130 - Standard for Installing and Maintaining Wiring Devices; National Electrical Contractors Association; 2010.
- C. NEMA FB 1 - Fittings, Cast Metal Boxes, and Conduit Bodies for Conduit, Electrical Metallic Tubing, and Cable; National Electrical Manufacturers Association; 2012 (ANSI/NEMA FB 1).
- D. NEMA OS 1 - Sheet-Steel Outlet Boxes, Device Boxes, Covers, and Box Supports; National Electrical Manufacturers Association; 2013 (ANSI/NEMA OS 1).
- E. NEMA 250 - Enclosures for Electrical Equipment (1000 Volts Maximum); National Electrical Manufacturers Association; 2014.
- F. NFPA 70 - National Electrical Code; National Fire Protection Association; Most Recent Edition Adopted by Authority Having Jurisdiction, Including All Applicable Amendments and Supplements.
- G. UL 50 - Enclosures for Electrical Equipment, Non-Environmental Considerations; Current Edition, Including All Revisions.
- H. UL 50E - Enclosures for Electrical Equipment, Environmental Considerations; Current Edition, Including All Revisions.
- I. UL 508A - Industrial Control Panels; Current Edition, Including All Revisions.
- J. UL 514A - Metallic Outlet Boxes; Current Edition, Including All Revisions.

#### PART 2 PRODUCTS

##### 2.01 BOXES

- A. General Requirements:
  - 1. Do not use boxes and associated accessories for applications other than as permitted by NFPA 70 and product listing.
  - 2. Provide all boxes, fittings, supports, and accessories required for a complete raceway system and to accommodate devices and equipment to be installed.
  - 3. Provide products listed, classified, and labeled as suitable for the purpose intended.
  - 4. Where box size is not indicated, size to comply with NFPA 70 but not less than applicable minimum size requirements specified.
  - 5. Provide grounding terminals within boxes where equipment grounding conductors terminate.
- B. Outlet and Device Boxes Up to 100 cubic inches, Including Those Used as Junction and Pull Boxes:
  - 1. Use sheet-steel boxes for dry locations unless otherwise indicated or required.
  - 2. Use cast iron boxes or cast aluminum boxes for damp or wet locations unless otherwise indicated or required; furnish with compatible weatherproof gasketed covers.
  - 3. Use suitable concrete type boxes where flush-mounted in concrete.
  - 4. Use suitable masonry type boxes where flush-mounted in masonry walls.

5. Use raised covers suitable for the type of wall construction and device configuration where required.
  6. Use shallow boxes where required by the type of wall construction.
  7. Do not use "through-wall" boxes designed for access from both sides of wall.
  8. Sheet-Steel Boxes: Comply with NEMA OS 1, and list and label as complying with UL 514A.
  9. Cast Metal Boxes: Comply with NEMA FB 1, and list and label as complying with UL 514A; furnish with threaded hubs.
  10. Boxes for Supporting Luminaires and Ceiling Fans: Listed as suitable for the type and weight of load to be supported; furnished with fixture stud to accommodate mounting of luminaire where required.
  11. Boxes for Ganged Devices: Use multigang boxes of single-piece construction. Do not use field-connected gangable boxes.
- C. Cabinets and Enclosures, Including Junction and Pull Boxes Larger Than 100 cubic inches:
1. Comply with NEMA 250, and list and label as complying with UL 50 and UL 50E, or UL 508A.
  2. NEMA 250 Environment Type, Unless Otherwise Indicated:
    - a. Indoor Clean, Dry Locations: Type 1, painted steel.
    - b. Outdoor Locations: Type 3R, painted steel.
  3. Junction and Pull Boxes Larger Than 100 cubic inches:
    - a. Provide screw-cover or hinged-cover enclosures unless otherwise indicated.
    - b. Boxes 6 square feet and Larger: Provide sectionalized screw-cover or hinged-cover enclosures.

## **PART 3 EXECUTION**

### **3.01 EXAMINATION**

- A. Verify that field measurements are as shown on drawings.
- B. Verify that mounting surfaces are ready to receive boxes.
- C. Verify that conditions are satisfactory for installation prior to starting work.

### **3.02 INSTALLATION**

- A. Install products in accordance with manufacturer's instructions.
- B. Perform work in a neat and workmanlike manner in accordance with NECA 1 and, where applicable, NECA 130, including mounting heights specified in those standards where mounting heights are not indicated.
- C. Arrange equipment to provide minimum clearances in accordance with manufacturer's instructions and NFPA 70.
- D. Provide separate boxes for emergency power and normal power systems.
- E. Box Locations:
  1. Locate boxes to be accessible. Provide access panels in accordance with Section 08 31 00 as required where approved by the Architect.
  2. Unless dimensioned, box locations indicated are approximate.
  3. Fire Resistance Rated Walls: Install flush-mounted boxes such that the required fire resistance will not be reduced.
- F. Box Supports:
  1. Secure and support boxes in accordance with NFPA 70 and Section 26 05 29 using suitable supports and methods approved by the authority having jurisdiction.
  2. Provide independent support from building structure except for cast metal boxes (other than boxes used for fixture support) supported by threaded conduit connections in accordance with NFPA 70. Do not provide support from piping, ductwork, or other systems.
- G. Install boxes plumb and level.

- H. Install boxes as required to preserve insulation integrity.
- I. Install permanent barrier between ganged wiring devices when voltage between adjacent devices exceeds 300 V.
- J. Install firestopping to preserve fire resistance rating of partitions and other elements, using materials and methods specified in Section 07 84 00.
- K. Close unused box openings.
- L. Install blank wall plates on junction boxes and on outlet boxes with no devices or equipment installed or designated for future use.
- M. Provide grounding and bonding in accordance with Section 26 05 26.

**END OF SECTION**

## SECTION 26 05 53

### IDENTIFICATION FOR ELECTRICAL SYSTEMS

#### PART 1 GENERAL

##### 1.01 SECTION INCLUDES

- A. Electrical identification requirements.
- B. Identification nameplates and labels.
- C. Warning signs and labels.

##### 1.02 RELATED REQUIREMENTS

- A. Section 26 05 19 - Low-Voltage Electrical Power Conductors and Cables: Color coding for power conductors and cables 600 V and less; vinyl color coding electrical tape.

##### 1.03 REFERENCE STANDARDS

- A. ANSI Z535.2 - American National Standard for Environmental and Facility Safety Signs; 2011.
- B. ANSI Z535.4 - American National Standard for Product Safety Signs and Labels; 2011.
- C. NFPA 70 - National Electrical Code; National Fire Protection Association; Most Recent Edition Adopted by Authority Having Jurisdiction, Including All Applicable Amendments and Supplements.
- D. UL 969 - Marking and Labeling Systems; Current Edition, Including All Revisions.

#### PART 2 PRODUCTS

##### 2.01 IDENTIFICATION REQUIREMENTS

- A. Identification for Equipment:
  - 1. Use identification nameplate to identify each piece of electrical distribution and control equipment and associated sections, compartments, and components.
    - a. Switchboards:
      - 1) Identify power source and circuit number. Include location when not within sight of equipment.
      - 2) Use identification nameplate to identify load(s) served for each branch device. Do not identify spares and spaces.
    - b. Transfer Switches:
      - 1) Identify voltage and phase.
      - 2) Identify power source and circuit number for both normal power source and standby power source. Include location when not within sight of equipment.
      - 3) Identify load(s) served. Include location when not within sight of equipment.
  - 2. Service Equipment:
    - a. Use identification nameplate to identify each service disconnecting means.
    - b. Use identification label at each piece of service equipment to identify the available fault current and the date calculations were performed.
  - 3. Emergency System Equipment:
    - a. Use identification nameplate or voltage marker to identify emergency system equipment in accordance with NFPA 70.
    - b. Use identification nameplate at each piece of service equipment to identify type and location of on-site emergency power sources.
  - 4. Arc Flash Hazard Warning Labels: Use warning labels to identify arc flash hazards for electrical equipment, such as switchboards, panelboards, industrial control panels, meter socket enclosures, and motor control centers that are likely to require examination, adjustment, servicing, or maintenance while energized.
- B. Identification for Conductors and Cables:
  - 1. Color Coding for Power Conductors 600 V and Less: Comply with Section 26 05 19.
  - 2. Use identification nameplate or identification label to identify color code for ungrounded and grounded power conductors inside door or enclosure at each piece of feeder or

branch-circuit distribution equipment when premises has feeders or branch circuits served by more than one nominal voltage system.

- C. Identification for Raceways:
  - 1. Use color-coded bands to identify systems other than normal power system for accessible conduits at maximum intervals of 20 feet.
    - a. Color-Coded Bands: Use field-painting or vinyl color coding electrical tape to mark bands 3 inches wide.
      - 1) Color Code:
        - (a) Emergency Power System: Red.
      - 2) Vinyl Color Coding Electrical Tape: Comply with Section 26 05 19.

## **2.02 IDENTIFICATION NAMEPLATES AND LABELS**

- A. Identification Nameplates:
  - 1. Materials:
  - 2. Mounting Holes for Mechanical Fasteners: Two, centered on sides for sizes up to 1 inch high; Four, located at corners for larger sizes.
- B. Identification Labels:
  - 1. Materials: Use self-adhesive laminated plastic labels; UV, chemical, water, heat, and abrasion resistant.
  - 2. Text: Use factory pre-printed or machine-printed text. Do not use handwritten text unless otherwise indicated.

## **2.03 WARNING SIGNS AND LABELS**

- A. Comply with ANSI Z535.2 or ANSI Z535.4 as applicable.
- B. Warning Signs:
  - 1. Materials:
    - a. Indoor Dry, Clean Locations: Use factory pre-printed rigid plastic or self-adhesive vinyl signs.
    - b. Outdoor Locations: Use factory pre-printed rigid aluminum signs.
  - 2. Rigid Signs: Provide four mounting holes at corners for mechanical fasteners.
  - 3. Minimum Size: 7 by 10 inches unless otherwise indicated.
- C. Warning Labels:
  - 1. Materials: Use factory pre-printed or machine-printed self-adhesive polyester or self-adhesive vinyl labels; UV, chemical, water, heat, and abrasion resistant; produced using materials recognized to UL 969.
  - 2. Machine-Printed Labels: Use thermal transfer process printing machines and accessories recommended by label manufacturer.
  - 3. Minimum Size: 2 by 4 inches unless otherwise indicated.

## **PART 3 EXECUTION**

### **3.01 PREPARATION**

- A. Clean surfaces to receive adhesive products according to manufacturer's instructions.

### **3.02 INSTALLATION**

- A. Install products in accordance with manufacturer's instructions.
- B. Install identification products to be plainly visible for examination, adjustment, servicing, and maintenance. Unless otherwise indicated, locate products as follows:
  - 1. Surface-Mounted Equipment: Enclosure front.
  - 2. Flush-Mounted Equipment: Inside of equipment door.
  - 3. Free-Standing Equipment: Enclosure front; also enclosure rear for equipment with rear access.
  - 4. Elevated Equipment: Legible from the floor or working platform.
  - 5. Branch Devices: Adjacent to device.
  - 6. Interior Components: Legible from the point of access.

- 7. Conduits: Legible from the floor.
- 8. Conductors and Cables: Legible from the point of access.
- C. Install identification products centered, level, and parallel with lines of item being identified.
- D. Secure nameplates to exterior surfaces of enclosures using stainless steel screws and to interior surfaces using self-adhesive backing or epoxy cement.
- E. Install self-adhesive labels and markers to achieve maximum adhesion, with no bubbles or wrinkles and edges properly sealed.
- F. Secure rigid signs using stainless steel screws.

**END OF SECTION**



**SECTION 26 21 00**  
**LOW-VOLTAGE ELECTRICAL SERVICE ENTRANCE**

**PART 1 GENERAL**

**1.01 SECTION INCLUDES**

- A. Electrical service requirements for replacement of metering equipment and service equipment.

**1.02 RELATED REQUIREMENTS**

- A. Section 26 05 26 - Grounding and Bonding for Electrical Systems.
- B. Section 26 05 29 - Hangers and Supports for Electrical Systems.
- C. Section 26 05 53 - Identification for Electrical Systems: Identification products and requirements.
- D. Section 26 24 13 - Switchboards: Service entrance equipment.
  - 1. Includes utility metering transformer compartment.

**1.03 DEFINITIONS**

- A. Service Point: The point of connection between the facilities of the serving utility and the premises wiring as defined in NFPA 70, and as designated by the Utility Company.

**1.04 REFERENCE STANDARDS**

- A. IEEE C2 - National Electrical Safety Code; Institute of Electrical and Electronic Engineers; 2012.
- B. NECA 1 - Standard for Good Workmanship in Electrical Construction; National Electrical Contractors Association; 2010.
- C. NFPA 70 - National Electrical Code; National Fire Protection Association; Most Recent Edition Adopted by Authority Having Jurisdiction, Including All Applicable Amendments and Supplements.

**1.05 ADMINISTRATIVE REQUIREMENTS**

- A. Coordination:
  - 1. Verify the following with Utility Company representative:
    - a. Utility Company requirements, including division of responsibility.
  - 2. Coordinate arrangement of service entrance equipment with the dimensions and clearance requirements of the actual equipment to be installed.
  - 3. Notify Architect/Engineer of any conflicts with or deviations from the contract documents. Obtain direction before proceeding with work.
- B. Utility Company charges (if any) associated with providing permanent service to be paid by Owner.
- C. Preinstallation Meeting: Convene one week prior to commencing work of this section to review service requirements and details with Utility Company representative.
- D. Scheduling:
  - 1. Where work of this section involves interruption of existing electrical service, arrange service interruption with Owner.
  - 2. Arrange for inspections necessary to obtain Utility Company approval of installation.

**1.06 QUALITY ASSURANCE**

- A. Comply with the following:
  - 1. IEEE C2 (National Electrical Safety Code).
  - 2. NFPA 70 (National Electrical Code).
  - 3. The requirements of the Utility Company.

## **PART 2 PRODUCTS**

### **2.01 ELECTRICAL SERVICE REQUIREMENTS**

- A. Provide replacement of existing electrical service consisting of all required conduits, conductors, equipment, metering provisions, supports, accessories, etc. as necessary for connection between Utility Company point of supply and service entrance equipment.
- B. Electrical Service Characteristics: As indicated on drawings.
- C. Utility Company: Commonwealth Edison Company.
- D. Division of Responsibility:
  - 1. Terminations at Service Point: Provided by Utility Company. Reuse existing service lateral.
  - 2. Metering Provisions:
    - a. Meter Bases: Furnished and installed by Contractor per Utility Company requirements.
    - b. Metering Compartments in Service Entrance Equipment: Furnished and installed by Contractor per Utility Company requirements.
    - c. Metering Transformers: Furnished and installed by Utility Company.
    - d. Conduits Between Metering Transformers and Meters: Furnished and installed by Contractor per Utility Company requirements.
    - e. Wiring Between Metering Transformers and Meters: Furnished and installed by Utility Company.
- E. Products Furnished by Contractor: Comply with Utility Company requirements.

## **PART 3 EXECUTION**

### **3.01 EXAMINATION**

- A. Verify that field measurements are as shown on drawings.
- B. Verify that ratings and configurations of service entrance equipment are consistent with the indicated requirements.
- C. Verify that conditions are satisfactory for installation prior to starting work.

### **3.02 INSTALLATION**

- A. Install products in accordance with manufacturer's instructions and Utility Company requirements.
- B. Perform work in a neat and workmanlike manner in accordance with NECA 1.
- C. Arrange equipment to provide minimum clearances and required maintenance access.
- D. Provide required support and attachment components in accordance with Section 26 05 29.
- E. Provide grounding and bonding for service entrance equipment in accordance with Section 26 05 26.
- F. Identify service entrance equipment, including main service disconnect(s) in accordance with Section 26 05 53.

**END OF SECTION**

**SECTION 26 24 13**  
**SWITCHBOARDS**

**PART 1 GENERAL**

**1.01 SECTION INCLUDES**

- A. Low-voltage (600 V and less) switchboards and associated accessories for service and distribution applications.
- B. Overcurrent protective devices for switchboards.

**1.02 RELATED REQUIREMENTS**

- A. Section 03 30 00 - Cast-in-Place Concrete: Concrete equipment pads.
- B. Section 26 05 26 - Grounding and Bonding for Electrical Systems.
- C. Section 26 05 29 - Hangers and Supports for Electrical Systems.
- D. Section 26 05 53 - Identification for Electrical Systems: Identification products and requirements.
- E. Section 26 21 00 - Low-Voltage Electrical Service Entrance.

**1.03 REFERENCE STANDARDS**

- A. FS W-C-375 - Circuit Breakers, Molded Case; Branch Circuit and Service; Federal Specification; Revision E, 2013.
- B. NECA 1 - Standard for Good Workmanship in Electrical Construction; National Electrical Contractors Association; 2010.
- C. NECA 400 - Standard for Installing and Maintaining Switchboards; National Electrical Contractors Association; 2007.
- D. NEMA 250 - Enclosures for Electrical Equipment (1000 Volts Maximum); National Electrical Manufacturers Association; 2014.
- E. NEMA PB 2 - Deadfront Distribution Switchboards; National Electrical Manufacturers Association; 2011.
- F. NEMA PB 2.1 - General Instructions for Proper Handling, Installation, Operation, and Maintenance of Deadfront Distribution Switchboards Rated 600 Volts or Less; National Electrical Manufacturers Association; 2013 (ANSI/NEMA PB 2.1).
- G. NETA ATS - Acceptance Testing Specifications for Electrical Power Equipment and Systems; International Electrical Testing Association; 2013 (ANSI/NETA ATS).
- H. NFPA 70 - National Electrical Code; National Fire Protection Association; Most Recent Edition Adopted by Authority Having Jurisdiction, Including All Applicable Amendments and Supplements.
- I. UL 489 - Molded-Case Circuit Breakers, Molded-Case Switches and Circuit Breaker Enclosures; Current Edition, Including All Revisions.
- J. UL 869A - Reference Standard for Service Equipment; Current Edition, Including All Revisions.
- K. UL 891 - Switchboards; Current Edition, Including All Revisions.

**1.04 ADMINISTRATIVE REQUIREMENTS**

- A. Coordination:
  - 1. Coordinate the work with other trades to avoid placement of ductwork, piping, equipment, or other potential obstructions within the dedicated equipment spaces and working clearances required by NFPA 70.
  - 2. Coordinate arrangement of electrical equipment with the dimensions and clearance requirements of the actual equipment to be installed.
  - 3. Verify with manufacturer that conductor terminations are suitable for use with the conductors to be installed.

4. Coordinate with manufacturer to provide shipping splits suitable for the dimensional constraints of the installation.
  5. Notify Architect/Engineer of any conflicts with or deviations from the contract documents. Obtain direction before proceeding with work.
- B. Service Entrance Switchboards:
1. Coordinate with Utility Company to provide switchboards with suitable provisions for electrical service and utility metering, where applicable.
  2. Coordinate with Owner to arrange for Utility Company required access to equipment for installation and maintenance.
  3. Obtain Utility Company approval of switchboard prior to fabrication.
  4. Arrange for inspections necessary to obtain Utility Company approval of installation.

### **1.05 SUBMITTALS**

- A. See Section 01 30 00 - Administrative Requirements, for submittal procedures.
- B. Shop Drawings: Indicate dimensions, voltage, bus ampacities, overcurrent protective device arrangement and sizes, short circuit current ratings, conduit entry locations, conductor terminal information, and installed features and accessories.
  1. Include dimensioned plan and elevation views of switchboards and adjacent equipment with all required clearances indicated.
- C. Service Entrance Switchboards: Include documentation of Utility Company approval of switchboard.
- D. Project Record Documents: Record actual installed locations of switchboards and final equipment settings.

### **1.06 DELIVERY, STORAGE, AND HANDLING**

- A. Receive, inspect, handle, and store switchboards in accordance with manufacturer's instructions, NECA 400, and NEMA PB 2.1.
- B. Store in a clean, dry space having a uniform temperature to prevent condensation (including outdoor switchboards, which are not weatherproof until completely and properly installed). Where necessary, provide temporary enclosure space heaters or temporary power for permanent factory-installed space heaters.
- C. Maintain factory wrapping or provide an additional heavy canvas or heavy plastic cover to protect units from dirt, water, construction debris, and traffic.
- D. Handle carefully to avoid damage to switchboard internal components, enclosure, and finish.

## **PART 2 PRODUCTS**

### **2.01 MANUFACTURERS**

- A. Switchboards:
  1. Eaton Corporation; \_\_\_\_\_: [www.eaton.com](http://www.eaton.com).
  2. General Electric Company: [www.geindustrial.com](http://www.geindustrial.com).
  3. Schneider Electric; Square D Products: [www.schneider-electric.us](http://www.schneider-electric.us).
  4. Siemens Industry, Inc: [www.usa.siemens.com](http://www.usa.siemens.com).

### **2.02 SWITCHBOARD MDP**

- A. Provide switchboards consisting of all required components, accessories, etc. as necessary for a complete operating system.
- B. Provide products listed, classified, and labeled as suitable for the purpose intended.
- C. Description: Dead-front switchboard assemblies complying with NEMA PB 2, and listed and labeled as complying with UL 891; ratings, configurations and features as indicated on the drawings.
- D. Front-Connected Switchboard (MDP):
  1. Feeder Devices: Panel/group-mounted.
  2. Arrangement: Front accessible only (not rear accessible), rear aligned.

3. Gutter Access: Bolted covers.

### **2.03 SERVICE ENTRANCE SWITCHBOARDS (COMBINATION CURRENT TRANSFORMER/MAIN DEVICE):**

- A. Listed and labeled as suitable for use as service equipment according to UL 869A.
- B. For solidly-grounded wye systems, provide factory-installed main bonding jumper between neutral and ground busses, and removable neutral disconnecting link for testing purposes.
- C. Comply with Utility Company requirements for electrical service.
- D. Utility Metering Provisions: Provide separate barriered compartment complying with Utility Company requirements where indicated or where required by Utility Company. Include hinged sealable door and provisions for Utility Company current transformers (CTs), potential transformers (PTs), or potential taps as required.

### **2.04 RATINGS**

- A. Provide switchboards with listed short circuit current rating not less than the available fault current at the installed location as indicated on the drawings.
- B. Main Devices: Configure for top or bottom incoming feed as indicated or as required for the installation. Provide separate pull section and/or top-mounted pullbox as indicated or as required to facilitate installation of incoming feed.
- C. Bussing: Sized in accordance with UL 891 temperature rise requirements.
  1. Through bus (horizontal cross bus) to be fully rated through full length of switchboard (non-tapered). Tapered bus is not permitted.
  2. Provide solidly bonded equipment ground bus through full length of switchboard, with a suitable lug for each feeder and branch circuit equipment grounding conductor.
  3. Phase and Neutral Bus Material: Copper.
  4. Ground Bus Material: Copper.
- D. Conductor Terminations: Suitable for use with the conductors to be installed.
  1. Line Conductor Terminations:
    - a. Main and Neutral Lug Material: Aluminum, suitable for terminating aluminum or copper conductors.
    - b. Main and Neutral Lug Type: Mechanical.
  2. Load Conductor Terminations:
    - a. Lug Material: Aluminum, suitable for terminating aluminum or copper conductors.
    - b. Lug Type:
- E. Enclosures:
  1. Environment Type per NEMA 250: Unless otherwise indicated, as specified for the following installation locations:
    - a. Indoor Clean, Dry Locations: Type 1 or Type 2 (drip-proof).
  2. Finish: Manufacturer's standard unless otherwise indicated.

### **2.05 OVERCURRENT PROTECTIVE DEVICES**

- A. Circuit Breakers:
  1. Interrupting Capacity:
    - a. Provide circuit breakers with interrupting capacity as required to provide the short circuit current rating indicated, but not less than specified minimum requirements.
    - b. Fully Rated Systems: Provide circuit breakers with interrupting capacity not less than the short circuit current rating indicated.
  2. Molded Case Circuit Breakers:
    - a. Description: Quick-make, quick-break, over center toggle, trip-free, trip-indicating circuit breakers; listed and labeled as complying with UL 489, and complying with FS W-C-375 where applicable; ratings, configurations, and features as indicated on the drawings.
      - 1) Provide thermal magnetic circuit breakers unless otherwise indicated.

- b. Thermal Magnetic Circuit Breakers: For each pole, furnish thermal inverse time tripping element for overload protection and magnetic instantaneous tripping element for short circuit protection.
- c. Provide the following features and accessories where indicated or where required to complete installation:
  - 1) Shunt Trip: Provide coil voltage as required for connection to indicated trip actuator.
  - 2) Pad-Lock Provision: For locking circuit breaker handle in OFF position.

## **PART 3 EXECUTION**

### **3.01 EXAMINATION**

- A. Verify that field measurements are as shown on the drawings.
- B. Verify that the ratings and configurations of the switchboards and associated components are consistent with the indicated requirements.
- C. Verify that mounting surfaces are ready to receive switchboards.
- D. Verify that conditions are satisfactory for installation prior to starting work.

### **3.02 INSTALLATION**

- A. Install products in accordance with manufacturer's instructions.
- B. Install switchboards in accordance with NECA 1 (general workmanship), NECA 400, and NEMA PB 2.1.
- C. Arrange equipment to provide required clearances and maintenance access, including accommodations for any drawout devices.
- D. Where switchboard is indicated to be mounted with inaccessible side against wall, provide minimum clearance of 1/2 inch between switchboard and wall.
- E. Provide required support and attachment components in accordance with Section 26 05 29.
- F. Install switchboards plumb and level.
- G. Unless otherwise indicated, mount switchboards on properly sized 4 inch high concrete pad constructed in accordance with Section 03 30 00.
- H. Provide grounding and bonding in accordance with Section 26 05 26.
- I. Install all field-installed devices, components, and accessories.
- J. Where accessories are not self-powered, provide control power source as indicated or as required to complete installation.
- K. Provide filler plates to cover unused spaces in switchboards.
- L. Identify switchboards in accordance with Section 26 05 53.

### **3.03 FIELD QUALITY CONTROL**

- A. See Section 01 40 00 - Quality Requirements, for additional requirements.
- B. Before energizing switchboard, perform insulation resistance testing in accordance with NECA 400 and NEMA PB 2.1.
- C. Inspect and test in accordance with NETA ATS, except Section 4.
- D. Perform inspections and tests listed in NETA ATS, Section 7.1.
- E. Molded Case and Insulated Case Circuit Breakers: Perform inspections and tests listed in NETA ATS, Section 7.6.1.1 for all main circuit breakers and circuit breakers larger than \_\_\_\_\_ amperes. Tests listed as optional are not required.
- F. Test shunt trips to verify proper operation.
- G. Correct deficiencies and replace damaged or defective switchboards or associated components.

**END OF SECTION**



**SECTION 26 32 13**  
**ENGINE GENERATORS**

**PART 2 PRODUCTS**

**1.01 PACKAGED ENGINE GENERATOR SYSTEM**

- A. Provide new engine generator system consisting of all required equipment, sensors, conduit, boxes, wiring, piping, supports, accessories, system programming, etc. as necessary for a complete operating system that provides the functional intent indicated.
- B. Provide products listed, classified, and labeled as suitable for the purpose intended.
- C. System Description:
  - 1. Application: Continuous duty.
  - 2. Configuration: Single packaged engine generator set operated independently (not in parallel).
- D. Packaged Engine Generator Set:
  - 1. Type: Diesel (compression ignition).
  - 2. Power Rating: \_\_\_\_\_ kW, continuous.
  - 3. Voltage: 208Y/120 V, 3 phase, 60 Hz.
  - 4. Main Line Circuit Breaker:
    - a. Type: Thermal magnetic.
    - b. Trip Rating: Select according to generator set rating.
- E. Generator Set General Requirements:
  - 1. Prototype tested in accordance with NFPA 110 for Level 1 systems.
  - 2. Factory-assembled, with components mounted on suitable base.
  - 3. List and label engine generator assembly as complying with UL 2200.
  - 4. Power Factor: Unless otherwise indicated, specified power ratings are at 0.8 power factor for three phase voltages and 1.0 power factor for single phase voltages.
  - 5. Provide suitable guards to protect personnel from accidental contact with rotating parts, hot piping, and other potential sources of injury.
  - 6. Main Line Circuit Breakers: Provide factory-installed line side connections with suitable lugs for load side connections.
- F. Service Conditions: Provide engine generator system and associated components suitable for operation under the service conditions at the installed location.
- G. Starting and Load Acceptance Requirements:
  - 1. Cranking Method: Cycle cranking complying with NFPA 110 (15 second crank period, followed by 15 second rest period, with cranking limiter time-out after 3 cycles), unless otherwise required.
  - 2. Cranking Limiter Time-Out: If generator set fails to start after specified cranking period, indicate overcrank alarm condition and lock-out generator set from further cranking until manually reset.
  - 3. Start Time: Capable of starting and achieving conditions necessary for load acceptance within 10 seconds (NFPA 110, Type 10).
  - 4. Maximum Load Step: Supports 100 percent of rated load in one step.
- H. Exhaust Emissions Requirements:
  - 1. Comply with federal (EPA), state, and local regulations applicable at the time of commissioning; include factory emissions certification with submittals.
  - 2. Do not make modifications affecting generator set factory emissions certification without approval of manufacturer and Engineer. Where such modifications are made, provide field emissions testing as necessary for certification.
- I. Sound Level Requirements:
  - 1. Do not exceed 52 dBA when measured at 23 feet from generator set in free field (no sound barriers) while operating at full load; include manufacturer's sound data with submittals.



## 1.02 ENGINE AND ENGINE ACCESSORY EQUIPMENT

- A. Provide engine with adequate horsepower to achieve specified power output at rated speed, accounting for alternator efficiency and parasitic loads.
- B. Engine Fuel System - Diesel (Compression Ignition):
  - 1. Fuel Source: Diesel, ASTM D975 No. 2-D or approved cold weather diesel blends.
  - 2. Fuel Storage: Sub-base fuel tank.
  - 3. Engine Fuel Supply: Provide engine-driven, positive displacement fuel pump with replaceable fuel filter(s), water separator, check valve to secure prime, manual fuel priming pump, and relief-bypass valve. Provide fuel cooler where recommended by manufacturer.
  - 4. Engine Fuel Connections: Provide suitable, approved flexible fuel lines for coupling engine to fuel source.
  - 5. Sub-Base Fuel Tank:
    - a. Provide sub-base mounted, double-wall fuel tank with secondary containment; listed and labeled as complying with UL 142.
    - b. Tank Capacity: Size for minimum of 72 hours of continuous engine generator operation at 100 percent rated load, but not larger than permissible by applicable codes.
    - c. Features:
      - 1) Direct reading fuel level gauge.
      - 2) Normal atmospheric vent.
      - 3) Emergency pressure relief vent.
      - 4) Fuel fill opening with lockable cap.
      - 5) Dedicated electrical conduit stub-up area.
      - 6) Low fuel level switch.
- C. Engine Starting System:
  - 1. System Type: Electric, with DC solenoid-activated starting motor(s).
  - 2. Battery(s):
    - a. Battery Type: Lead-acid.
    - b. Battery Capacity: Size according to manufacturer's recommendations for achieving starting and load acceptance requirements under worst case ambient temperature; capable of providing cranking through two complete periods of cranking limiter time-outs without recharging.
    - c. Provide battery rack, cables, and connectors suitable for the supplied battery(s); size battery cables according to manufacturer's recommendations for cable length to be installed.
  - 3. Battery-Charging Alternator: Engine-driven, with integral solid-state voltage regulation.
  - 4. Battery Charger:
    - a. Provide dual rate battery charger with automatic float and equalize charging modes and minimum rating of 10 amps; suitable for maintaining the supplied battery(s) at full charge without manual intervention.
    - b. Capable of returning supplied battery(s) from fully discharged to fully charged condition within 24 hours, as required by NFPA 110 for Level 1 applications while carrying normal loads.
    - c. Recognized as complying with UL 1236.
    - d. Furnished with integral overcurrent protection; current limited to protect charger during engine cranking; reverse polarity protection.
    - e. Provide integral DC output ammeter and voltmeter with five percent accuracy.
    - f. Provide alarm output contacts as necessary for alarm indications.
  - 5. Battery Heater: Provide thermostatically controlled battery heater to improve starting under cold ambient conditions.
- D. Engine Speed Control System (Governor):

1. Single Engine Generator Sets (Not Operated in Parallel): Provide electronic isochronous governor for controlling engine speed/alternator frequency.
  2. Frequency Regulation, Electronic Isochronous Governors: No change in frequency from no load to full load; plus/minus 0.25 percent at steady state.
- E. Engine Lubrication System:
1. System Type: Full pressure, with engine-driven, positive displacement lubrication oil pump, replaceable full-flow oil filter(s), and dip-stick for oil level indication. Provide oil cooler where recommended by manufacturer.
- F. Engine Cooling System:
1. System Type: Closed-loop, liquid-cooled, with unit-mounted radiator/fan and engine-driven coolant pump; suitable for providing adequate cooling while operating at full load under worst case ambient temperature.
  2. Fan Guard: Provide suitable guard to protect personnel from accidental contact with fan.
- G. Engine Air Intake and Exhaust System:
1. Air Intake Filtration: Provide engine-mounted, replaceable, dry element filter.
  2. Engine Exhaust Connection: Provide suitable, approved flexible connector for coupling engine to exhaust system.
  3. Exhaust Silencer: Provide critical grade or better exhaust silencer with sound attenuation not less than basis of design; select according to manufacturer's recommendations to meet sound performance requirements, where specified.

### **1.03 ALTERNATOR (GENERATOR)**

- A. Alternator: 4-pole, 1800 rpm (60 Hz output) revolving field, synchronous generator complying with NEMA MG 1; connected to engine with flexible coupling; voltage output configuration as indicated, with reconnectable leads for 3 phase alternators.
- B. Exciter:
1. Exciter Type: Brushless; provide permanent magnet generator (PMG) excitation system; self-excited (shunt) systems are not permitted.
  2. PMG Excitation Short-Circuit Current Support: Capable of sustaining 300 percent of rated output current for 10 seconds.
  3. Voltage Regulation (with PMG excitation): Plus/minus 0.5 percent for any constant load from no load to full load.
- C. Temperature Rise: Comply with UL 2200.
- D. Insulation System: NEMA MG 1, Class H; suitable for alternator temperature rise.
- E. Enclosure: NEMA MG 1, drip-proof.
- F. Total Harmonic Distortion: Not greater than five percent.

### **1.04 GENERATOR SET CONTROL SYSTEM**

- A. Provide microprocessor-based control system for automatic control, monitoring, and protection of generator set. Include sensors, wiring, and connections necessary for functions/indications specified.
- B. Control Panel:
1. Control Panel Mounting: Unit-mounted unless otherwise indicated; vibration isolated.
  2. Generator Set Control Functions:
    - a. Automatic Mode: Initiates generator set start/shutdown upon receiving corresponding signal from remote device (e.g. automatic transfer switch).
    - b. Manual Mode: Initiates generator set start/shutdown upon direction from operator.
    - c. Reset Mode: Clears all faults, allowing generator set restart after a shutdown.
    - d. Emergency Stop: Immediately shuts down generator set (without time delay) and prevents automatic restarting until manually reset.
    - e. Cycle Cranking: Programmable crank time, rest time, and number of cycles.
    - f. Time Delay: Programmable for shutdown (engine cooldown) and start (engine warmup).

- g. Voltage Adjustment: Adjustable through range of plus/minus 5 percent.
- 3. Generator Set Status Indications:
  - a. Voltage (Volts AC): Line-to-line, line-to-neutral for each phase.
  - b. Current (Amps): For each phase.
  - c. Frequency (Hz).
  - d. Real power (W/kW).
  - e. Reactive power (VAR/kVAR).
  - f. Apparent power (VA/kVA).
  - g. Power factor.
  - h. Duty Level: Actual load as percentage of rated power.
  - i. Engine speed (RPM).
  - j. Battery voltage (Volts DC).
  - k. Engine oil pressure.
  - l. Engine coolant temperature.
  - m. Engine run time.
  - n. Generator powering load (position signal from transfer switch).
- 4. Generator Set Protection and Warning/Shutdown Indications:
  - a. Comply with NFPA 110; configurable for NFPA 110 Level 1 system including but not limited to the following protections/indications:
    - 1) Overcrank (shutdown).
    - 2) Low coolant temperature (warning).
    - 3) High coolant temperature (warning).
    - 4) High coolant temperature (shutdown).
    - 5) Low oil pressure (shutdown).
    - 6) Overspeed (shutdown).
    - 7) Low fuel level (warning).
    - 8) Low coolant level (warning/shutdown).
    - 9) Generator control not in automatic mode (warning).
    - 10) High battery voltage (warning).
    - 11) Low cranking voltage (warning).
    - 12) Low battery voltage (warning).
    - 13) Battery charger failure (warning).
  - b. In addition to NFPA 110 requirements, provide the following protections/indications:
    - 1) High AC voltage (shutdown).
    - 2) Low AC voltage (shutdown).
    - 3) High frequency (shutdown).
    - 4) Low frequency (shutdown).
    - 5) Overcurrent (shutdown).
  - c. Provide contacts for local and remote common alarm.
  - d. Provide lamp test function that illuminates all indicator lamps.
- 5. Other Control Panel Features:
  - a. Event log.
- C. Remote Annunciator:
  - 1. Remote Annunciator Mounting: Wall-mounted; Provide flush-mounted annunciator for finished areas and surface-mounted annunciator for non-finished areas unless otherwise indicated.
  - 2. Generator Set Status Indications:
    - a. Generator powering load (via position signal from transfer switch).
    - b. Communication functional.
  - 3. Generator Set Warning/Shutdown Indications:
    - a. Comply with NFPA 110 for Level 1 systems including but not limited to the following indications:
      - 1) Overcrank (shutdown).
      - 2) Low coolant temperature (warning).

- 3) High coolant temperature (warning).
  - 4) High coolant temperature (shutdown).
  - 5) Low oil pressure (shutdown).
  - 6) Overspeed (shutdown).
  - 7) Low fuel level (warning).
  - 8) Low coolant level (warning/shutdown).
  - 9) Generator control not in automatic mode (warning).
  - 10) High battery voltage (warning).
  - 11) Low cranking voltage (warning).
  - 12) Low battery voltage (warning).
  - 13) Battery charger failure (warning).
- b. Provide audible alarm with silence function.
  - c. Provide lamp test function that illuminates all indicator lamps.
- D. Remote Emergency Stop: Provide approved red, mushroom style remote emergency stop button where indicated or required by authorities having jurisdiction.

### **1.05 GENERATOR SET ENCLOSURE**

- A. Enclosure Type: Sound attenuating, weather protective.
- B. Enclosure Material: Steel or aluminum.
- C. Hardware Material: Stainless steel.
- D. Color: Manufacturer's standard.
- E. Access Doors: Lockable, with all locks keyed alike.
- F. Openings: Designed to prevent bird/rodent entry.
- G. External Drains: Extend oil and coolant drain lines to exterior of enclosure for maintenance service.
- H. Sound Attenuating Enclosures: Line enclosure with non-hydroscopic, self-extinguishing sound-attenuating material.
- I. Exhaust Silencers: Where exhaust silencers are mounted within enclosure in main engine compartment, insulate silencer to minimize heat dissipation as necessary for operation at rated load under worst case ambient temperature.

### **1.06 SOURCE QUALITY CONTROL**

- A. See Section 01 40 00 - Quality Requirements, for additional requirements.
- B. Perform production tests on generator sets at factory to verify operation and performance characteristics prior to shipment. Include certified test report with submittals.
- C. Generator Set production testing to include, at a minimum:
  1. Operation at rated load and rated power factor.
  2. Single step load pick-up.
  3. Transient and steady state voltage and frequency performance.
  4. Operation of safety shutdowns.
- D. Diesel Fuel Storage Tanks: Perform pressurized leak test prior to shipment.

## **PART 3 EXECUTION**

### **2.01 INSTALLATION**

- A. Perform work in a neat and workmanlike manner in accordance with NECA 1.
- B. Install products in accordance with manufacturer's instructions.
- C. Install generator sets and associated accessories in accordance with NECA/EGSA 404.
- D. Arrange equipment to provide minimum clearances and required maintenance access.

- E. Unless otherwise indicated, mount generator set on properly sized 6 inch high concrete pad constructed in accordance with Section 03 30 00. Provide suitable vibration isolators, where not factory installed.
- F. Provide required support and attachment in accordance with Section 26 05 29.
- G. Use manufacturer's recommended oil and coolant, suitable for the worst case ambient temperatures.
- H. Provide grounding and bonding in accordance with Section 26 05 26.
- I. Identify system wiring and components in accordance with Section 26 05 53.

## **2.02 FIELD QUALITY CONTROL**

- A. Notify Owner and Architect/Engineer at least two weeks prior to scheduled inspections and tests.
- B. Notify authorities having jurisdiction and comply with their requirements for scheduling inspections and tests and for observation by their personnel.
- C. Provide all equipment, tools, and supplies required to accomplish inspection and testing, including load bank and fuel.
- D. Preliminary inspection and testing to include, at a minimum:
  1. Inspect each system component for damage and defects.
  2. Verify tightness of mechanical and electrical connections are according to manufacturer's recommended torque settings.
  3. Check for proper oil and coolant levels.
- E. Prepare and start system in accordance with manufacturer's instructions.
- F. Perform acceptance test in accordance with NFPA 110 and NFPA 70, Article 708.
- G. Inspection and testing to include, at a minimum:
  1. Verify compliance with starting and load acceptance requirements.
  2. Verify voltage and frequency; make required adjustments as necessary.
  3. Verify phase sequence.
  4. Verify control system operation, including safety shutdowns.
  5. Verify operation of auxiliary equipment and accessories (e.g. battery charger, heaters, etc.).
  6. Perform load tests in accordance with NFPA 110 (1.5 hour building load test followed by 2 hour full load test).
- H. Provide field emissions testing where necessary for certification.
- I. Correct defective work, adjust for proper operation, and retest until entire system complies with contract documents.

## **2.03 CLEANING**

- A. Clean exposed surfaces to remove dirt, paint, or other foreign material and restore to match original factory finish.

## **2.04 CLOSEOUT ACTIVITIES**

- A. Demonstration: Demonstrate proper operation of system to Owner, and correct deficiencies or make adjustments as directed.
- B. Training: Train Owner's personnel on operation, adjustment, and maintenance of system.
  1. Use operation and maintenance manual as training reference, supplemented with additional training materials as required.
- C. After successful acceptance test and just prior to Substantial Completion, replace air, oil, and fuel filters and fill fuel storage tank.

## **2.05 MAINTENANCE**

- A. Provide to Owner a proposal as an alternate to the base bid, a separate maintenance contract for the service and maintenance of engine generator system for two years from date of

Substantial Completion; Include a complete description of preventive maintenance, systematic examination, adjustment, inspection, and testing, with a detailed schedule.

- B. Conduct site visit at least once every three months to perform inspection, testing, and preventive maintenance. Submit report to Owner indicating maintenance performed along with evaluations and recommendations.
- C. Provide trouble call-back service upon notification by Owner:
  - 1. Provide on-site response within 4 hours of notification.
  - 2. Include allowance for call-back service during normal working hours at no extra cost to Owner.
  - 3. Owner will pay for call-back service outside of normal working hours on an hourly basis, based on actual time spent at site and not including travel time; include hourly rate and definition of normal working hours in maintenance contract.
- D. Maintain an on-site log listing the date and time of each inspection and call-back visit, the condition of the system, nature of the trouble, correction performed, and parts replaced.

**END OF SECTION**

**SECTION 26 36 00**  
**TRANSFER SWITCHES**

**PART 1 GENERAL**

**1.01 SECTION INCLUDES**

- A. Transfer switches for low-voltage (600 V and less) applications and associated accessories:
  - 1. Automatic transfer switches.

**1.02 RELATED REQUIREMENTS**

- A. Section 03 30 00 - Cast-in-Place Concrete: Concrete equipment pads.
- B. Section 26 05 26 - Grounding and Bonding for Electrical Systems.
- C. Section 26 05 29 - Hangers and Supports for Electrical Systems.
- D. Section 26 05 53 - Identification for Electrical Systems: Identification products and requirements.
- E. Section 26 32 13 - Engine Generators: For interface with transfer switches.
  - 1. Includes code requirements applicable to work of this section.

**1.03 REFERENCE STANDARDS**

- A. NECA 1 - Standard for Good Workmanship in Electrical Construction; National Electrical Contractors Association; 2010.
- B. NEMA 250 - Enclosures for Electrical Equipment (1000 Volts Maximum); National Electrical Manufacturers Association; 2014.
- C. NEMA ICS 10 Part 1 - Industrial Control and Systems Part 1: Electromechanical AC Transfer Switch Equipment; National Electrical Manufacturers Association; 2005.
- D. NETA ATS - Acceptance Testing Specifications for Electrical Power Equipment and Systems; International Electrical Testing Association; 2013. (ANSI/NETA ATS)
- E. NFPA 70 - National Electrical Code; National Fire Protection Association; Most Recent Edition Adopted by Authority Having Jurisdiction, Including All Applicable Amendments and Supplements.
- F. NFPA 110 - Standard for Emergency and Standby Power Systems; National Fire Protection Association; 2013.
- G. UL 1008 - Transfer Switch Equipment; Current Edition, Including All Revisions.

**1.04 SUBMITTALS**

- A. See Section 01 30 00 - Administrative Requirements, for submittal procedures.
- B. Product Data: Provide manufacturer's standard catalog pages and data sheets for each product, including ratings, configurations, dimensions, finishes, weights, service condition requirements, and installed features.
- C. Shop Drawings: Include dimensioned plan views and sections indicating locations of system components, required clearances, and field connection locations. Include system interconnection schematic diagrams showing all factory and field connections.

**1.05 QUALITY ASSURANCE**

- A. Comply with the following:
  - 1. NFPA 70 (National Electrical Code).
  - 2. NFPA 110 (Standard for Emergency and Standby Power Systems); meet requirements for system Level specified in Section 26 32 13.
- B. Manufacturer Qualifications: Company specializing in manufacturing the products specified in this section with minimum three years documented experience.
- C. Installer Qualifications: Company specializing in performing the work of this section with minimum three years documented experience with power transfer systems of similar size, type, and complexity; manufacturer's authorized installer.

- D. Product Listing Organization Qualifications: An organization recognized by OSHA as a Nationally Recognized Testing Laboratory (NRTL) and acceptable to authorities having jurisdiction.

## **1.06 DELIVERY, STORAGE, AND HANDLING**

- A. Receive, inspect, handle, and store transfer switches in accordance with manufacturer's instructions.
- B. Store in a clean, dry space. Maintain factory wrapping or provide an additional heavy canvas or heavy plastic cover to protect units from dirt, water, construction debris, and traffic.
- C. Handle carefully in accordance with manufacturer's instructions to avoid damage to transfer switch components, enclosure, and finish.

## **PART 2 PRODUCTS**

### **2.01 MANUFACTURERS**

- A. Transfer Switches:
  - 1. ASCO Power Technologies, a brand of Emerson Network Power; \_\_\_\_\_: [www.emersonnetworkpower.com](http://www.emersonnetworkpower.com).
  - 2. Eaton Corporation: [www.eaton.com](http://www.eaton.com).
  - 3. General Electric Company; \_\_\_\_\_: [www.geindustrial.com](http://www.geindustrial.com).
  - 4. Same as manufacturer of engine generator(s) used for this project.
    - a. Generac Power Systems: [www.generac.com/industrial](http://www.generac.com/industrial).

### **2.02 TRANSFER SWITCHES**

- A. Provide complete power transfer system consisting of all required equipment, conduit, boxes, wiring, supports, accessories, system programming, etc. as necessary for a complete operating system that provides the functional intent indicated.
- B. Provide products listed, classified, and labeled as suitable for the purpose intended.
- C. Construction Type: Either "contactor type" (open contact) or "breaker type" (enclosed contact) transfer switches complying with specified requirements are acceptable.
- D. Comply with NEMA ICS 10 Part 1, and list and label as complying with UL 1008 for the classification of the intended application (e.g. emergency, optional standby).
- E. Do not use double throw safety switches or other equipment not specifically designed for power transfer applications and listed as transfer switch equipment.
- F. Load Classification: Classified for total system load (any combination of motor, electric discharge lamp, resistive, and tungsten lamp loads with tungsten lamp loads not exceeding 30 percent of the continuous current rating) unless otherwise indicated or required.
- G. Switching Methods:
  - 1. Open Transition:
    - a. Provide break-before-make transfer without a neutral position that is not connected to either source, and with interlocks to prevent simultaneous connection of the load to both sources.
  - 2. Neutral Switching: Either simultaneously switched neutral (break-before-make) or overlapping neutral (make-before-break) methods are acceptable.
  - 3. Obtain control power for transfer operation from line side of source to which the load is to be transferred.
- H. Service Conditions: Provide transfer switches suitable for continuous operation at indicated ratings under the service conditions at the installed location.
- I. Enclosures:
  - 1. Environment Type per NEMA 250: Unless otherwise indicated, as specified for the following installation locations:
    - a. Indoor Clean, Dry Locations: Type 1 or Type 12.
  - 2. Finish: Manufacturer's standard unless otherwise indicated.



- J. Short Circuit Current Rating:
  - 1. Withstand and Closing Rating: Provide transfer switches, when protected by the supply side overcurrent protective devices to be installed, with listed withstand and closing rating not less than the available fault current at the installed location as indicated on the drawings.
- K. Automatic Transfer Switches:
  - 1. Description: Transfer switches with automatically initiated transfer between sources; electrically operated and mechanically held.
  - 2. Control Functions:
    - a. Automatic mode.
    - b. Test Mode: Simulates failure of primary/normal source.
    - c. Voltage and Frequency Sensing:
      - 1) Undervoltage sensing for each phase of primary/normal source; adjustable dropout/pickup settings.
      - 2) Undervoltage sensing for alternate/emergency source; adjustable dropout/pickup settings.
      - 3) Underfrequency sensing for alternate/emergency source; adjustable dropout/pickup settings.
    - d. Outputs:
      - 1) Contacts for engine start/shutdown (except where direct generator communication interface is provided).
      - 2) Auxiliary contacts; one set(s) for each switch position.
    - e. Adjustable Time Delays:
      - 1) Engine generator start time delay; delays engine start signal to override momentary primary/normal source failures.
      - 2) Transfer to alternate/emergency source time delay.
      - 3) Retransfer to primary/normal source time delay.
      - 4) Engine generator cooldown time delay; delays engine shutdown following retransfer to primary/normal source to permit generator to run unloaded for cooldown period.
    - f. In-Phase Monitor (Open Transition Transfer Switches): Monitors phase angle difference between sources for initiating in-phase transfer.
    - g. Engine Exerciser: Provides programmable scheduled exercising of engine generator selectable with or without transfer to load; provides memory retention during power outage.
  - 3. Status Indications:
    - a. Connected to alternate/emergency source.
    - b. Connected to primary/normal source.
    - c. Alternate/emergency source available.
  - 4. Automatic Sequence of Operations:
    - a. Upon failure of primary/normal source for a programmable time period (engine generator start time delay), initiate starting of engine generator where applicable.
    - b. When alternate/emergency source is available, transfer load to alternate/emergency source after programmable time delay.
    - c. When primary/normal source has been restored, retransfer to primary/normal source after a programmable time delay. Bypass time delay if alternate/emergency source fails and primary/normal source is available.
    - d. Where applicable, initiate shutdown of engine generator after programmable engine cooldown time delay.

## **PART 3 EXECUTION**

### **3.01 EXAMINATION**

- A. Verify that field measurements are as shown on the drawings.

- B. Verify that the ratings and configurations of transfer switches are consistent with the indicated requirements.
- C. Verify that rough-ins for field connections are in the proper locations.
- D. Verify that mounting surfaces are ready to receive transfer switches.
- E. Verify that conditions are satisfactory for installation prior to starting work.

### **3.02 INSTALLATION**

- A. Perform work in a neat and workmanlike manner in accordance with NECA 1.
- B. Install transfer switches in accordance with manufacturer's instructions.
- C. Arrange equipment to provide minimum clearances and required maintenance access.
- D. Provide required support and attachment in accordance with Section 26 05 29.
- E. Install transfer switches plumb and level.
- F. Unless otherwise indicated, mount floor-mounted transfer switches on properly sized 3 inch high concrete pad constructed in accordance with Section 03 30 00.
- G. Provide grounding and bonding in accordance with Section 26 05 26.
- H. Identify transfer switches and associated system wiring in accordance with Section 26 05 53.

### **3.03 FIELD QUALITY CONTROL**

- A. Prepare and start system in accordance with manufacturer's instructions.
- B. Automatic Transfer Switches:
  - 1. Inspect and test in accordance with NETA ATS, except Section 4.
  - 2. Perform inspections and tests listed in NETA ATS, Section 7.22.3. The control wiring insulation-resistance tests listed as optional are not required.
- C. Correct defective work, adjust for proper operation, and retest until entire system complies with contract documents.

### **3.04 CLEANING**

- A. Clean exposed surfaces to remove dirt, paint, or other foreign material and restore to match original factory finish.

### **3.05 CLOSEOUT ACTIVITIES**

- A. Demonstration: Demonstrate proper operation of transfer switches to Owner, and correct deficiencies or make adjustments as directed.

**END OF SECTION**

**SECTION 31 23 16**  
**EXCAVATION**

**PART 1 GENERAL**

**1.01 SECTION INCLUDES**

- A. Excavating for slabs-on-grade.

**1.02 RELATED REQUIREMENTS**

- A. Section 31 23 23 - Fill: Fill materials, filling, and compacting.

**PART 2 PRODUCTS - NOT USED**

**PART 3 EXECUTION**

**3.01 PREPARATION**

- A. Identify required lines, levels, contours, and datum locations.
- B. Locate, identify, and protect utilities that remain and protect from damage.
- C. Notify utility company to remove and relocate utilities.

**3.02 EXCAVATING**

- A. Excavate to accommodate new exterior equipment pad.
- B. Notify Architect/Engineer of unexpected subsurface conditions and discontinue affected Work in area until notified to resume work.
- C. Slope banks of excavations deeper than 4 feet to angle of repose or less until shored.
- D. Do not interfere with 45 degree bearing splay of foundations.
- E. Hand trim excavations. Remove loose matter.
- F. Correct areas that are over-excavated and load-bearing surfaces that are disturbed; see Section 31 23 23.
- G. Grade top perimeter of excavation to prevent surface water from draining into excavation.
- H. Remove excavated material that is unsuitable for re-use from site.
- I. Remove excess excavated material from site.

**3.03 PROTECTION**

- A. Prevent displacement of banks and keep loose soil from falling into excavation; maintain soil stability.
- B. Protect bottom of excavations and soil adjacent to and beneath foundation from freezing.

**END OF SECTION**

## SECTION 31 23 23

### FILL

#### PART 1 GENERAL

##### 1.01 SECTION INCLUDES

- A. Filling and compacting for slabs-on-grade.

##### 1.02 RELATED REQUIREMENTS

- A. Section 03 30 00 - Cast-in-Place Concrete.
- B. Section 31 23 16 - Excavation: Removal and handling of soil to be re-used.

##### 1.03 REFERENCE STANDARDS

#### PART 2 PRODUCTS

##### 2.01 FILL MATERIALS

- A. Granular Fill - Gravel : Pit run washed stone; free of shale, clay, friable material and debris.

#### PART 3 EXECUTION

##### 3.01 EXAMINATION

- A. Identify required lines, levels, contours, and datum locations.

##### 3.02 PREPARATION

- A. Scarify and proof roll subgrade surface to a depth of 6 inches to identify soft spots.
- B. Cut out soft areas of subgrade not capable of compaction in place. Backfill with granular fill.
- C. Compact subgrade to density equal to or greater than requirements for subsequent fill material.
- D. Until ready to fill, maintain excavations and prevent loose soil from falling into excavation.

##### 3.03 FILLING

- A. Fill to contours and elevations indicated using unfrozen materials.
- B. Employ a placement method that does not disturb or damage other work.
- C. Systematically fill to allow maximum time for natural settlement. Do not fill over porous, wet, frozen or spongy subgrade surfaces.
- D. Maintain optimum moisture content of fill materials to attain required compaction density.
- E. Slope grade away from building minimum 2 inches in 10 ft, unless noted otherwise. Make gradual grade changes. Blend slope into level areas.
- F. Correct areas that are over-excavated.
  - 1. Other areas: Use granular fill, flush to required elevation, compacted to minimum 97 percent of maximum dry density.
- G. Compaction Density Unless Otherwise Specified or Indicated:
- H. Reshape and re-compact fills subjected to vehicular traffic.

##### 3.04 FILL AT SPECIFIC LOCATIONS

- A. Under Interior Slabs-On-Grade:
  - 1. Use granular fill.
  - 2. Depth: 6 inches deep.
  - 3. Compact to 95 percent of maximum dry density.
- B. Under Monolithic Paving :
  - 1. Compact subsoil to 95 percent of its maximum dry density before placing fill.
  - 2. Use Fill Type granular fill.
  - 3. Compact to 95 percent of maximum dry density.

**END OF SECTION**