



FRONT-END PROJECT MANUAL

BUILDING RENOVATION - MIXED USE REDEVELOPMENT

**CITY OF MENDOTA
704 ILLINOIS AVENUE
MENDOTA, LASALLE COUNTY, ILLINOIS 61342**

**BY: STUDIOK ARCHITECTURE, LLC
910 NORTH MAIN STREET
PRINCETON, IL 61356**

DATE: 03-24-2026

**SECTION 00 01 02
PROJECT INFORMATION**

PART 1 GENERAL

1.01 PROJECT IDENTIFICATION

- A. Project Name: Building Renovation - Mendota, located at:
704 Illinois Ave.
Mendota, Illinois 61342.
- B. The Owner, hereinafter referred to as Owner: City of Mendota

1.02 NOTICE TO PROSPECTIVE BIDDERS

- A. These documents constitute an Invitation to Bid to General Contractors for the construction of the project described below.

1.03 PROJECT DESCRIPTION

- A. Summary Project Description: The project consists of all work included but is not limited to the following: Demolition of existing building components, concrete, masonry, carpentry, roofing, mechanical, electrical, plumbing, interior and exterior finish, and site work. All architectural, structural, mechanical, electrical and plumbing work is indicated on the drawings and specifications.
- B. Contract Scope: Construction, demolition, renovation, and hazardous material removal.
- C. Contract Terms: Lump sum (fixed price, stipulated sum).

1.04 PROJECT CONSULTANTS

- A. The Architect, hereinafter referred to as Architect: Ryan Kuetzer.
 - 1. Address: 910 North Main Street.
 - 2. City, State, Zip: Princeton, IL 61356.
 - 3. Phone/Fax: 815-872-2478.
 - 4. E-mail: ryan@studiokarchitecture.com.

1.05 PROCUREMENT TIMETABLE

- A. Pre-Bid Site Tour: April 9, 2026 at 2:00PM.
- B. Last Request for Substitution Due: April 23, 2026 at 2:00PM
- C. Last Request for Information Due: April 23, 2026 at 2:00PM
- D. Bid Due Date: 04-30-2026, before 2 PM.
- E. Bid Opening: Same day. Public opening.
- F. Notice of Award: Within 7 days after interview date.
- G. Bids May Not Be Withdrawn Until: 30 days after due date.
- H. Desired Construction Start: Not later than May 19th, 2026.
- I. Desired Substantial Completion Date: 05-04-2027.
- J. Desired Final Completion Date: 05-28-2027.
- K. The Owner reserves the right to change the schedule or terminate the entire procurement process at any time.

1.06 PROCUREMENT DOCUMENTS

- A. Availability of Documents: Complete sets of procurement documents in .pdf format may be requested from studioK Architecture:
 - 1. Contact: Virginia Pavy, Project Manager
 - 2. Email: virginia@studiokarchitecture.com
 - 3. Telephone: 815-872-2478

- B. Documents may be accessed through the City of Mendota's Bid and Public Notices website:
www.mendota.il.us/departments/bids-notices.

1.07 BID SECURITY

- A. Bids shall be accompanied by a security deposit as follows:
 - 1. Bid Bond of a sum no less than 5 percent of the Bid Amount .

END OF SECTION 00 01 02

**SECTION 00 01 03
PROJECT DIRECTORY**

PART 1 GENERAL

1.01 SECTION INCLUDES

- A. Identification of project team members and their contact information.

1.02 OWNER:

- A. Name: City of Mendota
1. Address: 800 Washington Street.
 2. City: Mendota.
 3. State: IL.
 4. Zip Code: 61342.
 5. Telephone: 815-539-7459.
- B. Primary Contact: All correspondence from the Contractor to the Architect will be direct, unless alternate arrangements are mutually agreed upon at preconstruction meeting.

1.03 CONSULTANTS:

- A. Architect: Design Professional of Record. All correspondence from the Contractor regarding construction documents authored by Architect's consultants will be through this party, unless alternate arrangements are mutually agreed upon at preconstruction meeting.
1. Company Name: studioK Architecture.
 - a. Address Line 1: 910 North Main Street.
 - b. City: Princeton.
 - c. State: IL.
 - d. Zip Code: 61356.
 - e. Telephone: 815-872-2478.
 2. Primary Contact:
 - a. Title: Project Manager.
 - b. Name: Virginia Pavy.
 - c. Email: virginia@studiokarchitecture.com.
- B. Structural Engineering Consultant:
1. Company Name: Fehr Graham Engineering & Development.
 - a. Address Line 1: 230 Woodlawn Ave..
 - b. City: Aurora.
 - c. State: IL.
 - d. Zip Code: 60506.
 - e. Telephone: 630-897-4651.
 2. Primary Contact:
 - a. Title: Structural Engineer.
 - b. Name: Dan Caceres, SE, PE.
 - c. Email: dcaceres@fehrgraham.com.
- C. Mechanical, Electrical & Plumbing Engineering Consultant:
1. Company Name: Elevate Consulting Engineering PLLC.
 - a. Address Line 1: 213 Grant St..
 - b. City: Downers Grove.
 - c. State: IL.
 - d. Zip Code: 60515.
 - e. Telephone: 702-525-2864.
 2. Primary Contact:
 - a. Title: Principal, PE.

- b. Name: Joe Greathouse.
- c. Email: jgreathouse@elevatemep.com.

END OF SECTION 00 01 03

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END OF SECTION 00 01 15

**SECTION 00 11 13
ADVERTISEMENT FOR BIDS**

FROM:

1.01 THE OWNER (HEREINAFTER REFERRED TO AS OWNER):

- A. City of Mendota
- B. Bid Package to be delivered to:
 - 1. Attn:
Emily McConville
800 Washington St.
Mendota, IL 61342

1.02 AND THE ARCHITECT (HEREINAFTER REFERRED TO AS ARCHITECT):

- A. studioK Architecture
- B. Address:
910 North Main Street
Princeton, IL 61356

1.03 DATE: _____

1.04 TO: POTENTIAL BIDDERS

- A. Your firm is invited to submit an offer under seal to Owner for construction of building renovation located at:
704 Illinois Ave
Mendota, Illinois 61342

Before 2:00 pm local standard time on the 30th day of April, 2026, for:
- B. Project: Building Renovation - Mendota
- C. Bid Documents for a Stipulated Sum may be obtained from the office of the Design Professional. Email requests may be sent to Virginia Pavy; email: virginia@studiokarchitecture.com.
- D. Bidders will be required to provide Bid security in the form of a Bid Bond of a sum no less than 5 percent of the Bid Amount.
- E. Refer to other bidding requirements described in Document 00 21 13 - Instructions to Bidders and Document 00 31 00 - Available Project Information.
- F. Bidders are required to complete Bid Form 00 41 00. Bidders may supplement this form as appropriate.
- G. Your offer will be required to be submitted under a condition of irrevocability for a period of 30 days after submission.
- H. The Owner reserves the right to accept or reject any or all offers.

END OF SECTION 00 11 13

**SECTION 00 21 13
INSTRUCTIONS TO BIDDERS**

INVITATION

1.01 BID SUBMISSION

- A. Bids signed and under seal, executed, and dated will be received at the office of the Owner at 800 Washington Street, Mendota, IL before 2:00 p.m. local standard time on 04-30-2026.
- B. Offers submitted after the above time may be returned to the bidder unopened.
- C. Bid packages will be opened publicly on April 30, 2026.

1.02 INTENT

- A. The intent of this Bid request is to obtain an offer to perform work to complete project named Building Renovation - Mendota for a Stipulated Sum contract, in accordance with Contract Documents.

1.03 WORK IDENTIFIED IN THE CONTRACT DOCUMENTS

- A. Work of this proposed Contract comprises of demolition of existing building components, concrete, masonry, carpentry, roofing, mechanical, electrical, plumbing, interior and exterior finish, and site work, including all architectural, structural, mechanical, electrical and plumbing work is indicated on the drawings and specifications.
- B. Project Location:
704 Illinois Ave.
Mendota, Illinois 61342.

1.04 CONTRACT TIME

- A. Perform the Work within the time stated in Section 01 10 00 - Summary.
- B. The bidder, in submitting an offer, accepts the Contract Time period stated for performing the Work. The completion date in the Agreement shall be the Contract Time added to the commencement date.

BID DOCUMENTS AND CONTRACT DOCUMENTS

2.01 AVAILABILITY

- A. Bid Documents may be obtained in PDF format from the office of Architect. Email requests may be sent to Virginia Pavy at virginia@studiokarchitecture.com.
- B. Bid documents may be accessed through the City of Mendota's Bid and Public Notices website at www.mendota.il.us/departments/bids-notices.
- C. Bid Documents are made available only for the purpose of obtaining offers for this project. Their use does not grant a license for other purposes.

2.02 EXAMINATION

- A. Upon receipt of Bid Documents verify that documents are complete. Notify Architect should the documents be incomplete.
- B. Immediately notify Architect upon finding discrepancies or omissions in the Bid Documents.

2.03 INQUIRIES/ADDENDA

- A. Direct questions to Virginia Pavy, email; virginia@studiokarchitecture.com.
- B. Addenda may be issued during the bidding period. All Addenda become part of Contract Documents. Include resultant costs in the Bid Amount.
- C. Verbal answers are not binding on any party.
- D. Clarifications requested by bidders must be in writing and submitted no later than the Request for Information deadline of April 23, 2026. The reply will be in the form of an Addendum, a copy of which will be forwarded to known recipients.

2.04 PRODUCT/ASSEMBLY/SYSTEM SUBSTITUTIONS

- A. General Requirements for Substitution Requests:
 - 1. Project Manual and drawings establishes standards for products, assemblies, and systems.
 - 2. Submit requests only for elements for which substitution is specifically allowed in the drawings.
 - 3. Provide sufficient information to determine acceptability of proposed substitutions.
 - 4. Provide complete information on required revisions for other work to accommodate each proposed substitution.
- B. Substitution Request Time Restrictions:
 - 1. Where the Bid Documents stipulate a particular product, substitutions will be considered up to Substitution Deadline of April 23, 2026.
- C. Substitution Request Form:
 - 1. Submit substitution requests by completing the form in Section 00 43 25; see this section for additional information and instructions. Use only this form; other forms of submission are unacceptable.
- D. Review and Acceptance of Request:
 - 1. Architect may approve the proposed substitution and will issue an Addendum to known bidders.

SITE ASSESSMENT

3.01 SITE EXAMINATION

- A. Examine the project site before submitting a bid.

3.02 PREBID CONFERENCE

- A. A bidders conference has been scheduled for 2:00 p.m. on the 9th day of April at the project location.
- B. All general contract and subcontract bidders are invited, but not required.
- C. Representatives of Architect and Owner will be in attendance.
- D. Information relevant to the Bid Documents will be recorded in an Addendum, issued to Bid Document recipients.

INFORMATION TO BIDDERS:

4.01 CONTRACT

- A. Any contract or contracts awarded under this invitation for bids are expected to be funded by Grant Funds awarded by The Rebuild Downtowns & Main Streets (RDMS) Capital Grant Program.

4.02 CONTRACT REQUIREMENTS

- A. Bidders are advised that this Contract will be subject to compliance with the Uniform Grant Rule Act, Illinois published in Title 2, Part 200 of the Code of Federal Regulations (2 CFR Part 200), The Illinois Works Jobs Program Act, the Illinois Prevailing Wage Act, Illinois Works Apprenticeship Initiative, Equal Pay Act, Illinois Steel Products Procurement Act, Business Enterprise Program for Minorities, Women, and Persons with Disabilities Act and Human Rights Act (BEP), and Employment of Illinois Workers on Public Works Act.

4.03 BEP GUIDELINES

- A. Business Enterprise for Minorities, Women and Persons with Disabilities Act (BEP), 30 ILCS 575 is applicable to this contract.
- B. GOALS: The participation goal percentage on the amount of the contract awarded for this project is at least 27% awarded to minority-owned businesses (MBE) and woman-owned businesses (WBE). Goal has been determined with 17% going to minority-owned business enterprises (MBEs) and 10% to woman-owned businesses (WBEs). Contractor must include participation from at least one MBE and one WBE as part of the goal.
- C. Contractor and subcontractors must include a properly completed BEP Utilization Plan as required.
- D. The contractor and subcontractors shall maintain a record of all relevant data with respect to the utilization of BEP certified vendors.

- E. Each of the contractors, subcontractors and suppliers used in meeting this goal must be certified with the Commission on Equity and Inclusion (CEI) and must provide a "commercially useful function," as outlined in 49 CFR 26.55(c).

4.04 PREVAILING WAGE

- A. Contractor shall not pay less than the prevailing rates of wage to all laborers, workmen, and mechanics performing work under this contract, and shall comply with the requirements of the Prevailing Wage Act (820 ILCS 130).
- B. Current Prevailing Wage Rates can be obtained at the Illinois Department of Labor website located at: <https://www2.illinois.gov/idol/Laws-Rules/CONMED/Pages/Rates.aspx>
- C. The Contractor and each subcontractor shall make and keep, for a period of not less than 3 years, records of all laborers, mechanics, and other workers employed by them on the project, the records shall include each worker's name, address, telephone number when available, social security number, classification or classifications, the hourly wages paid in each period, the number of hours worked each day, and the starting and ending time.
- D. Contractors are to report their certified payroll information directly to the Illinois Department of Labor through their electronic database for certified payroll records. Contractors will no longer need to submit certified payroll records to the Owner or A/E.
- E. The Certified Transcript of Payroll Portal can be accessed at the Illinois Department of Labor website located at: <https://www2.illinois.gov/odp/Laws-Rules/CONMED/Pages/CertifiedTranscriptOfPayroll.aspx>

4.05 ILLINOIS WORKS GUIDELINES

- A. Illinois Works Jobs Program Act Apprenticeship Initiative (Illinois Works), 30 ILCS 559/20-20, 14 Ill. Adm. Code 680) is applicable to this project.
- B. Applicable Goal: 10% of the total labor hours actually worked in each prevailing wage classification or 10% of the estimated labor hours in each prevailing wage classification, whichever is less. Of this goal, at least 50% of the labor hours of each prevailing wage classification performed by apprentices shall be performed by graduates of the Illinois Works Pre-apprenticeship Program, the Illinois Climate Works Pre-apprenticeship Program, or the Highway Construction Careers Training Program.
- C. Contractor shall submit the Illinois Works Jobs Program Act Apprenticeship Initiative Budget Supplement as required.
- D. Contractor shall submit reports of the hourly workforce utilization including all apprenticeship hours using Illinois Works Apprenticeship Initiative Reporting Forms.
- E. Upon completion of the work set for this contract, Contractor shall submit a certificate demonstrating that the 10% apprenticeship goal has been met.

4.06 CERTIFICATION AND DISCLOSURES

- A. Contractor shall provide the following standard Illinois Certifications:
 - 1. The Illinois Commission on Equity and Inclusion's (CEI) Business Enterprise Program (BEP).

QUALIFICATIONS

5.01 EVIDENCE OF QUALIFICATIONS

- A. To demonstrate qualification for performing the Work of this Contract, bidders are required to submit written evidence of previous experience and current commitments, license to perform work in the City of Mendota and copy of "undertaking of insurance".
- B. Minimum Qualifications Required:
 - 1. Licensure of contractor in applicable jurisdiction.
 - 2. Minimum Experience in Similar Projects: Similar type, size, and scope.
 - a. Construction Team: 3 projects.

5.02 SUBCONTRACTORS/SUPPLIERS/OTHERS

- A. Owner reserves the right to reject a proposed subcontractor for reasonable cause.
- B. Refer to General Conditions.

BID SUBMISSION

6.01 SUBMISSION PROCEDURE

- A. Bidders shall be solely responsible for the delivery of their bids in the manner and time prescribed.
- B. Submit one copy of the executed offer on the Bid Forms provided, signed and sealed in a closed opaque envelope, clearly identified with bidder's name, project name and Owner's name on the outside.

6.02 BID INELIGIBILITY

- A. Bids that are unsigned, improperly signed or sealed, conditional, illegible, obscure, contain arithmetical errors, erasures, alterations, or irregularities of any kind, may at the discretion of the Owner, be declared unacceptable.
- B. Bid Forms, Appendices, and enclosures that are improperly prepared may, at the discretion of Owner, be declared unacceptable.
- C. Failure to provide insurance requirements may, at the discretion of Owner, invalidate the bid.

BID ENCLOSURES/REQUIREMENTS

7.01 SECURITY DEPOSIT

- A. Bids shall be accompanied by a security deposit as follows:
 - 1. Bid Bond of a sum no less than 5 percent of the Bid Amount.
- B. Endorse the Bid Bond in the name of the Owner as obligee, signed and sealed by the principal (Contractor) and surety.
- C. The security deposit will be returned after delivery to the Owner of the required Performance and Payment Bond(s) by the accepted bidder.
- D. Include the cost of bid security in the Bid Amount.
- E. After a bid has been accepted, all securities will be returned to the respective bidders .
- F. If no contract is awarded, all security deposits will be returned.

7.02 PERFORMANCE ASSURANCE

- A. Include the cost of Performance and Payment Bonds in the Bid Amount and identify the cost on the Bid Form.

7.03 INSURANCE

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

7.04 BID FORM REQUIREMENTS

- A. Complete all requested information in the Bid Form and Appendices.
- B. Taxes: Refer to Supplementary Conditions for inclusion of taxes and products that are tax exempt.

7.05 FEES FOR CHANGES IN THE WORK

- A. Include in the Bid Form, the overhead and profit fees on own Work and Work by subcontractors, applicable for Changes in the Work, whether additions to or deductions from the Work on which the Bid Amount is based.
- B. Include in the Bid Form, the fees proposed for subcontract work for changes (both additions and deductions) in the Work. Contractor shall apply fees as noted, to the subcontractor's gross (net plus fee) costs on additional work.

7.06 BID FORM SIGNATURE

- A. The Bid Form shall be signed by the bidder.

7.07 ADDITIONAL BID INFORMATION

- A. The project requires prevailing wages to be paid for work performed for this Project. The rate in effect on the Bid Due date will be required. Current prevailing rates may be obtained at:
<https://labor.illinois.gov/laws-rules/conmed/current-prevailing-rates.html>
- B. Submit the following Supplements concurrent with bid submission:
 - 1. Document 00 43 36 - Proposed Subcontractors Form: Include the names of all Subcontractors and the portions of the Work they will perform.
 - 2. Document 00 43 23 - Alternates Form: Include the cost variation to the Bid Amount applicable to the Work described in Section 00 43 23..
 - 3. Document 00 43 25 - Substitution Request Form - During Procurement.
 - 4. Document 00 43 73 identifies the Bid Amount segmented into portions as requested.

7.08 SELECTION AND AWARD OF ALTERNATES

- A. Indicate variation of bid price for Alternates listed in Alternates Form. Unless otherwise indicated, indicate Alternates as a difference in bid price by adding to or deducting from the base bid price.
- B. Bids will be evaluated on the total of the base bid price and all of the Alternates. After determination of the successful bidder, consideration will be given to which Alternates will be included in the Work.

OFFER ACCEPTANCE/REJECTION

8.01 DURATION OF OFFER

- A. Bids shall remain open to acceptance for a period of thirty (30) days after the bid closing date.

8.02 ACCEPTANCE OF OFFER

- A. Owner reserves the right to accept or reject any or all offers.
- B. After acceptance by Owner, the Owner's representative will issue to the successful bidder, a written letter of Contract Award.

END OF SECTION 00 21 13

**SECTION 00 31 00
AVAILABLE PROJECT INFORMATION**

PART 1 GENERAL

1.01 EXISTING CONDITIONS

- A. Certain information relating to existing surface and subsurface conditions and structures is available to bidders but will be part of Contract Documents, as follows:
- B. Hazardous Materials Testing Reports.
 - 1. Asbestos Analytical Report prepared for Brownfield Environmental Engineering Resources, LLC, dated 11/02/23. Copy of report is attached below. Owner hired an abatement company to abate and encapsulate the following:
 - a. Asbestos wrapped pipes, insulation in boiler, and plumbing fittings in the basement.
 - b. Asbestos floor tile on the main floor.
 - c. Encapsulated wall plaster on the main floor using the bidding method.
 - d. Encapsulated wall plaster on the second floor using the bridging method.
 - 2. Additional hazardous material testing was performed that reported no detection of hazardous containing materials. Copies of reports are available upon request.
- C. Site and Utility Survey:
 - 1. Original copy is available for inspection at Owner's offices during normal business hours.

PART 2 EXECUTION

2.01 OBTAINMENT OF PERMITS

- A. Contractor to obtain the following required permits, at no cost to Owner:
 - 1. Building Permit for all trades.
- B. Building Permit Procedures: When required to obtain this permit:
 - 1. Complete and file permit application(s) with appropriate agency.
 - 2. Pay required fees.
 - 3. Advise Architect if submission of modified documents is necessary to have the authorities having jurisdiction complete the plan review and approval process. Submit modified documents expeditiously.
 - 4. Do not commence execution of any item of work for which a permit has not been obtained.

END OF SECTION 00 31 00

November 2, 2023

Brownfield Environmental Engineering Resources, LLC
645 3rd St., Suite 250
Beloit, WI 53511

CLIENT PROJECT: 704 Illinois Ave, 111-024
CEI LAB CODE: B2322966

Dear Customer:

Enclosed are asbestos analysis results for PLM Bulk samples received at our laboratory on October 30, 2023. The samples were analyzed for asbestos using polarizing light microscopy (PLM) per the EPA 600 Method.

Sample results containing >1% asbestos are considered asbestos-containing materials (ACMs) per EPA regulatory requirements. The detection limit for the EPA 600 Method is <1% asbestos by weight as determined by visual estimation.

Thank you for your business and we look forward to continuing good relations.

Kind Regards,



Tianbao Bai, Ph.D., CIH
Laboratory Director



CEI

ASBESTOS ANALYTICAL REPORT

By: Polarized Light Microscopy

Prepared for

Brownfield Environmental Engineering Resources, LLC

CLIENT PROJECT: 704 Illinois Ave, 111-024

LAB CODE: B2322966

TEST METHOD: EPA 600 / R93 / 116 and EPA 600 / M4-82 / 020

REPORT DATE: 11/02/23

TOTAL SAMPLES ANALYZED: 8

SAMPLES >1% ASBESTOS: 5

Asbestos Report Summary

By: POLARIZING LIGHT MICROSCOPY

PROJECT: 704 Illinois Ave, 111-024

LAB CODE: B2322966

METHOD: EPA 600 / R93 / 116 and EPA 600 / M4-82 / 020

Client ID	Layer	Lab ID	Color	Sample Description	ASBESTOS %
1		B2322966.01	White,Tan	Drywall	None Detected
2		B2322966.02	White,Tan	Drywall	None Detected
3		B2322966.03	Gray	Plaster	Chrysotile 2%
4		B2322966.04	Gray	Boiler Insulation	Chrysotile 25%
5		B2322966.05	Gray	Fitting	Chrysotile 40%
6		B2322966.06	Gray	Pipe Wrap	Chrysotile 40%
7A		B2322966.07	Green	Floor Tile	Chrysotile 5%
7B		B2322966.08	Black	Mastic	None Detected

ASBESTOS BULK ANALYSIS

By: POLARIZING LIGHT MICROSCOPY

Client: Brownfield Environmental Engineering Resources, LLC
 645 3rd St., Suite 250
 Beloit, WI 53511

Lab Code: B2322966
Date Received: 10-30-23
Date Analyzed: 11-02-23
Date Reported: 11-02-23

Project: 704 Illinois Ave, 111-024

ASBESTOS BULK PLM, EPA 600 METHOD

Client ID Lab ID	Lab Description	Lab Attributes	NON-ASBESTOS COMPONENTS				ASBESTOS %
			Fibrous		Non-Fibrous		
1 B2322966.01	Drywall	Heterogeneous White, Tan Fibrous Bound	20%	Cellulose	80%	Gypsum	None Detected
2 B2322966.02	Drywall	Heterogeneous White, Tan Fibrous Bound	20%	Cellulose	80%	Gypsum	None Detected
3 B2322966.03	Plaster	Heterogeneous Gray Non-fibrous Bound	<1%	Cellulose	65%	Silicates 33% Binder	2% Chrysotile
4 B2322966.04	Boiler Insulation	Heterogeneous Gray Fibrous Loosely Bound			75%	Binder	25% Chrysotile
5 B2322966.05	Fitting	Heterogeneous Gray Fibrous Loosely Bound	60%	Cellulose			40% Chrysotile
6 B2322966.06	Pipe Wrap	Heterogeneous Gray Fibrous Loosely Bound	60%	Cellulose			40% Chrysotile
7A B2322966.07	Floor Tile	Homogeneous Green Non-fibrous Bound			95%	Vinyl	5% Chrysotile

ASBESTOS BULK ANALYSIS

By: POLARIZING LIGHT MICROSCOPY

Client: Brownfield Environmental Engineering Resources, LLC
 645 3rd St., Suite 250
 Beloit, WI 53511

Lab Code: B2322966
Date Received: 10-30-23
Date Analyzed: 11-02-23
Date Reported: 11-02-23

Project: 704 Illinois Ave, 111-024

ASBESTOS BULK PLM, EPA 600 METHOD

Client ID Lab ID	Lab Description	Lab Attributes	NON-ASBESTOS COMPONENTS		ASBESTOS %
			Fibrous	Non-Fibrous	
7B B2322966.08	Mastic	Homogeneous Black Non-fibrous Bound	100%	Mastic	None Detected



Project Name	704 ILLINOIS AVE	Project No.:	111-024
Project Location:	MENDOTA ILL		
Inspector:	RANDY OLDENBURGER IOPH# 10003637		
Signature:	<i>Randall J Oldenburger</i>	Date:	10-27-23

Sample ID#	Sample Location	Description	Color
1	2ND FLOOR	5/8 DRYWALL	WHITE
2	2ND FLOOR	DRYWALL	W/BROWN
3	2ND FLOOR	S/W PLASTER	GRAY
4	BASEMENT	BOILER INSULATION	GRAY
5	BASEMENT	FITTING	GRAY
6	BASEMENT	APE WRAP	
7 A	2ND FLOOR	9X9 FLOOR TILE	DK GRN
8		MASTIC	BK

730 SE Maynard Road, Cary, NC 27511
 Tel: 866-481-1412; Fax: 919-481-1442

LAB USE ONLY:
CEI Lab Code: B2322966
CEI Lab I.D. Range:

COMPANY INFORMATION	PROJECT INFORMATION
CEI CLIENT #: 28252	Job Contact: Josh Kunde
Company: Brownfield Environmental Engineering Resources	Email / Tel: josh@brownfieldusa.com/608-856-5434
Address: 645 Third Street, Suite 250, Beloit WI 53511	Project Name: 704 ILLINOIS AVE
Email: josh@brownfieldusa.com	Project ID#: 111-024
Tel: 608-856-5434 Fax:	PO #:
	STATE SAMPLES COLLECTED IN: Illinois

IF TAT IS NOT MARKED STANDARD 3 DAY TAT APPLIES.

ASBESTOS	METHOD	TURN AROUND TIME					
		4 HR	8 HR	1 DAY	2 DAY	3 DAY	5 DAY
PLM BULK	EPA 600	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
PLM POINT COUNT (400)	EPA 600	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PLM POINT COUNT (1000)	EPA 600	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PLM GRAV w POINT COUNT	EPA 600		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PLM BULK	CARB 435		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PCM AIR	NIOSH 7400	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TEM AIR	EPA AHERA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TEM AIR	NIOSH 7402	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TEM AIR (PCME)	ISO 10312	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TEM AIR	ASTM 6281-15	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TEM BULK	CHATFIELD		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TEM DUST WIPE	ASTM D6480-05 (2010)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TEM DUST MICROVAC	ASTM D5755-09 (2014)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TEM SOIL	ASTM D7521-16			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TEM VERMICULITE	CINCINNATI METHOD			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TEM QUALITATIVE	IN-HOUSE METHOD		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
OTHER:		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

REMARKS / SPECIAL INSTRUCTIONS:		<input checked="" type="checkbox"/> Accept Samples <input type="checkbox"/> Reject Samples	
Relinquished By:	Date/Time	Received By:	Date/Time
<i>Kassanka Hull</i>	<i>10/27/23 1430</i>	<i>MM</i>	<i>10-30-23 9:20</i>

Samples will be disposed of 30 days after analysis

**SECTION 00 40 00
PROCUREMENT FORMS AND SUPPLEMENTS**

PART 1 GENERAL

1.01 FORMS AND CONTRACT REQUIREMENTS

- A. Use the following forms attached to the this section for the specified purposes unless otherwise indicated elsewhere in the procurement requirements.
- B. Bid Form: Section 00 41 00 - Bid Form.
- C. Procurement Form Supplements:
 - 1. Proposed Subcontractors Form: Section 00 43 36 - Proposed Subcontractors Form.
 - 2. Minority Business Enterprise Statement of Intent Form: Section 00 43 39.
 - 3. Proposed Schedule of Values Form: Section 00 43 73.
- D. Representations and Certifications:
 - 1. Non-Collusion Affidavit: Contractor to provide standard form.
 - 2. Minority Business Enterprise Affidavit: Section 00 43 39.

END OF SECTION 00 40 00

**SECTION 00 41 00
BID FORM**

THE PROJECT AND THE PARTIES

1.01 TO:

- A. City of Mendota (Owner)
Emily McConville
800 Washington Street
Mendota, Illinois 61342

1.02 FOR:

- A. Project: Building Renovation - Mendota
- B. Project Location:
704 Illinois Ave
Mendota, Illinois 61342

1.03 DATE: _____ (BIDDER TO ENTER DATE)

1.04 SUBMITTED BY: (BIDDER TO ENTER NAME AND ADDRESS)

- A. Bidder's Full Name _____
 - 1. Address _____
 - 2. City, State, Zip _____
 - 3. Phone Number _____

1.05 OFFER

- A. Having examined the Place of The Work and all matters referred to in the Instructions to Bidders and the Bid Documents prepared by studioK Architecture for the above-mentioned project, we, the undersigned, hereby offer to enter into a Contract to perform the Work for the Sum of:
- B. _____ dollars
(\$ _____), in lawful money of the United States of America.
- C. We have included the required security Bid Bond as required by the Instruction to Bidders.
- D. We have included the required performance assurance bonds in the Bid Amount as required by the Instructions to Bidders.
 - 1. The cost of the required performance assurance bonds is _____ dollars
(\$ _____), in lawful money of the United States of America.
- E. All applicable federal, county and local taxes are excluded and City of Mendota taxes are excluded from the Bid Sum.
- F. All Contingency Allowances described in Section 01 21 00 - Allowances are included in the Bid Sum.

1.06 ACCEPTANCE

- A. This offer shall be open to acceptance for thirty days from the bid closing date.
- B. If this bid is accepted by Owner within the time period stated above, we will:
 - 1. Execute the Agreement within _____ days of receipt of Notice of Award.
 - 2. Commence work within seven days after written Notice to Proceed of this bid.

1.07 CONTRACT TIME

- A. If this Bid is accepted, we will:
- B. Complete the Work by the 28th day of May, 2027.
- C. Copy of the Projected Construction Schedule is attached.

1.08 CHANGES TO THE WORK

- A. When Architect establishes that the method of valuation for Changes in the Work will be net cost plus a percentage fee in accordance with General Conditions, our percentage fee will be:
 - 1. _____ percent overhead and profit on the net cost of our own Work.
- B. On work deleted from the Contract, our credit to Owner shall be Architect-approved net cost plus _____ of the overhead and profit percentage noted above.

1.09 ADDENDA

- A. The following Addenda have been received. The modifications to the Bid Documents noted below have been considered and all costs are included in the Bid Sum.
 - 1. Addendum # _____ Dated _____.

1.10 BID FORM SUPPLEMENTS

- A. The following Supplements are attached to this Bid Form and are considered an integral part of this Bid Form:
 - 1. Document - MBE/WBE/PBE/VBE Subcontractor Supplier Certification Form.
 - 2. Document - MBE/WBE/PBE/VBE Program Participation Form.
 - 3. Document 00 43 23 - Alternates Form: Include the cost variations to the Bid Sum applicable to the Work as described in Section 00 43 22.
 - 4. Document 00 43 36 - Proposed Subcontractors Form: Include the names of all Subcontractors and the portions of the Work they will perform.
 - 5. Projected Construction Schedule.
 - 6. Document 00 43 39 - Minority Business Enterprise Statement of Intent Form
 - 7. Document 00 43 73 - Proposed Schedule of Values Form identifies the Bid Sum segmented into portions as requested.

1.11 BID FORM SIGNATURE(S)

- A. The Corporate Seal of
- B. _____
- C. (Bidder - print the full name of your firm)
- D. was hereunto affixed in the presence of:
- E. _____
- F. (Authorized signing officer, Title)
- G. (Seal)
- H. _____
- I. (Authorized signing officer, Title)

1.12 IF THE BID IS A JOINT VENTURE OR PARTNERSHIP, ADD ADDITIONAL FORMS OF EXECUTION FOR EACH MEMBER OF THE JOINT VENTURE IN THE APPROPRIATE FORM OR FORMS AS ABOVE.

END OF SECTION 00 41 00

**SECTION 00 43 23
ALTERNATES FORM**

PARTICULARS

1.01 THE FOLLOWING IS THE LIST OF ALTERNATES REFERENCED IN THE BID SUBMITTED BY:

1.02 (BIDDER) _____

1.03 TO (OWNER): CITY OF MENDOTA

1.04 DATED _____ AND WHICH IS AN INTEGRAL PART OF THE BID FORM.

ALTERNATES LIST

**2.01 THE FOLLOWING AMOUNTS SHALL BE ADDED TO OR DEDUCTED FROM THE BID AMOUNT.
REFER TO SECTION 01 23 00 - ALTERNATES.**

ALTERNATE # 1: ADD \$ _____

- A. Contractor to provide add alternate to provide a fire protection system for the building. This shall include a backflow prevention device, all required valves and piping. Sprinkler heads in finished ceiling areas shall be concealed head type. Sprinkler heads in exposed ceiling areas shall be upturned type. Coordinate location of fire department connection. A new combined water service shall be 6".

ALTERNATE # 2: (DEDUCT) \$ _____

- A. Contractor to provide deduct alternate for substituting 2-hour fire resistance rating of walls, floor ceiling assemblies, fire-glass, door, and door frames to 1-hour.

END OF SECTION 00 43 23

**SECTION 00 43 25
SUBSTITUTION REQUEST FORM - DURING PROCUREMENT**

PROJECT NAME: BUILDING RENOVATION

PROJECT ADDRESS: 704 ILLINOIS AVE, MENDOTA

DATE: _____

TO: _____

FROM (REQUESTING PARTY): _____

COMPANY NAME: _____

CONTACT PERSON: _____

PHONE / EMAIL: _____

1. PRODUCT SPECIFIED IN CONTRACT DOCUMENTS

SPECIFIED PRODUCT NAME: _____

MANUFACTURER: _____

MODEL / CATALOG NO.: _____

2. PROPOSED SUBSTITUTION

PROPOSED PRODUCT NAME: _____

MANUFACTURER: _____

MODEL / CATALOG NO.: _____

COUNTRY OF ORIGIN: _____

3. REASON FOR SUBSTITUTION

COST SAVINGS

IMPROVED DELIVERY TIME

EQUAL OR SUPERIOR QUALITY

DISCONTINUED PRODUCT

OTHER: _____

4. SUPPORTING DOCUMENTATION (ATTACH AS NEEDED)

TECHNICAL SPECIFICATIONS

TEST REPORTS / CERTIFICATIONS

WARRANTY DETAILS

MAINTENANCE REQUIREMENTS

SAMPLES OR PRODUCT LITERATURE

5. STATEMENT OF EQUIVALENCY

I HEREBY CERTIFY THAT THE PROPOSED SUBSTITUTION IS EQUAL TO OR SUPERIOR IN ALL RESPECTS TO THE SPECIFIED PRODUCT, MEETS ALL PERFORMANCE REQUIREMENTS, AND WILL NOT AFFECT PROJECT SCHEDULE OR QUALITY.

SIGNATURE: _____

NAME & TITLE: _____

DATE: _____

END OF SECTION 00 43 25

**SECTION 00 43 36
PROPOSED SUBCONTRACTORS FORM**

PARTICULARS

1.01 HEREWITH IS THE LIST OF SUBCONTRACTORS REFERENCED IN THE BID SUBMITTED BY:

1.02 (BIDDER) _____

1.03 TO (OWNER): _____

1.04 DATED _____ AND WHICH IS AN INTEGRAL PART OF THE BID FORM.

1.05 THE FOLLOWING WORK WILL BE PERFORMED (OR PROVIDED) BY SUBCONTRACTORS AND COORDINATED BY US:

LIST OF SUBCONTRACTORS

WORK SUBJECT SUBCONTRACTOR NAME

- A. _____
- B. _____
- C. _____
- D. _____
- E. _____

END OF SECTION 00 43 36

**SECTION 00 43 39
MINORITY BUSINESS ENTERPRISE STATEMENT OF INTENT FORM**

STATEMENT OF INTENT

PROJECT IDENTIFICATION

Project Name: Building Renovation - Mendota.
 704 Illinois Ave.
 Mendota, Illinois, 61342.
 The Owner, referred to as Owner: City of Mendota.

PROJECT GOALS

Participation Goal: 27 percent, minimum.

BIDDER INFORMATION

SUBMITTED BY:

Bidder's Full Name: _____

Address 1: _____

Address 2: _____

City, State, Zip: _____

MINORITY BUSINESS ENTERPRISE AFFIDAVIT

REPRESENTATIONS

The undersigned _____ firm intends to perform work in connection with the above referenced project as a corporation.

The undersigned individual affirms role as duly authorized official representing the proposed firm and affirms applicable minority business enterprise certification is not expired or revoked.

A copy of current certification is attached.

If awarded the contract, the firm intends to enter into a subcontract to perform the work described below at the indicated prices.

DESCRIPTION OF WORK	ESTIMATED QUANTITY	UNIT PRICE	ESTIMATED COST	EXCLUSIONS

Total dollar amount credited to _____ firm: _____

Proposed total dollar contract price: _____

The total price to _____ contractor for work performed under this contract is _____ percent of the proposed total contract price.

CERTIFICATIONS

The undersigned certifies to enter into a formal agreement upon execution of the contract for the above referenced project pursuant to conditions noted in attached documents, swearing and affirming under the pains and penalties of perjury that the preceding information and appropriate attachments are true and accurate.

Name of _____ Firm: _____

Authorized Signature: _____

Name and Title: _____

Date: _____

Name of Bidder Firm: _____

Authorized Signature: _____

Name and Title: _____

Date: _____

END OF SECTION 00 43 39

**SECTION 00 43 73
PROPOSED SCHEDULE OF VALUES FORM**

PARTICULARS

1.01 THE FOLLOWING IS A COST BREAKDOWN REFERENCED IN THE BID SUBMITTED BY:

1.02 (BIDDER) _____

1.03 DATED _____ AND WHICH IS AN INTEGRAL PART OF THE BID FORM.

ITEM DESCRIPTIONS

2.01 ITEM #1:

- A. Description: General work
- B. Overhead & Profit Included.
- C. Value: \$ _____

2.02 ITEM #2:

- A. Description: Mechanical work
- B. Overhead & Profit Included.
- C. Value: \$ _____

2.03 ITEM #3:

- A. Description: Electrical work
- B. Overhead & Profit Included.
- C. Value: \$ _____

2.04 ITEM #4:

- A. Description: Plumbing work
- B. Overhead & Profit Included.
- C. Value: \$ _____

2.05 ITEM #5:

- A. Description: Site Work
- B. Overhead & Profit Included.
- C. Value: \$ _____

2.06 ITEM #6:

- A. Description: Demolition & Removal Work
- B. Overhead & Profit Included.
- C. Value: \$ _____

2.07 ITEM #7:

- A. Description: Concrete & Masonry Work
- B. Overhead & Profit Included.
- C. Value: \$ _____

2.08 ITEM #8:

- A. Description: Other Expenses
- B. Overhead & Profit Included.
- C. Value: \$ _____

END OF SECTION 00 43 73

**SECTION 00 72 00
GENERAL CONDITIONS**

FORM OF GENERAL CONDITIONS

1.01 THE GENERAL CONDITIONS APPLICABLE TO THIS CONTRACT IS ATTACHED FOLLOWING THIS PAGE.

RELATED REQUIREMENTS

2.01 SECTION 00 73 00 - SUPPLEMENTARY CONDITIONS.

END OF SECTION 00 72 00

ORDINANCE NO. 5-3-99

AN ORDINANCE AMENDING CHAPTER 1, SECTION .17 OF THE
MUNICIPAL CODE OF THE CITY OF MENDOTA, LASALLE COUNTY, ILLINOIS
(AN ORDINANCE DEFINING RESPONSIBLE BIDDER
WHEN LETTING CONSTRUCTION CONTRACTS)

WHEREAS, in many instances and circumstances the City of Mendota is required to let construction contracts to the lowest, responsive, responsible bidder; and

WHEREAS, the City of Mendota has not heretofore defined the term "responsive bidder",

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Mendota as follows:

SECTION ONE: That the term "responsive bidder" for construction contracts means a bidder who meets all of the following criteria, and submits evidence of such compliance:


1. All applicable laws pre-requisite to doing business in Illinois.
2. Evidence of compliance with:
 - a) federal employer tax identification number or social security number (for individuals);
 - b) provision of Section 2000(e) of Chapter 21, Title 42 of the United States Code and Federal Executive Order No. 11246 as amended by Executive Order No. 11375 (known as the Equal Opportunity Employer provisions).
3. Certificates of insurance indicating the following coverage: general liability, worker's compensation, completed operations, automobile, hazardous occupation, product liability and professional liability.
4. Compliance with all provisions of the Illinois Prevailing Wage Act, indicating wages, medical and hospitalization insurance and retirement for those trades as covered in the "Act".
5. Participation in apprenticeship and training programs approved and registered with the United States Department of Labor's Bureau of Apprenticeship and Training for all construction contracts in excess of \$25,000.00.

SECTION TWO: That nothing herein shall be construed to affect any suit or proceeding now pending in any court or any rights accrued or liability incurred or cause or causes of action accrued or existing under any prior Resolution or Ordinance. Nor shall any right or remedy of any character be lost, impaired or affected by this Ordinance.

SECTION THREE: This Ordinance shall be in full force and effect immediately upon its passage, approval and publication in pamphlet form.

SECTION FOUR: Any Ordinance or part thereof in conflict with this Ordinance is hereby repealed.

PASSED AND APPROVED this 3 day of May, A.D., 1999.


Steve Bowne, Mayor

ATTEST:


Wendy Morris, City Clerk

**SECTION 00 73 00
SUPPLEMENTARY CONDITIONS**

PART 1 GENERAL

1.01 SUMMARY

- A. These Supplementary Conditions amend and supplement the General Conditions and other provisions of Contract Documents as indicated below. Provisions that are not so amended or supplemented remain in full force and effect.
- B. The terms used in these Supplementary Conditions that are defined in the General Conditions have the meanings assigned to them in the General Conditions.

1.02 RELATED SECTIONS

1.03 MODIFICATIONS TO GENERAL CONDITIONS

- A. Sales tax exemption for building materials that contractors and subcontractors purchase for a construction project. Sales tax exemption applies to permanently installed materials. A copy of the DRS certificate will be provided when bidding contractor is awarded the contract.

END OF SECTION 00 73 00

**SECTION 01 10 00
SUMMARY**

PART 1 GENERAL

1.01 PROJECT

- A. Project Name: Building Renovation - Mendota
- B. Owner's Name: City of Mendota.
- C. Architect's Name: Ryan Keutzer, studioK Architecture.
- D. Additional Project contact information is specified in Section 00 01 03 - Project Directory.
- E. The project consists of all work included but is not limited to the following: Demolition of existing building components, concrete, masonry, carpentry, roofing, mechanical, electrical, plumbing, interior and exterior finish, and site work. All architectural, structural, mechanical, electrical and plumbing work is indicated on the drawings and specifications
- F. Site work includes the construction of a concrete pad, modular aluminum ramp, concrete retaining wall and site re-grading.
- G. The project requires asbestos abatement work as described below. Contractor shall ensure abatement work is completed and air sampling tests are performed prior to any general demolition and construction work begin.

1.02 CONTRACT DESCRIPTION

- A. Contract Type: A single prime contract based on a Stipulated Price.

1.03 DESCRIPTION OF ALTERATIONS WORK

- A. Scope of demolition and removal work is indicated on drawings.
- B. Scope of alterations work is indicated on drawings.
- C. Refinish all surface areas of the following, as specified:
- D. Plumbing: New construction.
- E. HVAC: New construction.
- F. Electrical Power and Lighting: Replace existing system with new construction.
- G. Fire Alarm: Install with new construction.
- H. Contractor is required to salvage and store the following prior to start of work, for later reinstallation by Contractor:
 - 1. Wood flooring.

1.04 DESCRIPTION OF ABATEMENT WORK

- A. The Contractor is required to hire an Illinois State Licensed Asbestos Contractor to provide abatement services for the removal and proper disposal of existing encapsulated asbestos containing wall plaster material in areas that will be disturbed and demolished.
- B. Abatement Contractor must be licensed as required by the State of Illinois, Department of Environmental Protection, for purpose of testing, removal, encapsulation, enclosure, demolition and maintenance of structures or components as stated in IEPA Regulations 225 ILCS 207.
- C. Contractor shall ensure the use of materials and equipment comply with the IDPH.
- D. Contractor shall be aware that all work performed under this contract must comply with all Federal, State and City regulations in effect during the term of the contract.
- E. The Contractor will be responsible for conducting any required personal monitoring of their employees during the duration of abatement activities.
- F. Contractor Responsibilities:

1. Disposal of hazardous material shall be in compliance with EPA regulations. An asbestos design plan should be prepared and work conducted by a state licensed project manager. All work shall be performed in full compliance with all applicable federal and state laws and regulations.
2. Contractor shall review the Asbestos Analytical Report included in Section 00 31 00.
3. Contractor shall employ an independent air monitoring and air sampling professional in accord with the IDPH Rules and Regulations and OSHA:
 - a. Provide air monitoring of own personnel.
 - b. Provide air monitoring of work areas.

1.05 OWNER OCCUPANCY

- A. Owner intends to occupy the Project by the date stated in the Agreement as the contract completion date.

1.06 CONTRACTOR USE OF SITE

- A. Construction Operations: Limited to areas noted on Drawings.
 1. Locate and conduct construction activities in ways that will limit disturbance to site.
- B. Provide access to and from site as required by law and by Owner:
 1. Emergency Building Exits During Construction: Keep all exits required by code open during construction period; provide temporary exit signs if exit routes are temporarily altered.
 2. Do not obstruct roadways, sidewalks, or other public ways without permit.
- C. Existing building spaces may not be used for storage.
- D. Time Restrictions:
 1. Limit conduct of to:
 2. Monday through Saturday between the hours of 8:00am to 6:00pm.
 3. Contractor and subcontractors shall not perform construction work and other activities during the City's annual Sweet Corn Festival August 6-9, 2026 and where Illinois Avenue will be closed..
- E. Utility Outages and Shutdown:
 1. Limit shutdown of utility services; arranged at least 24 hours in advance with Owner.
 2. Prevent accidental disruption of utility services to other facilities.

END OF SECTION 01 10 00

**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. Procedures for preparation and submittal of application for final payment.

1.02 RELATED REQUIREMENTS

- A. Section 00 50 00 - Contracting Forms and Supplements: Forms to be used.
- B. Section 00 72 00 - General Conditions: Additional requirements for progress payments, final payment, changes in the Work.
- C. Section 00 73 00 - Supplementary Conditions: Percentage allowances for Contractor's overhead and profit.
- D. Section 01 21 00 - Allowances: Payment procedures relating to allowances.
- E. Section 01 78 00 - Closeout Submittals: Project record documents.

1.03 SCHEDULE OF VALUES

- A. Electronic media printout including equivalent information will be considered in lieu of standard form specified; submit draft to Architect for approval.
- B. Forms filled out by hand will not be accepted.
- C. Include in each line item, the amount of Allowances specified in this section.
- D. Revise schedule 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. Electronic media printout including equivalent information will be considered in lieu of standard form specified; submit sample to Architect for approval.
- C. Forms filled out by hand will not be accepted.
- D. 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.
- E. Execute certification by signature of authorized officer.
- F. 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.
- G. List each authorized Change Order as a separate line item, listing Change Order number and dollar amount as for an original item of work.
- H. Submit one electronic and two hard-copies of each Application for Payment.

- I. 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. Partial release of lien waivers from major subcontractors and vendors.
 4. Final lien waivers.

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 Contract Documents.
- B. For minor changes not involving an adjustment to the Contract Sum or Contract Time, Architect will issue instructions directly to Contractor.
- C. For other required changes, Architect will issue a document signed by Owner instructing Contractor to proceed with the change, for subsequent inclusion in a Change Order.
 1. The document will describe the required changes and will designate method of determining any change in Contract Sum or Contract Time.
 2. Promptly execute the change.
- D. For changes for which advance pricing is desired, Architect will issue a document that includes a detailed description of a proposed change with supplementary or revised drawings and specifications, a change in Contract Time for executing the change . Contractor shall prepare and submit a fixed price quotation within 7 days.
- E. Contractor may propose a change by submitting a request for change to Architect, describing the proposed change and its full effect on the work, with a statement describing the reason for the change, and the effect on the Contract Sum and Contract Time with full documentation and a statement describing the effect on work by separate or other contractors.
- F. Computation of Change in Contract Amount: As specified in the Agreement and Conditions of the Contract.
- G. Execution of Change Orders: Architect will issue Change Orders for signatures of parties as provided in the Conditions of the Contract.
- H. 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.
- I. 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.
- J. 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.

END OF SECTION 01 20 00

**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. Funds will be drawn from the Contingency Allowance only by Change Order.
- B. 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 10% minimum of the stipulated sum/price for use upon Owner's instructions.

END OF SECTION 01 21 00

**SECTION 01 25 00
SUBSTITUTION PROCEDURES**

PART 1 GENERAL

1.01 SECTION INCLUDES

- A. Procedural requirements for proposed substitutions.

1.02 RELATED REQUIREMENTS

- A. Section 00 21 13 - Instructions to Bidders: Restrictions on timing of substitution requests.
- B. Section 00 43 25 - Substitution Request Form - During Procurement: Required form for substitution requests made prior to award of contract (During procurement).
- C. Section 01 30 00 - Administrative Requirements: Submittal procedures, coordination.
- D. Section 01 60 00 - Product Requirements: Fundamental product requirements, product options, delivery, storage, and handling.

PART 2 EXECUTION

2.01 GENERAL REQUIREMENTS

- A. A Substitution Request for products, assemblies, materials, and equipment 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, equipment, assembly, or system.
 - 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.
- B. Document each request with complete data substantiating compliance of proposed substitution with Contract Documents. Burden of proof is on proposer.
- C. Content: Include information necessary for tracking the status of each Substitution Request, and information necessary to provide an actionable response.
 - 1. No specific form is required. Contractor's Substitution Request documentation must include the following:
 - a. Project Information:
 - 1) Official project name, and any additional required identifiers established in Contract Documents.
 - 2) Owner's, Architect's, and Contractor's names.
 - b. Substitution Request Information:
 - 1) Description of Substitution.
 - 2) Reason why the specified item cannot be provided.
 - 3) Differences between proposed substitution and specified item.
 - 4) Description of how proposed substitution affects other parts of work.
 - c. Attached Comparative Data: Provide point-by-point, side-by-side comparison addressing essential attributes specified, as appropriate and relevant for the item:
 - 1) Physical characteristics.
 - 2) Expected durability.
 - 3) Warranties.
 - 4) Include, as appropriate or requested, the following types of documentation:
 - (a) Product Data:
 - (b) Samples.
 - (c) Certificates, test, reports or similar qualification data.
 - (d) Drawings, when required to show impact on adjacent construction elements.
 - d. Impact of Substitution:

- 1) Savings to Owner for accepting substitution.
 - 2) Change to Contract Time due to accepting substitution.
- D. Limit each request to a single proposed substitution item.
1. Submit an electronic document, combining the request form with supporting data into single document.

2.02 SUBSTITUTION PROCEDURES DURING PROCUREMENT

- A. Submittal Time Restrictions:
1. Section 00 21 13 - Instructions to Bidders specifies time restrictions and the documents required for submitting substitution requests during the bidding period.

2.03 RESOLUTION

- A. Architect will notify Contractor in writing of decision to accept or reject request.

2.04 CLOSEOUT ACTIVITIES

- A. See Section 01 78 00 - Closeout Submittals, for closeout submittals.

END OF SECTION 01 25 00

**SECTION 01 30 00
ADMINISTRATIVE REQUIREMENTS**

PART 1 GENERAL

1.01 SECTION INCLUDES

- A. General administrative requirements.
- B. Preconstruction meeting.
- C. Progress meetings.
- D. Construction progress schedule.
- E. Submittals for information and project closeout.
- F. Number of copies of submittals.
- G. Requests for Information (RFI) procedures.
- H. Submittal procedures.

1.02 RELATED REQUIREMENTS

- A. Section 01 78 00 - Closeout Submittals: Project record documents; operation and maintenance data; warranties and bonds.

1.03 GENERAL ADMINISTRATIVE REQUIREMENTS

- A. Comply with requirements of Section 01 70 00 - Execution and Closeout Requirements for coordination of execution of administrative tasks with timing of construction activities.
- B. Make the following types of submittals to Architect:
 - 1. Requests for Information (RFI).
 - 2. Requests for substitution.
 - 3. Shop drawings, product data, and samples.
 - 4. Test and inspection reports.
 - 5. Design data.
 - 6. Manufacturer's instructions and field reports.
 - 7. Applications for payment and change order requests.
 - 8. Progress schedules.
 - 9. Final Punch List for Substantial Completion.
 - 10. Closeout submittals.

PART 2 EXECUTION

2.01 PRECONSTRUCTION MEETING

- A. Schedule meeting after Notice of Award.
- B. Attendance Required:
 - 1. Owner.
 - 2. Architect.
 - 3. Contractor.
- C. Agenda:
 - 1. Execution of Owner-Contractor Agreement.
 - 2. Submission of insurance certificates.
 - 3. Submission of list of subcontractors, schedule of values, and progress schedule.
 - 4. Submission of initial Submittal schedule.
 - 5. Designation of personnel representing the parties to Contract and Architect.
 - 6. Procedures and processing of field decisions, submittals, substitutions, applications for payments, proposal request, Change Orders, and Contract closeout procedures.
 - 7. Scheduling.

- D. Record minutes and distribute electronic copies within 5 days after meeting to participants, to Architect, Owner, participants, and those affected by decisions made.

2.02 PROGRESS MEETINGS

- A. Schedule and administer meetings throughout progress of the work at maximum twice a month intervals.
- B. Make arrangements for meetings, prepare agenda with copies for participants, preside at meetings.
- C. Attendance Required:
 - 1. Contractor.
 - 2. Owner.
 - 3. Architect.
 - 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. Review of RFIs log and status of responses.
 - 7. Review of off-site fabrication and delivery schedules.
 - 8. Maintenance of progress schedule.
 - 9. Corrective measures to regain projected schedules.
 - 10. Planned progress during succeeding work period.
 - 11. Coordination of projected progress.
 - 12. Maintenance of quality and work standards.
 - 13. Effect of proposed changes on progress schedule and coordination.
 - 14. Other business relating to work.
- E. Record minutes and distribute copies within 5 days after meeting to participants, with two copies to Architect, Owner, participants, and those affected by decisions made.

2.03 CONSTRUCTION PROGRESS SCHEDULE

- A. Submit projected construction schedule with bid package.
- B. If projected schedule requires revision after review, submit revised schedule within 10 days.
- C. Submit updated schedule with each Application for Payment.

2.04 REQUESTS FOR INFORMATION (RFI)

- A. Whenever possible, request clarifications at the next appropriate project progress meeting, with response entered into meeting minutes, rendering unnecessary the issuance of a formal RFI.
- B. Preparation: Prepare an RFI immediately upon discovery of a need for interpretation of Contract Documents. Failure to submit a RFI in a timely manner is not a legitimate cause for claiming additional costs or delays in execution of the work.
 - 1. Prepare a separate RFI for each specific item.
- C. Attachments: Include sketches, coordination drawings, descriptions, photos, submittals, and other information necessary to substantiate the reason for the request.
- D. RFI Log: Prepare and maintain a tabular log of RFIs for the duration of the project.
- E. Review Time: Architect will respond and return RFIs to Contractor within seven calendar days of receipt. For the purpose of establishing the start of the mandated response period, RFIs received after 12:00 noon will be considered as having been received on the following regular working day.
- F. Responses: Content of answered RFIs will not constitute in any manner a directive or authorization to perform extra work or delay the project. If in Contractor's belief it is likely to lead to a change to

Contract Sum or Contract Time, promptly issue a notice to this effect, and follow up with an appropriate Change Order request to Owner.

2.05 SUBMITTAL SCHEDULE

- A. Submit to Architect for review a schedule for submittals in tabular format.
 - 1. Format schedule to allow tracking of status of submittals throughout duration of construction.
 - 2. Account for time required for preparation, review, manufacturing, fabrication and delivery when establishing submittal delivery and review deadline dates.

2.06 SUBMITTALS FOR REVIEW

- A. When the following are specified in individual sections, submit them for review:
 - 1. Product data.
 - 2. Design data.
 - 3. Shop drawings.
 - 4. Samples for selection.
 - 5. Samples for verification.
- B. Submit to Architect for review for the limited purpose of checking for compliance with information given and the design concept expressed in Contract Documents.
- C. Samples will be reviewed 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.

2.07 SUBMITTALS FOR INFORMATION

- A. When the following are specified in individual sections, submit them for information:
 - 1. Certificates.
 - 2. Test reports.
 - 3. Inspection reports.
 - 4. Manufacturer's instructions.
 - 5. Manufacturer's field reports.
 - 6. Other types indicated.
- B. Submit for Architect's knowledge as contract administrator or for Owner.

2.08 SUBMITTALS FOR PROJECT CLOSEOUT

- A. Submit Final Correction Punch List for Substantial Completion.
- B. When the following are specified in individual sections, submit them at project closeout in compliance with requirements of Section 01 78 00 - Closeout Submittals:
 - 1. Project record documents.
 - 2. Operation and maintenance data.
 - 3. Warranties.
 - 4. Bonds.
 - 5. Other types as indicated.
- C. Submit for Owner's benefit during and after project completion.

2.09 NUMBER OF COPIES OF SUBMITTALS

- A. Electronic Documents: Submit one electronic copy in PDF format; an electronically-marked up file will be returned. Create PDFs at native size and right-side up; illegible files will be rejected.
- B. Samples: Submit the number specified in individual specification sections; one of which will be retained by Architect.
 - 1. After review, produce duplicates.
 - 2. Retained samples will not be returned to Contractor unless specifically so stated.

2.10 SUBMITTAL PROCEDURES

- A. General Requirements:

1. Use a separate transmittal for each item.
 2. Identify: Project; Contractor; subcontractor or supplier; pertinent drawing and detail number; and specification section number and article/paragraph, as appropriate on each copy.
 3. 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.
 4. Schedule submittals to expedite the Project, and coordinate submission of related items.
 - a. For sequential reviews involving Architect's consultants, Owner, or another affected party, allow an additional 7 days.
 5. When revised for resubmission, identify all changes made since previous submission.
 6. Submittals not requested will be recognized, and will be returned "Not Reviewed",
- B. Product Data Procedures:
1. Submit only information required by individual specification sections.
 2. Collect required information into a single submittal.
 3. Do not submit (Material) Safety Data Sheets for materials or products.
- C. Shop Drawing Procedures:
1. Prepare accurate, drawn-to-scale, original shop drawing documentation by interpreting Contract Documents and coordinating related work.
 2. Do not reproduce Contract Documents to create shop drawings.
 3. Generic, non-project-specific information submitted as shop drawings do not meet the requirements for shop drawings.
- D. Samples Procedures:
1. Transmit related items together as single package.
 2. Identify each item to allow review for applicability in relation to shop drawings showing installation locations.

2.11 SUBMITTAL REVIEW

- A. Submittals for Review: Architect will review each submittal and take other appropriate action.
- B. Submittals for Information: Architect will acknowledge receipt, but will take no other action.
- C. Architect's actions will be reflected by marking each returned submittal using virtual stamp on electronic submittals.
- D. Architect's actions on items submitted for review:
1. Authorizing purchasing, fabrication, delivery, and installation:
 - a. "Reviewed", or language with same legal meaning.
 - b. "Reviewed as Noted", or language with same legal meaning.
 - 1) At Contractor's option, submit corrected item, with review notations acknowledged and incorporated.
 - c. "Reviewed as Noted, Resubmit for Record", or language with same legal meaning.
 2. Not Authorizing fabrication, delivery, and installation:
 - a. "Revise and Resubmit".
 - 1) Resubmit revised item, with review notations acknowledged and incorporated.
 - b. "Rejected".
 - 1) Submit item complying with requirements of Contract Documents.
- E. Architect's and consultants' actions on items submitted for information:
1. Items for which no action was taken:
 - a. "Received" - to notify the Contractor that the submittal has been received for record only.
 2. Items for which action was taken:
 - a. "Reviewed" - no further action is required from Contractor.

END OF SECTION 01 30 00

**SECTION 01 32 16
CONSTRUCTION PROGRESS SCHEDULE**

PART 1 GENERAL

1.01 SECTION INCLUDES

- A. Preliminary schedule.
- B. Construction progress schedule, bar chart type.

1.02 SUBMITTALS

- A. Within 10 days after date of Agreement, submit preliminary schedule.
- B. Within 10 days after joint review, submit complete schedule.
- C. Submit updated schedule with each Application for Payment.
- D. Submit in PDF format.

1.03 SCHEDULE FORMAT

- A. Listings: In chronological order according to the start date for each activity. Identify each activity by trade.

PART 2 EXECUTION

2.01 PRELIMINARY SCHEDULE

- A. Prepare preliminary schedule in the form of a horizontal bar chart.

2.02 CONTENT

- A. Show complete sequence of construction by activity, with dates for beginning and completion of each element of construction.
- B. Identify each item by specification section number.
- C. Show accumulated percentage of completion of each item, and total percentage of Work completed, as of the first day of each month.
- D. Provide legend for symbols and abbreviations used.

2.03 BAR CHARTS

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

2.04 UPDATING SCHEDULE

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

2.05 DISTRIBUTION OF SCHEDULE

- A. Distribute copies of updated schedules to Contractor's project site file, to subcontractors, suppliers, Architect, Owner.
- B. Instruct recipients to promptly report, in writing, problems anticipated by projections indicated in schedules.

END OF SECTION 01 32 16

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

PART 1 GENERAL

1.01 SECTION INCLUDES

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

1.02 TEMPORARY UTILITIES - SEE SECTION 01 51 00

- A. Owner will provide the following:
 - 1. Electrical power and metering, consisting of connection to building..
 - 2. Water supply and metering, consisting of connection to existing facilities.
 - 3. Gas supply and metering, consisting of connection to building.
 - 4. Sewer service, consisting of connection to building.
- B. New permanent facilities may be used.

1.03 TEMPORARY SANITARY FACILITIES

- A. Provide and maintain required facilities and enclosures. Provide at time of project mobilization.
- B. Maintain daily in clean and sanitary condition.

1.04 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 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. Provide protection for plants designated to remain. Replace damaged plants.
- D. Protect stored materials, site, and structures from damage.

1.05 FENCING

- A. Construction: Contractor's option.
- B. Provide 6 foot high fence around construction site; equip with vehicular and pedestrian gates with locks.

1.06 TEMPORARY STORAGE SHED

- A. For Contractor's use, if required, provide temporary weather tight enclosure to store and protect materials, products and equipment.

1.07 SECURITY

- A. Provide security and facilities to protect Work, 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. Designated existing on-site roads may be used for construction traffic.
- F. 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.

1.10 FIELD OFFICES

- A. Existing facilities shall be used for field offices.
- B. Locate temporary offices in the basement level.

END OF SECTION 01 50 00

**SECTION 01 51 00
TEMPORARY UTILITIES**

PART 1 GENERAL

1.01 SECTION INCLUDES

- A. Temporary Utilities: Provision of electricity, lighting, heat, ventilation, and water.

1.02 RELATED REQUIREMENTS

1.03 REFERENCE STANDARDS

- A. 29 CFR 1926 - Safety and Health Regulations for Construction; Current Edition.

1.04 TEMPORARY ELECTRICITY

- A. Cost: By Owner.
- B. Connect to Owner's existing power service.
 - 1. Do not disrupt Owner's need for continuous service.
 - 2. Exercise measures to conserve energy.
- C. Provide temporary electric feeder from existing building electrical service at location as directed.
- D. Complement existing power service capacity and characteristics as required.
- E. Provide power outlets for construction operations, with branch wiring and distribution boxes located at each floor. Provide flexible power cords as required.
- F. Provide main service disconnect and over-current protection at convenient location and meter.
- G. Permanent convenience receptacles may be utilized during construction.

1.05 TEMPORARY LIGHTING FOR CONSTRUCTION PURPOSES

- A. Provide and maintain LED, compact fluorescent, or high-intensity discharge lighting as suitable for the application for construction operations in accordance with requirements of 29 CFR 1926 and authorities having jurisdiction.
- B. Provide branch wiring from power source to distribution boxes with lighting conductors, pigtails, and lamps as required.
- C. Maintain lighting and provide routine repairs.

1.06 TEMPORARY HEATING

- A. Cost of Energy: By Owner.
- B. Provide heating devices and heat as needed to maintain specified conditions for construction operations.
- C. Maintain minimum ambient temperature of 50 degrees F in areas where construction is in progress, unless indicated otherwise in specifications.
- D. Owner's existing heat plant may be used.
 - 1. Exercise measures to conserve energy.
 - 2. Enclose building prior to activating temporary heat.
- E. Prior to operation of permanent equipment for temporary heating purposes, verify that installation is approved for operation, equipment is lubricated and filters are in place. Provide and pay for operation, maintenance, and regular replacement of filters and worn or consumed parts.

1.07 TEMPORARY COOLING

- A. Cost of Energy: By Owner.
- B. Provide cooling devices and cooling as needed to maintain specified conditions for construction operations.
- C. Maintain maximum ambient temperature of 80 degrees F in areas where construction is in progress, unless indicated otherwise in specifications.

1.08 TEMPORARY VENTILATION

- A. Provide ventilation devices as needed to maintain specified conditions for construction operations.

1.09 TEMPORARY WATER SERVICE

- A. Cost of Water Used: By Owner.
- B. Provide and maintain suitable quality water service for construction operations at time of project mobilization.
- C. Connect to existing water source.
 - 1. Exercise measures to conserve water.
- D. Extend branch piping with outlets located so water is available by hoses with threaded connections.

END OF SECTION 01 51 00

**SECTION 01 60 00
PRODUCT REQUIREMENTS**

PART 1 GENERAL

1.01 SECTION INCLUDES

- A. General product requirements.
- B. Re-use of existing products.
- C. Transportation, handling, storage and protection.
- D. Product option requirements.
- E. Substitution limitations.
- 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 EXISTING PRODUCTS

- A. Do not use materials and equipment removed from existing premises unless specifically required or permitted by Contract Documents.
- B. Existing materials and equipment indicated to be removed, but not to be re-used, relocated, reinstalled, delivered to the Owner, or otherwise indicated as to remain the property of the Owner, become the property of the Contractor; remove from site.
- C. Specific Products to be Reused: The reuse of certain materials and equipment already existing on the project site is required.
 - 1. See drawings for list of items required to be salvaged for reuse and relocation.

2.02 NEW PRODUCTS

- A. Provide new products unless specifically required or permitted by Contract Documents.
- B. Use of products having any of the following characteristics is not permitted:
 - 1. Containing lead, cadmium, or asbestos.

2.03 PRODUCT OPTIONS

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

2.04 MAINTENANCE MATERIALS

- A. Furnish extra materials in quantities specified below.
 - 1.

- B. Deliver to Project site.

PART 3 EXECUTION

3.01 SUBSTITUTION LIMITATIONS

- A. See Section 01 25 00 - Substitution Procedures.

3.02 STORAGE AND PROTECTION

- A. Provide protection of stored materials and products against theft, casualty, or deterioration.
- B. Store and protect products in accordance with manufacturers' instructions.
- C. Store with seals and labels intact and legible.
- D. Protect products from damage or deterioration due to construction operations, weather, precipitation, humidity, temperature, sunlight and ultraviolet light, dirt, dust, and other contaminants.
- E. Comply with manufacturer's warranty conditions, if any.
- F. Prevent contact with material that may cause corrosion, discoloration, or staining.

END OF SECTION 01 60 00

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

PART 1 GENERAL

1.01 SECTION INCLUDES

- A. Examination, preparation, and general installation procedures.
- B. Requirements for alterations work, including selective demolition.
- C. Cleaning and protection.
- D. Starting of systems and equipment.
- E. Demonstration and instruction of Owner personnel.
- F. Closeout procedures, including Contractor's Correction Punch List, except payment procedures.

1.02 REFERENCE STANDARDS

1.03 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.
- E. Erosion and Sediment Control: Plan and execute work by methods to control surface drainage. Prevent erosion and sedimentation.
 - 1. Provide temporary measures to prevent construction debris and water runoff into the Mendota Creek.

1.04 COORDINATION

- A. Coordinate scheduling, submittals, and work of the various sections of the Project Manual and drawings to ensure efficient and orderly sequence of installation of interdependent construction elements.
- 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 indicated 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, 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.

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 GENERAL INSTALLATION REQUIREMENTS

- A. In addition to compliance with regulatory requirements, conduct construction operations in compliance with NFPA 241, including applicable recommendations in Appendix A.
- B. Install products in accordance with manufacturer's instructions and recommendations, and so as to avoid waste due to necessity for replacement.
- C. Make vertical elements plumb and horizontal elements level, unless otherwise indicated.
- D. Install equipment and fittings plumb and level, neatly aligned with adjacent vertical and horizontal lines, unless otherwise indicated.
- E. Make consistent texture on surfaces, with seamless transitions, unless otherwise indicated.
- F. Make neat transitions between different surfaces, maintaining texture and appearance.

3.04 ALTERATIONS

- A. Drawings showing existing construction and utilities are based on casual field observation only.
 - 1. Verify that construction and utility arrangements are as indicated.
 - 2. Report discrepancies to Architect before disturbing existing installation.
 - 3. Beginning of alterations work constitutes acceptance of existing conditions.
- B. Maintain weatherproof exterior building enclosure except for interruptions required for replacement or modifications; take care to prevent water and humidity damage.
 - 1. Where openings in exterior enclosure exist, provide construction to make exterior enclosure weatherproof.
- C. Remove existing work as indicated and as required to accomplish new work.

1. Remove rotted wood, corroded metals, and deteriorated masonry and concrete; replace with new construction specified.
 2. Remove items indicated on drawings.
 3. Relocate items indicated on drawings.
 4. Where new surface finishes are to be applied to existing work, perform removals, patch, and prepare existing surfaces as required to receive new finish; remove existing finish if necessary for successful application of new finish.
 5. Where new surface finishes are not specified or indicated, patch holes and damaged surfaces to match adjacent finished surfaces as closely as possible.
- D. Services (Including but not limited to HVAC, Plumbing, Electrical, and Telecommunications):
Remove, relocate, and extend existing systems to accommodate new construction.
1. Maintain existing active systems that are to remain in operation; maintain access to equipment and operational components; if necessary, modify installation to allow access or provide access panel.
 2. Where existing systems or equipment are not active and Contract Documents require reactivation, put back into operational condition; repair supply, distribution, and equipment as required.
 3. Where existing active systems serve occupied facilities but are to be replaced with new services, maintain existing systems in service until new systems are complete and ready for service.
 - a. Disable existing systems only to make switchovers and connections; minimize duration of outages.
 - b. Provide temporary connections as required to maintain existing systems in service.
 4. Verify that abandoned services serve only abandoned facilities.
 5. Remove abandoned pipe, ducts, conduits, and equipment ; remove back to source of supply where possible, otherwise cap stub and tag with identification; patch holes left by removal using materials specified for new construction.
- E. Protect existing work to remain.
1. Prevent movement of structure; provide shoring and bracing if necessary.
 2. Perform cutting to accomplish removals neatly and as specified for cutting new work.
 3. Repair adjacent construction and finishes damaged during removal work.
- F. Adapt existing work to fit new work: Make as neat and smooth transition as possible.
1. When existing finished surfaces are cut so that a smooth transition with new work is not possible, terminate existing surface along a straight line at a natural line of division and make recommendation to Architect.
 2. Where removal of partitions or walls results in adjacent spaces becoming one, rework floors, walls, and ceilings to a smooth plane without breaks, steps, or bulkheads.
 3. Where a change of plane of 1/4 inch or more occurs in existing work, submit recommendation for providing a smooth transition for Architect review and request instructions.
- G. Patching: Where the existing surface is not indicated to be refinished, patch to match the surface finish that existed prior to cutting. Where the surface is indicated to be refinished, patch so that the substrate is ready for the new finish.
- H. Refinish existing surfaces as indicated:
1. Where rooms or spaces are indicated to be refinished, refinish all visible existing surfaces to remain to the specified condition for each material, with a neat transition to adjacent finishes.
- I. Remove demolition debris and abandoned items from alterations areas and dispose of off-site; do not burn or bury.
- J. Do not begin new construction in alterations areas before demolition is complete.
- K. Comply with all other applicable requirements of this section.

3.05 CUTTING AND PATCHING

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

- B. See Alterations article above for additional requirements.
- C. Perform whatever cutting and patching is necessary to:
 1. Complete the work.
 2. Fit products together to integrate with other work.
 3. Provide openings for penetration of mechanical, electrical, and other services.
 4. Match work that has been cut to adjacent work.
 5. Repair areas adjacent to cuts to required condition.
 6. Repair new work damaged by subsequent work.
 7. Remove samples of installed work for testing when requested.
 8. Remove and replace defective and non-complying work.
- D. Execute work by methods that avoid damage to other work and that will provide appropriate surfaces to receive patching and finishing. In existing work, minimize damage and restore to specified condition.
- E. Employ skilled and experienced installer to perform cutting for weather exposed and moisture resistant elements, and sight exposed surfaces.
- F. Cut rigid materials using masonry saw or core drill. Pneumatic tools not allowed without prior approval.
- G. Restore work with new products in accordance with requirements of Contract Documents.
- H. Fit work air tight to pipes, sleeves, ducts, conduit, and other penetrations through surfaces.
- I. At penetrations of fire rated walls, partitions or ceiling construction, completely seal voids with fire resistant material, to full thickness of the penetrated element.
- J. Patching:
 1. Finish patched surfaces to match finish that existed prior to patching. On continuous surfaces, refinish to nearest intersection or natural break. For an assembly, refinish entire unit.
 2. Match color, texture, and appearance.
 3. Repair patched surfaces that are damaged, lifted, discolored, or showing other imperfections due to patching work. If defects are due to condition of substrate, repair substrate prior to repairing finish.

3.06 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 on the drawings.
- 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 surfaces from traffic, dirt, wear, damage, or movement of heavy objects, by protecting with durable sheet materials.
- F. Prohibit traffic or storage upon waterproofed or roofed surfaces. If traffic or activity is necessary, obtain recommendations for protection from waterproofing or roofing material manufacturer.

- G. Prohibit traffic from landscaped areas.
- H. Remove protective coverings when no longer needed; reuse or recycle 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 in accordance with manufacturers' instructions.
- F. When specified in individual specification Sections, require manufacturer to provide authorized representative to be present at site to inspect, check, and approve equipment or system installation prior to start-up, and to supervise placing equipment or system in operation.
- G. Submit a written report that equipment or system has been properly installed and is functioning correctly.

3.09 DEMONSTRATION AND INSTRUCTION

- A. Demonstrate start-up, operation, control, adjustment, trouble-shooting, servicing, maintenance, and shutdown of each item of equipment at agreed time, at equipment location.
- B. For equipment or systems requiring seasonal operation, perform demonstration for other season within six months.
- C. Provide a qualified person who is knowledgeable about the Project to perform demonstration and instruction of Owner's personnel.
- D. Utilize operation and maintenance manuals as basis for instruction. Review contents of manual with Owner's personnel in detail to explain all aspects of operation and maintenance.

3.10 ADJUSTING

- A. Adjust operating products and equipment to ensure smooth and unhindered operation.
- B. Testing, adjusting, and balancing HVAC systems: See Mechanical Specifications.

3.11 FINAL CLEANING

- A. Execute final cleaning after Substantial Completion but before making final application for payment.
- 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. Replace filters of operating equipment.
- G. Clean debris from roofs, gutters, downspouts, area drains, and drainage systems.
- H. Clean shop slab; sweep clean of debris and trash.
- I. Clean site; sweep concrete sidewalks, stoops, pavement areas, rake clean landscaped / grass surfaces.
- J. 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.
 - 1. Provide copies to Owner.
- B. Notify Architect when work is considered ready for Architect's Substantial Completion inspection.
- C. 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's Substantial Completion inspection.
- D. Conduct Substantial Completion inspection and create Final Correction Punch List containing Architect's and Contractor's comprehensive list of items identified to be completed or corrected and submit to Architect.
- E. Correct items of work listed in Final Correction Punch List and comply with requirements for access to Owner-occupied areas.
- F. Notify Architect when work is considered finally complete and ready for Architect's Substantial Completion final inspection.
- G. Complete items of work determined by Architect listed in executed Certificate of Substantial Completion.

END OF SECTION 01 70 00

**SECTION 01 76 10
TEMPORARY PROTECTIVE COVERINGS**

PART 1 GENERAL

1.01 SECTION INCLUDES

- A. Temporary protective coverings for existing and installed floors, walls, and ceilings.

1.02 RELATED REQUIREMENTS

- A. Section 01 70 00 - Execution and Closeout Requirements: Coordination of requirements for materials specified in this section.

PART 2 PRODUCTS

2.01 GENERAL

- A. Provide materials that are easily removed without damage to the surfaces covered and with the following characteristics:
 - 1. Water resistant.
 - 2. Slip resistant.

2.02 MATERIALS

- A. Sheet Materials:
 - 1. Recycled paperboard/plastic composite sheet.
- B. Rolled Materials:
 - 1. Self-adhering polyethylene film.
- C. Corner and Door Jamb Protection Materials:
 - 1. Cardboard, shaped specifically for application.
- D. Tape: Type recommended by protective covering material manufacturer.

PART 3 EXECUTION

3.01 PREPARATION

- A. Remove dirt and debris from surfaces to be protected.

3.02 INSTALLATION

- A. Install in accordance with manufacturer's instructions.
- B. Trim or overlap sheet materials to fit area to be covered.
- C. Roll out and cut rolled materials to fit area to be covered.
- D. Stretch self-adhering film materials to completely cover surface.
- E. Install door jamb protection to full height of opening.
- F. Position corner and door jamb protection 6 inches above finished floor to 48 inches high.

3.03 REMOVAL

- A. Remove protective coverings prior to Date of Substantial Completion. Reuse or recycle materials if possible.

END OF SECTION 01 76 10

**SECTION 01 78 00
CLOSEOUT SUBMITTALS**

PART 1 GENERAL

1.01 SECTION INCLUDES

- A. Project record documents.
- B. Operation and maintenance data.
- C. Warranties.

1.02 RELATED REQUIREMENTS

- A. Section 01 30 00 - Administrative Requirements: Submittals procedures, shop drawings, product data, and samples.
- B. Section 01 70 00 - Execution and Closeout Requirements: Contract closeout procedures.
- C. Individual Product Sections: Specific requirements for operation and maintenance data.
- D. Individual Product Sections: Warranties required for specific products or Work.

1.03 SUBMITTALS

- A. Project Record Documents: Submit documents to Architect with claim for final Application for Payment.
- B. Operation and Maintenance Data:
 - 1. For equipment, or component parts of equipment put into service during construction and operated by Owner, submit completed documents within ten days after acceptance.
- C. Warranties:
 - 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 EXECUTION

2.01 PROJECT RECORD DOCUMENTS

- A. Maintain on site one set of the following record documents; record actual revisions to the Work:
 - 1. Drawings.
 - 2. Specifications.
 - 3. Addenda.
 - 4. Change Orders and other modifications to the Contract.
 - 5. Reviewed shop drawings, product data, and samples.
 - 6. Manufacturer's instruction for assembly, installation, and adjusting.
- 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. Specifications: Legibly mark and record at each product section description of actual products installed, including the following:
 - 1. Manufacturer's name and product model and number.
 - 2. Product substitutions or alternates utilized.
 - 3. Changes made by Addenda and modifications.
- F. Record Drawings and Shop Drawings: Legibly mark each item to record actual construction including:
 - 1. Measured depths of foundations in relation to finish first floor datum.

2. Measured horizontal and vertical locations of underground utilities and appurtenances, referenced to permanent surface improvements.
3. Measured locations of internal utilities and appurtenances concealed in construction, referenced to visible and accessible features of the Work.
4. Field changes of dimension and detail.
5. Details not on original Contract drawings.

2.02 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.
- D. Typed Text: As required to supplement product data. Provide logical sequence of instructions for each procedure, incorporating manufacturer's instructions.

2.03 OPERATION AND MAINTENANCE DATA FOR MATERIALS AND FINISHES

- A. For Each Product, Applied Material, and Finish:
 1. Product data, with catalog number, size, composition, and color and texture designations.
 2. Information for re-ordering custom manufactured products.
- 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. Additional information as specified in individual product specification sections.
- D. 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.

2.04 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. Panelboard Circuit Directories: Provide electrical service characteristics, controls, and communications; typed.
- D. Include color coded wiring diagrams as installed.
- E. Maintenance Requirements: Include routine procedures and guide for preventative maintenance and troubleshooting; disassembly, repair, and reassembly instructions; and alignment, adjusting, balancing, and checking instructions.
 1. Include HVAC outdoor and exhaust air damper calibration strategy.
 - a. Include provisions which ensure that full closure of dampers can be achieved.
- 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. Provide control diagrams by controls manufacturer as installed.
- J. Provide list of original manufacturer's spare parts, current prices, and recommended quantities to be maintained in storage.
- K. Include test and balancing reports.
- L. Additional Requirements: As specified in individual product specification sections.

2.05 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. 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.
- D. Cover: Identify each binder with typed or printed title OPERATION AND MAINTENANCE INSTRUCTIONS; identify title of Project; identify subject matter of contents.
- E. Project Directory: Title and address of Project; names, addresses, and telephone numbers of Architect, Consultants, Contractor and subcontractors, with names of responsible parties.
- F. 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.
- G. 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.
- H. Text: Manufacturer's printed data, or typewritten data on 20 pound paper.
- I. Drawings: Provide with reinforced punched binder tab. Bind in with text; fold larger drawings to size of text pages.

2.06 WARRANTIES

- A. Obtain warranties, 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 until time specified for submittal.

END OF SECTION 01 78 00