

**CONTRACT DOCUMENTS AND SPECIFICATIONS**

**for**

**High/Hanover Parking Facility Elevator Improvement  
Bid Proposal**

John P. Bohenko, City Manager

City of Portsmouth, New Hampshire

Prepared by:

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Portsmouth, NH

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<p style="text-align: center;"><b>High/Hanover Parking Facility Elevator Improvement Bid Proposal</b></p>
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**INVITATION TO BID**

**Sealed** bid proposals, **plainly marked, BID # 37-13, High/Hanover Parking Facility Elevator Improvement Project**, Bid Proposal **on the outside of the mailing envelope as well as the sealed bid envelope**, addressed to the Finance/Purchasing Department, City Hall, 1 Junkins Avenue, Portsmouth, New Hampshire, 03801, will be accepted until **2:00 p.m. April 4<sup>th</sup>, 2013** at which time all bids will be publicly opened and read aloud. A mandatory pre-bid meeting will be held at 11:00 a.m. on March 21<sup>st</sup>, 2013 at the High Hanover Parking Facility, 34 Hanover Street Portsmouth, N.H.

This project consists of improvements to High/Hanover Parking Facility Elevator in Portsmouth, NH. Specifically, the work includes selective replacement of existing elevator components of the Elevator, including hoist machine, hoist motor, motor controls, door equipment, electrical wiring, and replacing said items with properly matched new equipment.

Specifications may be obtained from the City's web site: [www.cityofportsmouth.com](http://www.cityofportsmouth.com). Questions regarding this project can be directed to Mark Nelson at 766-1415 or [mcnelson@cityofportsmouth.com](mailto:mcnelson@cityofportsmouth.com). Addenda to this bid document, if any, including written answers to questions, will be posted on the City of Portsmouth website under the project heading.

Work may begin in accordance with the Notice to Proceed with work completed within 45 days once commenced. Liquidated damages shall be assessed at \$100.00 per day.

Bidders must determine the quantities of work required and the conditions under which the work will be performed.

The City of Portsmouth reserves the right to reject any or all bids, to waive technical or legal deficiencies, to re-bid, and to accept any bid that it may deem to be in the best interest of the City.

Each Bidder shall furnish a bid security in the amount of ten percent (10%) of the bid. The Bid Security may be in the form of a certified check drawn upon a bank within the State of New Hampshire or a bid bond executed by a surety company authorized to do business in the State of New Hampshire, made payable to the City of Portsmouth, N.H.

## INSTRUCTIONS TO BIDDERS

### **BIDDING REQUIREMENTS AND CONDITIONS**

#### 1. Special Notice to Bidders and Addenda

Appended to these instructions is a complete set of bidding and general contract forms. These forms may be detached and executed for the submittal of bids. The plans, specifications, and other documents designated in the proposal form will be considered as part of the proposal, whether attached or not.

The bidders must submit a statement of bidder's qualifications, if requested, subsequent to bid opening but prior to award.

**Addenda to this bid document, if any, including written answers to questions, will be posted on the City of Portsmouth website at <http://www.cityofportsmouth.com/finance/purchasing.htm> under the project heading. Addenda and updates will NOT be sent directly to firms. Contractors submitting a bid should check the web site daily for addenda and updates after the release date. Firms should print out, sign and return addenda with the proposal. Failure to do so may result in disqualification.**

#### 2. Interpretation of Quantities in Bid Schedules

The quantities appearing in the bid schedule are approximate only and are prepared for the comparison of bids. Payment to the contractor will be made only for actual work performed and accepted in accordance with the contract. Any scheduled item of work to be done and materials to be furnished may be increased, decreased or omitted as hereinafter provided, and no claim for loss, anticipated profits or costs incurred in anticipation of work not ultimately performed will be allowed due to such increase or decrease.

#### 3. Examination of Plans, Specifications and Site Work

The bidder is expected to examine carefully the site of the proposed work, the plans, standard specifications, supplemental specifications, special provisions and contract forms before submitting a proposal. The submission of a bid shall be considered conclusive evidence that the bidder has made such examination and is satisfied as to the conditions to be encountered in performing the work and as to the requirements of the contract. It will be conclusive evidence that the bidder has also investigated and is satisfied with the sources of supply for all materials.

Plans, surveys, measurements, dimensions, calculations, estimates and statements as to the condition under which the work is to be performed are believed to be correct, but the contractors must examine for themselves, as no allowance will be made for any errors or inaccuracies that maybe found therein.

#### 4. Familiarity with Laws

The bidder is assumed to have made himself or herself familiar with all federal and state laws and all local by-laws, ordinances and regulations which in any manner affect those engaged or employed on the work or affect the materials or equipment used in the work or affect the conduct of the work, and the bidder, if awarded the contract, shall be obligated to perform the work in conformity with said laws, by-laws, ordinances and regulations notwithstanding its ignorance thereof. If the bidder shall discover any provision in the plans or specifications which is in conflict with any such law, by-law, ordinance or regulation the bidder shall forthwith report it to the engineer in writing.

## 5. Preparation of Proposal

a) The bidder shall submit its proposal upon the forms furnished by the Owner. The bidder shall specify a lump sum price in figures, for each pay item for which a quantity is given and shall also show the products of the respective prices and quantities written in figures in the column provided for that purpose and the total amount of the proposal obtained by adding the amount of the several items. All words and figures shall be in ink or typed.

If a unit price or a lump sum bid already entered by the bidder on the proposal form is to be altered it should be crossed out with ink, the new unit price or lump sum bid entered above or below it and initialed by the bidder, also with ink.

b) The bidder's proposal must be signed with ink by the individual, by one or more general partners of a partnership, by one or more members or officers of each firm representing a joint venture; by one or more officers of a corporation, by one or more members (if member-managed) or managers (if manager-managed) of a limited liability company, or by an agent of the contractor legally qualified and acceptable to the owner. If the proposal is made by an individual, his or her name and post office address must be shown, by a partnership the name and post office address of each general and limited partner must be shown; as a joint venture, the name and post office address of each venturer must be shown; by a corporation, the name of the corporation and its business address must be shown, together with the name of the state in which it is incorporated, and the names, titles and business addresses of the president, secretary and treasurer.

## 6. Nonconforming Proposals

Proposals will be considered nonconforming and may be rejected in the Owner's sole discretion for any of the following reasons:

- If the proposal is on a form other than that furnished by the Owner, or if the form is altered or any portion thereof is detached;
- If there are unauthorized additions, conditional or altered bids, or irregularities of any kind which may tend to make the proposal or any portion thereof incomplete, indefinite or ambiguous as to its meaning; or
- If the bidder adds any provisions reserving the right to accept or reject an award, or to enter into a contract pursuant to an award.

## 7. Proposal Guaranty

No proposal will be considered unless accompanied by a bid bond, surety, or similar guaranty of the types and in an amount not less than the amount indicated in the Invitation to Bid. All sureties shall be made payable to the "City of Portsmouth". If a bid bond is used by the bidder it shall be:

- In a form satisfactory to the Owner;
- With a surety company licensed, authorized to do business in, and subject to the jurisdiction of the courts of the State of New Hampshire; and
- Conditioned upon the faithful performance by the principal of the agreements contained in the sub-bid or the general bid.

In the event any irregularities are contained in the proposal guaranty, the bidder will have four business days (not counting the day of opening) to correct any irregularities. The corrected guaranty must be received by 4:00 p.m. If irregularities are not corrected to the satisfaction of the Owner, the Owner, in its sole discretion, may reject the bid.

8. Delivery of Proposals

When sent by mail, the sealed proposal shall be addressed to the Owner at the address and in the care of the official in whose office the bids are to be received. All proposals shall be filed prior to the time and at the place specified in the invitation for bids. Proposals received after the time for opening of the bids will be returned to the bidder, unopened.

9. Withdrawal of Proposals

A bidder will be permitted to withdraw his or her proposal unopened after it has been submitted if the Owner receives a request for withdrawal in writing prior to the time specified for opening the proposals.

10. Public Opening of Proposals

Proposals will be opened and read publicly at the time and place indicated in the invitation for bids. Bidders, their authorized agents, and other interested parties are invited to be present.

11. Disqualification of Bidders

Any or all of the following reasons may be deemed by Owner in its sole discretion as being sufficient for the disqualification of a bidder and the rejection of his proposal:

- More than one proposal for the same work from an individual, firm, or corporation under the same or different name;
- Evidence of collusion among bidders;
- Failure to submit all required information requested in the bid specifications;
- Unqualified to complete the work as demonstrated by previous project experience and reference checks;
- Lack of competency or of adequate machinery, plant or other equipment, as revealed by the statement of bidders qualification or otherwise;
- Uncompleted work which, in the judgment of the owner, might hinder or prevent the prompt completion of additional work if awarded;
- Failure to pay, or satisfactorily settle, all bills due for labor and materials on former contracts;
- Default or unsatisfactory performance on previous contracts;
- Failure to be licensed by the State of New Hampshire to work on elevators; or
- Such disqualification would be in the best interests of the Owner.

12. Material Guaranty and Samples

Before any contract is awarded, the bidder may be required to furnish a complete statement of the origin, composition and manufacture of any or all materials to be used in the construction of the work, and the Owner may, in its sole discretion, reject the bid based on the contents of the statement or as a result of the failure of the bidder to submit the statement.

## AWARD AND EXECUTION OF CONTRACT

### 1. Consideration of Proposals

a) After the proposals are opened and read, they will be compared on the basis of the total price for all sections of work to be charged to perform the work and any such additional considerations as may be identified in the bid documents. The results of such comparisons will be immediately available to the public. In case of a discrepancy between the prices written in words and those written figures, the prices written in words shall govern. In case of a discrepancy between the total shown in the proposal and that obtained by adding the products of the quantities of items and unit bid prices, the latter shall govern.

b) The Owner reserves the right to reject any or all proposals, to waive technicalities or to advertise for new proposals, if, in the sole discretion of the Owner, the best interest of the City of Portsmouth will be promoted thereby.

### 2. Award of Contract

Within 30 calendar days after the opening of proposals, if a contract is to be awarded, the award will be made to the lowest responsible and qualified bidder whose proposal complies with all the requirements prescribed. The successful bidder will be notified, in writing, mailed to the address on his or her proposal, that his or her bid has been accepted and that the bidder has been awarded the contract.

The award shall not be considered official until such time that a Purchase Order, fully executed contract or an award letter has been issued by the Finance Director. No presumption of award shall be made by the bidder until such documents are in hand. Verbal notification of award is not considered official. Any action by the bidder to assume otherwise is done so at his/her own risk and the City will not be held liable for any expense incurred by a bidder that has not received an official award.

**Determination of the lowest bidder will be based on the Base bid, or the Base Bid with any combination of Add Alternates the City deems to be in its best interest, for the work described on the bid proposal form.**

**Contract award is dependent upon available funds.**

3. Cancellation of Award

The Owner reserves the right to cancel the award of any contract at any time before the execution of such contract by all parties without any liability of the Owner.

4. Return of Proposal Guaranty

All proposal guaranties, except those of the three lowest bidders, will be returned upon request following the opening and checking of the proposals. The proposal guaranties of the three lowest bidders will be returned within ten days following the award of the contract if requested.

5. Contract Bond

At the time of the execution of the contract, the successful bidder shall furnish:

- Labor and materials payment bond in the sum equal to 100 percent of the contract amount.

At the time of project completion, the Owner may, in its sole discretion, permit the Contractor to substitute a maintenance bond in lieu of holding retainage for the entire guaranty period. If a bond is furnished it shall meet the following criteria:

- The bond shall be in an amount equal to 20 percent of the contract amount. Such bond shall guarantee the repair of all damage due to faulty materials or workmanship provided or done by the contractor. The guarantee shall remain in effect for a period of one year after the date of final acceptance of the job by the Owner.

Each bond shall be: (1) in a form satisfactory to the Owner; (2) with a surety company licensed and authorized to do business and with a resident agent designated for services of process in the State of New Hampshire; and (3) conditioned upon the faithful performance by the principal of the agreements contained in the original bid. All premiums for the contract bonds are to be paid by the contractor.

6. Execution and Approval of Contract

The successful bidder is required to present all contract bonds, to provide proof of insurance, and to execute the contract within 10 days following receipt of the City's notification of acceptance of the bid. No contract shall be considered in effect until it has been fully executed by all parties.

7. Failure to Execute Contract

Failure to execute the contract and file an acceptable bond within 10 days after notification of acceptance of bid shall be just cause for the cancellation of the award and the forfeiture of the proposal guarantee which shall become the property of the Owner, not as a penalty, but in liquidation of damages sustained. Award may then be made to the next lowest responsible bidder, or the work may be re-advertised as the Owner may determine at its sole discretion.



**PROPOSAL FORM**

**High/Hanover Parking Facility Elevator Improvement**

**CITY OF PORTSMOUTH, N.H.**

To the City of Portsmouth, New Hampshire, herein called the Owner.

The undersigned, as Bidder, herein referred to as singular and masculine declares as follows:

1. All interested in the Bid as Principals are named herein;
2. This bid is not made jointly, or in conjunction, cooperation or collusion with any other person, firm, corporation, or other legal entity;
3. No officer, agent or employee of the Owner is directly or indirectly interested in this Bid;
4. The bidder has carefully examined the sites of the proposed work and fully informed and satisfied himself as to the conditions there existing, the character and requirements of the proposed work, the difficulties attendant upon its execution and the accuracy of all estimated quantities stated in this Bid, and the bidder has carefully read and examined the Drawings, Agreement, Specifications and other Contract Documents therein referred to and knows and understands the terms and provisions thereof;
5. The bidder understands that the quantities of work calculated in the Bid or indicated on the Drawings or in the Specifications or other Contract Documents are approximate and are subject to increase or decrease or deletion as deemed necessary by the Portsmouth Engineer. Any such changes will not result in or be justification for any penalty or increase in contract prices; and agrees that, if the Bid is accepted the bidder will contract with the Owner, as provided in the Contract Documents, this Bid Form being part of said Contract Documents, and that the bidder will supply or perform all labor, services, plant, machinery, apparatus, appliances, tools, supplies and all other activities required by the Contract Documents in the manner and within the time therein set forth, and that the bidder will take in full payment therefore the following item prices; and
6. It is the intention of this contract that the items listed above describe completely and thoroughly the entirety of the work as shown on the plans and as described in the specifications. All other items required to accomplish the above items are considered to be subsidiary work, unless shown as a pay item.

**PROPOSAL FORM** (continued)

ITEM #	EST. QTY.	ITEM DESCRIPTION & LUMP SUM PRICE IN WORDS	LUMP SUM PRICE IN FIGURES
1	LS	High/Hanover Parking Facility Elevator Improvement, per lump sum	_____

**Basis of award will be based on the Base bid, or the Base Bid with any combination of Add Alternates the City deems to be in its best interest.**

**Contract award contingent upon available funding.**

**ADD ALTERNATES**

At the owner’s option, and in accordance with the General Conditions, the following Alternates and Unit Prices shall be used for additions and/or deletions to the Scope of Work, and shall be inclusive of furnishing and installing of material, labor, trucking, overhead, profit, equipment, hoisting, engineering, scaffolding, power hookups, protection, shop drawings, taxes, permits, appliances, delivery and supervision and shall remain in effect until completion of the contract.

The Owner will inform the Contractor which Alternates, if any, will be added to the Base Bid prior to contract execution and bonding.

**ADD ALTERNATES:**

Bid Alternate #1: Install car sill and hoistway sills made of nickel-silver material.

\$ \_\_\_\_\_

Bid Alternate #2: Perform Base Bid work with extended or extra shifts to complete the project in 28 days.

\$ \_\_\_\_\_

**PROPOSAL FORM** (continued)

The undersigned agrees that for extra work, if any, performed in accordance with the terms and provisions of the Contract Documents, the bidder will accept compensation as stipulated therein.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Company

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

\_\_\_\_\_  
Business Address

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

\_\_\_\_\_  
City, State, Zip Code Telephone: \_\_\_\_\_

The Bidder has received and acknowledged Addenda No. \_\_\_\_\_ through \_\_\_\_\_.

All Bids are to be submitted on this form and in a sealed envelope, plainly marked on the outside with the Bidder's name and address and the Project name as it appears at the top of the Proposal Form.

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

**BID SECURITY BOND**

(This format provided for convenience, actual Bid Bond is acceptable in lieu of, if compatible.)

KNOW ALL MEN BY THESE PRESENTS, that we the undersigned

\_\_\_\_\_, as Principal, and

\_\_\_\_\_, as Surety, are hereby

held and firmly bound unto \_\_\_\_\_

IN THE SUM OF \_\_\_\_\_

as liquidated damages for payment of which, well and truly to be made we hereby jointly and severally bind ourselves, our heirs, executors, administrators, successors and assigns.

The condition of this obligation is such that whereas the Principal has submitted to the

\_\_\_\_\_ A CERTAIN Bid attached hereto and hereby made a part hereof to enter into a contract in writing, hereinafter referred to as the "AGREEMENT" and or "CONTRACT", for

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

NOW THEREFORE,

- (a) If said Bid shall be rejected or withdrawn as provided in the INFORMATION FOR BIDDERS attached hereto or, in the alternative,
- (b) If said Bid shall be accepted and the Principal shall duly execute and deliver the form of AGREEMENT attached hereto and shall furnish the specified bonds for the faithful performance of the AGREEMENT and/or CONTRACT and for the payment for labor and materials furnished for the performance of the AGREEMENT and or CONTRACT,

then this obligation shall be void , otherwise it shall remain in full force and effect; it being expressly understood and agreed that the liability of the Surety for any and all claims hereunder in no event shall exceed the amount of this obligation.

**BID SECURITY BOND** (continued)

The Surety, for value received, hereby agrees that the obligation of said surety and its bond shall be in no way impaired or affected by any extensions of the time within such BID may be accepted, and said Surety does hereby waive notice of any such extension.

IN WITNESS WHEREOF, the parties hereto have duly executed

this bond on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
(Name of Principal) L.S.

(SEAL)

BY \_\_\_\_\_

\_\_\_\_\_  
(Name of Surety)

BY \_\_\_\_\_

**STATEMENT OF BIDDER'S QUALIFICATIONS**

**Note: This is a required submittal, fill out completely.**

All questions must be answered and the data given must be clear and comprehensive. This statement must be notarized. Add separate sheets if necessary

1. Name of Bidder
2. Permanent Main Office Address
3. Form of Entity
4. When Organized
5. Where Organized
6. How many years have you been engaged in the contracting business under your present name; also state names and dates of previous firm names, if any.
7. Contracts on hand; (schedule these, showing gross amount of each contract and the approximate anticipated dates of completion).
8. General character of work performed by your company.
9. Have you ever failed to complete any work awarded to you? \_\_\_\_\_(no)\_\_\_\_(yes). If so, where and why?
10. Have you ever defaulted on a contract?  
\_\_\_\_\_ (no)\_\_\_\_\_ (yes). If so, where and why?
11. Have you ever failed to complete a project in the time allotment according to the Contract Documents?  
\_\_\_\_\_ (no)\_\_\_\_\_ (yes). If so, where and why?
12. List the most important contracts recently executed by your company, stating approximate cost for each, and the month and year completed.
13. List your major equipment available for this contract.
14. List your key personnel such as project superintendent and foremen available for this contract.
15. List the names, locations and contact information for previous elevator installations or renovations.
16. List the names of relevant elevator projects from above which had hydraulic equipment installation components.

**STATEMENT OF BIDDER'S QUALIFICATIONS** (continued)

- 17. List any subcontractors whom you will use for the following (unless this work is to be done by your own organization, if so please state).
  - a. Electric \_\_\_\_\_
  - b. Crane Operation & Equipment Hoisting \_\_\_\_\_
  - c. Testing \_\_\_\_\_
  - d. Cleaning \_\_\_\_\_

(The City reserves the right to approve subcontractors for this project)

18. With what banks do you do business?

a. Do you grant the Owner permission to contact this/these institutions?  
\_\_\_\_ (yes) \_\_\_\_ (no).

b. Latest Financial Statements, certified audited if available, prepared by an independent certified public accountant, may be requested by Owner. If requested, such statements must be provided within five (5) business days or the bid proposal will be rejected. Certified Audited Statement are preferred. Internal statements may be attached only if independent statements were not prepared.

Dated at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Name of Bidder

BY \_\_\_\_\_

TITLE \_\_\_\_\_

State of \_\_\_\_\_

County of \_\_\_\_\_

\_\_\_\_\_ being duly sworn, deposes and

says that the bidder is \_\_\_\_\_ of \_\_\_\_\_  
(Name of Organization)

and answers to the foregoing questions and all statements contained therein are true and correct.

Sworn to before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

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

My Commission expires \_\_\_\_\_

**CONTRACT AGREEMENT**

**High/Hanover Parking Facility Elevator Improvement**

THIS AGREEMENT made as of the \_\_\_<sup>th</sup> day of \_\_\_\_\_ in the year 2013, by and between the City of Portsmouth, New Hampshire (hereinafter called the Owner) and \_\_\_\_\_ (hereinafter called the Contractor),

WITNESSETH; that the Owner and Contractor, in consideration of the mutual covenants hereinafter set forth, agree as follows:

**ARTICLE I - Work** - The Contractor shall perform all work as specified or indicated in the Contract Documents. The Contractor shall provide, at his expense, all labor, materials, equipment and incidentals as may be necessary for the expeditious and proper execution of the Project.

**ARTICLE II - ENGINEER** - The Director of Public Works or his authorized representative will act as Engineer in connection with completion of the Project in accordance with the Contract Documents.

**ARTICLE III - CONTRACT TIME** - Work will begin in accordance with the Notice to Proceed and work shall be completed within 45 days.

**ARTICLE IV - CONTRACT PRICE** - Owner shall pay Contractor for performance of the work in accordance with the Contract Documents as shown under item prices in the Bid Proposal.

**ARTICLE V - PAYMENT** - Partial payments will be made in accordance with the Contract Documents. Upon final acceptance of the work and settlement of all claims, Owner shall pay the Contractor the unpaid balance of the Contract Price, subject to additions and deductions provided for in the Contract Documents.

**ARTICLE VI - RETAINAGE** - To insure the proper performance of this Contract, the Owner shall retain certain amounts in the percentage of the Contract Price and for the time specified as provided in the Contract Documents.

**ARTICLE VII - LIQUIDATED DAMAGES** - In event the Contractor fails to successfully execute the work within the specified contract time the Owner shall assess the Contractor liquidated damages in the amount of **one hundred dollars (\$100)** for each calendar day beyond the specified completion date for each section of work. Liquidated damages shall be deducted from the Contract Price prior to final payment of the Contractor.



**CONTRACT AGREEMENT** (continued)

**ARTICLE VIII – CONTRACT DOCUMENTS** – The Contract Documents which comprise the contract between Owner and Contractor are attached hereto and made a part hereof and consist of the following:

- 8.1 This Agreement
- 8.2 Contractor’s Bid and Bonds
- 8.3 Notice of Intent to Award, Notice to Proceed
- 8.4 Instruction to Bidders
- 8.5 General Requirements, Control of Work, Temporary Facilities, Measurement and Payment, Standard Specifications
- 8.6 Insurance Requirements
- 8.7 Standard and Technical Specifications
- 8.8 Drawings
- 8.9 Special Provisions
- 8.10 Any modifications, including change orders, duly delivered after execution of this Agreement.

**ARTICLE IX – TERMINATION FOR DEFAULT** – Should contractor at any time refuse, neglect, or otherwise fail to supply a sufficient number or amount of properly skilled workers, materials, or equipment, or fail in any respect to prosecute the work with promptness and diligence, or fail to perform any of its obligations set forth in the Contract, Owner may, at its election, terminate the employment of Contractor, giving notice to Contractor in writing of such election, and enter on the premises and take possession, for the purpose of completing the work included under this Agreement, of all the materials, tools and appliances belonging to Contractor, and to employ any other persons to finish the work and to provide the materials therefore at the expense of the Contractor.

**ARTICLE X – INDEMNIFICATION OF OWNER** – Contractor will indemnify Owner against all suits, claims, judgments, awards, loss, cost or expense (including without limitation attorneys fees) arising in any way out of the Contractor’s negligent performance or non-performance of its obligations under this Contract. Contractor will defend all such actions with counsel satisfactory to Owner at its own expense, including attorney’s fees, and will satisfy any judgment rendered against Owner in such action.

**ARTICLE XI – PERMITS** – The Contractor will secure at its own expense, all permits and consents required by law as necessary to perform the work and will give all notices and pay all fees and otherwise comply with all applicable City, State, and Federal laws, ordinances, rules and regulations.

**ARTICLE XII – INSURANCE** – The Contractor shall secure and maintain, until acceptance of the work, insurance with limits not less than those specified in the Contract.

**ARTICLE XIII – MISCELLANEOUS** –

- A. Neither Owner nor Contractor shall, without the prior written consent of the other, assign, sublet or delegate, in whole or in part, any of its rights or obligations under any of the Contract Documents; and, specifically not assign any monies due, or to become due, without the prior written consent of Owner.
- B. Owner and Contractor each binds himself, his partners, successors, assigns and legal representatives, to the other party hereto in respect to all covenants, agreements and obligations contained in the Contract Documents.
- C. The Contract Documents constitute the entire Agreement between Owner and Contractor and may only be altered amended or repealed by a duly executed written instrument.

- D. The laws of the State of New Hampshire shall govern this Contract without reference to the conflict of law principles thereof.
- E. Venue for any dispute shall be the Rockingham County Superior Court unless the parties otherwise agree.

IN WITNESS WHEREOF, the parties hereunto executed this  
AGREEMENT the day and year first above written.

**BIDDER:**

BY: \_\_\_\_\_

TITLE: \_\_\_\_\_

**CITY OF PORTSMOUTH, N.H.**

BY: \_\_\_\_\_  
John P. Bohenko

TITLE: City Manager

**NOTICE OF INTENT TO AWARD**

Date:

TO:

IN AS MUCH as you were the low responsible bidder for work entitled:

**High/Hanover Parking Facility Elevator Improvement  
Bid Proposal**

You are hereby notified that the City intends to award the aforesaid project to you.

- a) Immediately take the necessary steps to execute the Contract and to provide required bonds and proof of insurance within ten (10) calendar days from the date of this Notice.

The City reserves the right to revoke this Notice if you fail to take the necessary steps to execute this Contract.

City of Portsmouth  
Portsmouth, New Hampshire

Judie Belanger,  
Finance Director

**NOTICE TO PROCEED**

DATE:

PROJECT: **High/Hanover Parking Facility Elevator Improvement**

TO:

YOU ARE HEREBY NOTIFIED TO COMMENCE WORK IN ACCORDANCE  
WITH THE AGREEMENT DATED, ON \_\_\_\_\_  
WORK SHALL BE COMPLETED PRIOR TO \_\_\_\_\_.

CITY OF PORTSMOUTH, N.H.

BY: \_\_\_\_\_  
Steven F. Parkinson, PE

TITLE: Public Works Director

**ACCEPTANCE OF NOTICE**

RECEIPT OF THE ABOVE NOTICE TO  
PROCEED IS HEREBY ACKNOWLEDGED BY

\_\_\_\_\_  
This the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_

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

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

**CHANGE ORDER**

Change Order # 1

Date of Issuance:

Owner: CITY OF PORTSMOUTH, N.H

Contractor:

You are directed to make the following changes in the  
Contract Documents:

Description:

Purpose of Change Order:

Attachments:

CHANGE IN CONTRACT PRICE

CHANGE IN CONTRACT TIME

Original Contract Price:  
\$

Original Completion Date:

Contract Price prior to this  
Change Order:  
\$

Contract Time prior to this  
Change Order:

Net Increase of  
this Change Order:  
\$

Net Increase or Decrease of  
this Change Order:

Contract Price with all  
approved Change Orders:  
\$

Contract Time with all  
approved Change Orders:

RECOMMENDED:

APPROVED:

APPROVED:

by \_\_\_\_\_

by \_\_\_\_\_

by \_\_\_\_\_

by \_\_\_\_\_

CD Director

City Finance

City Manager

Contractor

**LABOR AND MATERIAL PAYMENT BOND**

(This format provided for convenience, actual Labor and Material Bond is acceptable in lieu, if compatible)

Bond Number \_\_\_\_\_

KNOW ALL MEN BY THESE PRESENTS:

that \_\_\_\_\_

as Principal, hereinafter called Contractor, and \_\_\_\_\_ (Surety Company) a corporation organized and existing under the laws of the State of

\_\_\_\_\_ and authorized to do business in the State of New Hampshire hereinafter called Surety, are held and firmly bound unto the City of Portsmouth, N.H. Oblige, hereinafter called Owner, for the use and benefit of claimants as herein below defined, in the

amount of \_\_\_\_\_ Dollars (\$ \_\_\_\_\_), for the payment whereof Principal and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

WHEREAS, Principal has by written agreement dated \_\_\_\_\_ entered into a

contract with Owner for \_\_\_\_\_ in accordance with drawings and specifications prepared by the Public Works Department, 680 Peverly Hill Road, Portsmouth, N.H. 03801 and the Community Development, 1 Junkins Avenue, Portsmouth, NH 03801, which contract is by reference made a part hereof, and is hereinafter referred to as the Contract.

NOW, THEREFORE, THE CONDITION OF THIS OBLIGATION is such that the Principal shall promptly make payment to all claimants as hereinafter defined, for all labor and material used or reasonably required for use in the performance of the Contract and for the hire of all equipment, tools, and all other things contracted for or used in connection therewith, then this obligation shall be void, otherwise it shall remain in full force and effect, subject however, to the following conditions:

(1) A claimant is defined as one having a direct contract with the Principal or, with a subcontractor of the Principal for labor, material, equipment, or other things used or reasonably required for use in the performance of the Contract. "Labor and material" shall include but not be limited to that part of water, gas, power, light, heat, oil and gasoline, telephone service or rental of equipment applicable to the Contract.

(2) The above named Principal and Surety hereby jointly and severally agree with the Owner that every claimant as herein defined, who has not been paid in full before the expiration of a period of ninety (90) days after the date on which the last of such claimant's work or labor was done or performed, or materials were furnished by such a claimant, may sue on this bond for the use of such claimant, prosecute the suit by final judgment for such sum or sums as may be

**LABOR AND MATERIAL PAYMENT BOND** (continued)

justly due claimant, and have execution thereon. The Owner shall not be liable for the payment of any such suit or any costs or expenses of any such suit, and principal and surety shall jointly and severally indemnify, defend and hold the Owner harmless for any such suit, costs or expenses.

(3) No suit or action shall be commenced hereunder by any claimant:

(a) Unless Claimant, other than one having a direct contract with the Principal, shall have given notice to all the following:

The Principal, the Owner and the Surety above named, within six (6) calendar months after such claimant did or performed the last of the work or labor, or furnished the last of the materials for which said claim is made, stating with substantial accuracy the amount claimed and the name of the party to whom the materials were furnished, or for whom the work or labor was done or performed. Such notice shall be served by mailing the same by registered mail or certified mail, postage prepaid, in an envelope addressed to the Principal, Owner, and Surety, at any place where an office is regularly maintained for the transaction of business, or served in any manner in which legal process may be served in the State of New Hampshire save that such service need not be made by a public officer.

(b) After the expiration of one (1) year following the date on which Principal ceased all work on said contract, it being understood, however, that if any limitation embodied in this bond is prohibited by any law controlling the construction hereof, such limitation shall be deemed to be amended so as to be equal to the minimum period of limitation permitted by such law.

(c) Other than in a State court of competent jurisdiction in and for the county or other political subdivision of the State in which the project, or any part thereof, is situated, or in the United States District Court for the district in which the project, or any part thereof, is situated, and not elsewhere.

(4) The amount of this bond may be reduced by and to the extent of any payment of payments made in good faith hereunder, inclusive of the payment by Surety of mechanics' liens which may be filed on record against said improvement, whether or not claim for the amount of such lien by presented under and against this bond.

Signed and sealed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_. In the presence of:

\_\_\_\_\_  
(Witness) BY: \_\_\_\_\_  
(Principal) (Seal)

\_\_\_\_\_  
(Surety Company)

\_\_\_\_\_  
(Witness) BY: \_\_\_\_\_  
(Title) (Seal)

**LABOR AND MATERIAL PAYMENT BOND** (continued)

Note:

If the Principal (Contractor) is a partnership, the Bond should be signed by each of the partners.

If the Principal (Contractor) is a corporation, the Bond should be signed in its correct corporate name by its duly authorized Officer or Officers.

If this bond is signed on behalf of the Surety by an attorney-in-fact, there should be attached to it a duly certified copy of his Power of Attorney showing his authority to sign such Bonds.

There should be executed an appropriate number of counterparts of the bond corresponding to the number of counterparts of the Agreement.



**MAINTENANCE BOND**

At the Owner's election, a maintenance bond may be substituted for retainage at the completion of the project. If the Owner permits a maintenance bond, it shall be in the amount of Twenty **Percent (20%)** of the contract price with a corporate surety approved by the Owner. Such bond shall be provided at the time of Contract completion and shall guarantee the repair of all damage due to faulty materials or workmanship provided or done by the Contractor. This guarantee shall remain in effect for a period of one year after the date of final acceptance of the job by the Owner.

**CONTRACTOR'S AFFIDAVIT**

STATE OF \_\_\_\_\_ :

COUNTY OF \_\_\_\_\_ :

Before me, the undersigned, a \_\_\_\_\_  
(Notary Public, Justice of the Peace)

in and for said County and State personally appeared, \_\_\_\_\_  
(Individual, Partner, or duly authorized representative of Corporate)

who, being duly sworn, according to law deposes and says that the cost of labor, material, and equipment and outstanding claims and indebtedness of whatever nature arising out of the performance of the Contract between

CITY OF PORTSMOUTH, NEW HAMPSHIRE

and \_\_\_\_\_  
(Contractor)

of \_\_\_\_\_

Dated: \_\_\_\_\_

has been paid in full for Construction of: **High/Hanover Parking Facility Elevator Improvement**

\_\_\_\_\_  
(Individual, Partner, or  
duly authorized representative of  
Corporate Contractor)

Sworn to and subscribed  
before me this \_\_\_\_\_ day  
of \_\_\_\_\_ 20\_\_\_\_

\_\_\_\_\_

**CONTRACTOR'S RELEASE**

KNOW ALL MEN BY THESE PRESENTS that

\_\_\_\_\_ (Contractor) of \_\_\_\_\_, County  
of \_\_\_\_\_ and State of

\_\_\_\_\_ does hereby acknowledge

that \_\_\_\_\_ (Contractor)

has on this day had, and received from the CITY OF PORTSMOUTH NEW HAMPSHIRE, final and  
completed payment for the Construction of:

**High/Hanover Parking Facility Elevator Improvement**

NOW THEREFORE, the said \_\_\_\_\_

(Contractor)

for myself, my heirs, executors, and administrators) (for itself, its successors and assigns) do/does by these presents remise, release, quit-claim and forever discharge the City of Portsmouth, New Hampshire, its successors and assigns, of and from all claims and demands arising from or in connection with the said Contract dated \_\_\_\_\_, and of and from all, and all manners of action and actions, cause and causes of action and actions, suits, debts, dues, duties, sum and sums of money, accounts, reckonings, bonds, bills, specifications, covenants, contracts, agreements, promises, variances, damages, judgments, extents, executions, claims and demand, whatsoever in law of equity, or otherwise, against the City of Portsmouth, New Hampshire, its successors and assigns, which (I, my heirs, executors, or administrators) (it, its successors and assigns) ever had, now have or which (I, my heirs, executors, or administrators) (it, its successors and assigns) hereafter can shall or may have, for, upon or by reason of any matter, cause, or thing whatsoever; from the beginning of record time to the date of these presents.

IN WITNESS WHEREOF,

Contractor:

\_\_\_\_\_ print name of witness: \_\_\_\_\_

By: \_\_\_\_\_  
Its Duly Authorized \_\_\_\_\_

Dated: \_\_\_\_\_

**INSURANCE REQUIREMENTS**

Insurance shall be in such form as will protect the Contractor from all claims and liabilities for damages for bodily injury, including accidental death, and for property damage, which may arise from operations under this contract whether such operation by himself or by anyone directly or indirectly employed by him.

**AMOUNT OF INSURANCE**

- A) Comprehensive General Liability:  
 Bodily injury or Property Damage - \$2,000,000  
 Per occurrence and general aggregate
- B) Automobile and Truck Liability:  
 Bodily Injury or Property Damage - \$2,000,000  
 Per occurrence and general aggregate
  - b) Additionally, the Contractor shall purchase and maintain the following types of insurance:
  - c)
    - A) Full Workers Comprehensive Insurance coverage for all people employed by the Contractor to perform work on this project. This insurance shall at a minimum meet the requirements of the most current laws of the State of New Hampshire.
    - B) Contractual Liability Insurance coverage in the amounts specified above under Comprehensive General Liability.
    - C) Product and Completed Operations coverage to be included in the amounts specified above under Comprehensive General Liability.
    - D) Builder's Risk.

**ADDITIONAL INSURED**

All liability policies (including any excess policies used to meet coverage requirements) shall include the City of Portsmouth, New Hampshire as named Additional Insured.

- 1) The contractor's insurance shall be primary in the event of a loss.
- 2) The Additional Insured endorsement must include language specifically stating that the entity is to be covered for all activities performed by, or on behalf of, the contractor, including the City of Portsmouth's general supervision of the contractor.
- 3) City of Portsmouth shall be listed as a Certificate Holder. The City shall be identified as follows:

City of Portsmouth  
 Attn: Legal Department  
 1 Junkins Avenue  
 Portsmouth, NH 03801

## GENERAL REQUIREMENTS

### **SCOPE OF WORK**

#### 1. INTENT OF CONTRACT

The intent of the Contract is to provide for the construction and completion in every detail of the work described. The Contractor shall furnish all labor, materials, equipment, tools, transportation and supplies required to complete the work in accordance with the terms of the Contract. The Contractor shall be required to conform to the intent of the plans and specifications. No extra claims shall be allowed for portions of the work not specifically addressed in the plans and specifications but required to produce a whole and complete project, such work will be considered subsidiary to the bid items.

#### 2. INCIDENTAL WORK

Unless specifically excepted in the Bid or Technical Specifications, incidental work items for which separate payment is not measured includes, but is not limited to, the following items:

- a. Cleaning mechanical/machine room
- b. Daily clean up after job
- c. Signs
- d. Mobilization/Demobilization
- e. Restoration of property
- f. Cooperation with other contractors and utility companies.
- g. Steel and/or wood sheeting as required.
- h. Accessories and fasteners or components required to make items paid for under unit prices or lump sum items complete and functional.

#### 3. ALTERATION OF PLANS OR OF CHARACTER OF WORK

The Owner reserves the right, without notice to Surety, to make such alterations of the plans or of the character of the work as may be necessary or desirable to complete fully and acceptably the proposed construction; provided that such alterations do not increase or decrease the contract cost. Within these cost limits, the alterations authorized in writing by the Owner shall not impair or affect any provisions of the Contract or bond and such increases or decreases of the quantities as a result from these alterations or deletions of certain items, shall not be the basis of claim for loss or for anticipated profits by the contractor. The contractor shall perform the work as altered at the contract unit price or prices.

#### 4. EXTRA WORK ITEMS

Extra work shall be performed by the Contractor in accordance with the specifications and as directed, and will be paid for at a price as provided in the Contract documents or if such pay items are not applicable then at a price negotiated between the contractor and the Owner or at the unit bid price. If no agreement can be negotiated, the Contractor will accept as payment for extra work, cost plus 15% (overhead & profit). Costs shall be substantiated by invoices and certified payroll. If the Owner determines that extra work is to be performed, a change order will be issued.

#### 5. CHANGE ORDERS

The Owner reserves the right to issue a formal change order for any increase, decrease, deletion, or addition of work or any increase in contract time or price. The contractor shall be required to sign the change order and it shall be considered as part of the Contract documents.

## 6. FINAL CLEANING UP

Before acceptance of the work, the contractor shall remove from the site all machinery, equipment, surplus materials, rubbish, temporary utility connections, temporary structures, barricades and signs. All parts of the work shall be left in a neat and presentable condition. On all areas used or occupied by the contractor, regardless of the contract limits, the bidder shall clean-up all sites and storage grounds.

The items prescribed herein will not be paid for separately, but shall be paid for as part of the total contract price.

## 7. ERRORS AND INCONSISTENCY IN CONTRACT DOCUMENTS

Any provisions in any of the Contract Documents that may be in conflict with the paragraphs in these General Requirements shall be subject to the following order of precedence for interpretation.

1. Technical Specifications will govern General Requirements.
2. Plans and/or Shop Drawings will govern Technical Specifications, and General Requirements.

**CONTROL OF WORK**

**1. AUTHORITY OF ENGINEER**

(a) All work shall be done under supervision of the Engineer and to his satisfaction. The Engineer will decide all questions which may arise as to the quality and acceptability of materials furnished and work performed and as to the rate of progress of the work; all questions that may arise as to the interpretation of the plans and specifications; and all questions as to the acceptable fulfillment of the Contract by the Contractor.

(b) The Engineer will have the authority to suspend the work wholly or in part for such periods as he may deem necessary due to the failure of the Contractor to correct conditions unsafe for workers or the general public; for failure to carry out provisions of the Contract; for failure to carry out orders; for conditions considered unsuitable for the prosecution of the work, including unfit weather; or for any other condition or reason deemed to be in the public interest. The Contractor shall not be entitled to any additional payments arising out of any such suspensions.

(c) The Owner reserves the right to demand a certificate of compliance for a material or product used on the project. When the certificate of compliance is determined to be unacceptable to the Engineer, the Contractor may be required to provide engineering and testing services to guarantee that the material or product is suitable for use in the project, at its expense (see Sample of Certificate of Compliance).

**2. PROTECTION AND RESTORATION OF PROPERTY AND LANDSCAPES**

(a) The Contractor shall be responsible for all damage or injury to property of any character, during the prosecution of the work, resulting from any act, omission, neglect, or misconduct in his manner or method of executing the work, or at any time due to defective work or materials, and said responsibility will not be released until the project shall have been completed and accepted.

(b) When or where any direct or indirect damage or injury is done to public or private property by or on account of any act, omission, neglect, or misconduct in the execution of the work, or as a result of the failure to perform work by the Contractor, the Contractor shall restore, at its own expense, such property to a condition similar or equal to that existing before such damage or injury was done, by repairing rebuilding, or otherwise restoring as may be directed, or the Contractor shall make good such damage or injury in an acceptable manner.

(c) If the Contractor fails to repair, rebuild or otherwise restore such property as may be deemed necessary, the Owner, after 48 hours notice, may proceed to do so, and the cost thereof may be deducted from any money due or which may become due the Contractor under the contract.

(d) The Contractor shall use every precaution to prevent injury or damage to wires, poles, or other property of public utilities; trees, shrubbery, vegetation, and fences along and adjacent to the right-of-way, all underground structures such as pipes and conduits, within or outside of the right-of-way; and the Contractor shall protect and carefully preserve all property marks until an authorized agent has witnessed or otherwise referenced their location.

**3. MAINTENANCE DURING CONSTRUCTION**

The Contractor shall maintain the work during construction and until the project is accepted. This maintenance shall constitute continuous and effective work prosecuted day by day, with adequate equipment and workers to ensure that the structure is kept in satisfactory conditions at all times.

#### 4. SAFETY PRECAUTIONS

Upon commencement of work, the Contractor shall be responsible for initiating, maintaining and supervising all safety precautions necessary to ensure the safety of employees on the site, other persons who may be affected thereby, including the public, and other property at the site or adjacent thereto.

#### 5. PERMITS

It will be the responsibility of the Contractor to obtain all permits required for this project, and for the operation of equipment in, or on, all city streets and public ways associated with this project.

#### 6. BARRICADES, WARNING SIGNS AND TRAFFIC OFFICERS

(a) The Contractor shall provide, erect and maintain all necessary barricades, suitable and sufficient lights, danger signals, signs and other traffic control devices, and shall take all necessary precautions for the protection of the work and safety of Building Occupants and the public. Work Areas shall be protected by effective barricades and signage. Obstructions shall be illuminated during hours of darkness. Suitable warning signs shall be provided to control and direct traffic in a proper manner, as approved by the engineer.

(b) The Contractor will be held responsible for all damage to the work due to lack of adequate controlling devices.

The work prescribed herein will not be paid for separately but will be paid for as part of the Contract Price unless specifically appearing as a bid item.



**TEMPORARY FACILITIES**

**1. STORAGE FACILITIES**

(a) The Contractor shall not store materials or equipment in a public right-of-way beyond the needs of one working day. Equipment and materials shall be stored in an approved location.

(b) The Contractor shall protect all stored materials from damage by weather or accident and shall insure adequate drainage at and about the storage location.

(c) Prior to final acceptance of the work all temporary storage facilities and surplus stored materials shall be removed from the site.

**2. SANITARY FACILITIES**

The Owner shall provide the Contractor with reasonable access to toilet facilities for the use of the workers employed on the work.

**3. WATER FACILITIES**

The Owner shall provide the Contractor with reasonable access to water facilities for construction operations.

**4. TEMPORARY ELECTRICITY**

The Owner shall provide the Contractor with reasonable access to electrical power necessary for construction operation at the site.

**MEASUREMENT AND PAYMENT**

**1. MEASUREMENT OF QUANTITIES**

(a) All work completed under the contract will be measured according to the United States standard measure.

(b) The method of measurement and computations to be used in determination of quantities of material furnished and of work performed under the contract will be those methods generally recognized as conforming to good engineering practice. Unless otherwise stated all quantities measured for payment shall be computed or adjusted for "in place" conditions.

(c) Unless otherwise specified, longitudinal measurements for area computations will be made horizontally, and no deductions will be made for individual fixtures having an area of 9 square feet or less. Unless otherwise specified, transverse measurements for area computations will be the dimensions shown on the plans or ordered in writing.

(d) Structures will be measured according to lines shown on the plans or as ordered unless otherwise provided for elsewhere in the specifications.

(e) In computing volumes of excavation, embankment, and borrow, the average end area method will be used. Where it is impracticable to measure by the cross-section method, acceptable methods involving three-dimensional measurement may be used. When measurement of borrow in vehicles is permitted, the quantity will be determined as 80 percent of the loose volume.

(f) In computing volumes of concrete, stone and masonry, the prismoidal method will be used. The term "ton" will mean the short ton consisting of 2,000 pounds avoirdupois.

(g) Except as specified below, all materials that are measured or proportioned by weight shall be weighed on scales which the Contractor has had sealed by the State or by a repairman registered by the Commissioner of Agriculture. All weighing shall be performed in a manner prescribed under the Rules and Regulations of the Bureau of Weights and Measures of the New Hampshire Department of Agriculture.

(h) Weighing of materials on scales located outside New Hampshire will be permitted for materials produced or stored outside the state, when requested by the Contractor and approved. Out-of-state weighing in order to be approved, must be performed by a licensed public weigh master or a person of equal authority in the state concerned on scales accepted in the concerned state.

(i) Each truck used to haul material being paid for by weight shall bear a plainly legible identification mark, and if required, shall be weighed empty daily at such times as directed.

(j) When material is weighed, the individual weight slips, which shall be furnished by the Contractor, for trucks, trailers, or distributors, shall show the following information: the date; the project; the material or commodity; the dealer or vendor; the Contractor or Subcontractor; the location of the scales; the vehicle registration number or other approved legible identification mark; the tare and net weights, with gross weights when applicable; and the weigher's signature or his signed initials.

(k) The right is reserved to weight any truck, trailer, or distributor, at locations designated, before and after making deliveries to the project.

**MEASUREMENT AND PAYMENT** (continued)

(l) Bituminous materials will be measured by the gallon or ton.

(m) When material is specified to be measured by the cubic yard but measurement by weight is approved, such material may be weighed and the weight converted to cubic yards for payment purposes. Necessary conversion factors will be determined by the Owner.

(n) The term "lump sum" when used as an item of payment will mean complete payment for the work described in the item.

(o) When a complete structure or structural unit (in effect, "lump sum" work) is specified as the unit of measurement, the unit will be construed to include all necessary fittings and accessories, so as to provide the item complete and functional. Except as may be otherwise provided, partial payments for lump sum items will be made approximately in proportion to the amount of the work completed on those items.

(p) Material wasted without authority will not be included in the final estimate.

**2. SCOPE OF PAYMENT**

(a) The Contractor shall receive and accept compensation provided for in the contract as full payment for furnishing all materials and for performing all work under the contract in a complete and acceptable manner and for all risk, loss, damage or expense of whatever character arising out of the nature of the work or the prosecution thereof.

(b) The Contractor shall be liable to the Owner for failure to repair, correct, renew or replace, at his own expense, all damage due or attributable to defects or imperfections in the construction which defects or imperfections may be discovered before or at the time of the final inspection and acceptance of the work.

(c) No monies, payable under the contract or any part thereof, shall become due or payable if the Owner so elects, until the Contractor shall satisfy the Owner that the Contractor has fully settled or paid all labor performed or furnished for all equipment hired, including trucks, for all materials used, and for fuels, lubricants, power tools, hardware and supplies purchased by the Contractor and used in carrying out said contract and for labor and parts furnished upon the order of said Contractor for the repair of equipment used in carrying out said contract; and the Owner, if he so elects, may pay any and all such bills, in whole or in part.

**3. PAYMENT PROCEDURES**

Submit Application for Payment after completion of Project closeout procedures with release of liens and supporting documentation. Include consent of surety to final payment and insurance certificates.

**4. COMPENSATION FOR ALTERED QUANTITIES**

(a) Except as provided for under the particular contract item, when the accepted quantities of work vary from the quantities in the bid schedule the Contractor shall accept as payment in full, so far as contract items are concerned, at the original contract unit prices for the accepted quantities of work done. No allowance will be made for any increased expense, loss of expected reimbursement, or loss of anticipated profits suffered or claimed by the Contractor resulting either directly from such alterations or indirectly from unbalanced allocation among the contract items of overhead expense on the part of the Bidder and subsequent loss of expected reimbursements therefore or from any other cause.

(b) Extra work performed will be paid for at the contract bid prices or at the price negotiated between the Owner and the Contractor if the item was not bid upon. If no agreement can be negotiated, the Contractor will accept as payment for extra work, cost plus 15% (overhead and profit). Costs shall be substantiated by invoices and certified payroll.

## MEASUREMENT AND PAYMENT (continued)

### 5. PARTIAL PAYMENTS

Partial payments will be made on a monthly basis during the contract period. From the total amount ascertained as payable, an amount equivalent to ten percent (10%) of the whole will be deducted and retained by the Owner until such time as the work receives final acceptance.

### 6. FINAL ACCEPTANCE

Upon due notice from the Contractor of presumptive completion of the entire project, the Owner or City Engineer will make an inspection. If all construction provided for and contemplated by the contract is found complete to his satisfaction, this inspection shall constitute the final inspection and the Owner or City Engineer will make the final acceptance and notify the Contractor in writing of this acceptance as of the date of the final inspection.

If, however, the City Engineer's inspection discloses any work in whole or in part, as being unsatisfactory, the Engineer will give the Contractor the necessary instructions for correction of such work, and the Contractor shall immediately comply with and execute such instructions. Upon correction of the work, another inspection will be made which shall constitute the final inspection provided the work has been satisfactorily completed. In such event, the City Engineer will make the final acceptance and notify the Contractor in writing of this acceptance as of the date of final inspection.

### 7. ACCEPTANCE AND FINAL PAYMENT

(a) When the project has been accepted and upon submission by the Contractor of all required reports, completed forms and certifications, the Owner will review the final estimate of the quantities of the various classes of work performed. The Contractor may be required to certify that all bills for labor and material used under this contract have been paid.

(b) The Contractor shall file with the Owner any claim that the Contractor may have regarding the final estimate at the same time the Contractor submits the final estimate. Failure to do so shall be a waiver of all such claims and shall be considered as acceptance of the final estimate. From the total amount ascertained as payable, an amount equal to ten percent (10%) of the whole will be deducted and retained by the Owner for the guaranty period. This retainage may be waived, at the discretion of the City, provided the required Maintenance Bond has been posted. After approval of the final estimate by the Owner, the Contractor will be paid the entire sum found to be due after deducting all previous payments and all amounts to be retained or deducted under the provisions of the contract.

(c) All prior partial estimates and payments shall be subject to correction in the final estimate and payment.

### 8. GENERAL GUARANTY AND WARRANTY OF TITLE

(a) Neither the final certification of payment nor any provision in the contract nor partial or entire use of the improvements embraced in this Contract by the Owner or the public shall constitute an acceptance of work not done in accordance with the Contract or relieve the Contractor of liability in respect to any express or implied warranties or responsibility for faulty materials or workmanship. The Contractor shall promptly remedy any defects in the work and pay for any damage to other work resulting therefrom which shall

**MEASUREMENT AND PAYMENT** (continued)

appear within a period of twelve (12) months from the date of final acceptance of the work. The Owner will give notice of defective materials and work with reasonable promptness.

(b) No material, supplies or equipment to be installed or furnished under this Contract shall be purchased subject to any chattel mortgage or under a conditional sale, lease purchase or other agreement by which an interest therein or in any part thereof is retained by the Seller or supplier. The Contractor shall warrant good title to all materials, supplies and equipment installed or incorporated in the work and upon completion of all work, shall deliver the same together with all improvements and appurtenances constructed or placed thereon by him to the Owner free from any claims, liens or charges. Neither the Contractor nor any person, firm or corporation furnishing any material or labor for any work covered by this Contract shall have the right to a lien upon any improvements or appurtenances thereon.

Nothing contained in this paragraph, however, shall defeat or impair the right of persons furnishing materials or labor to recover under any bond given by the Contractor for their protection or any rights under any law permitting such persons to look to funds due the Contractor in the hands of the Owner. The provisions of this paragraph shall be inserted in all subcontractors and material contracts and notice of its provisions shall be given to all persons furnishing materials for the work when no formal contract is entered into for such materials.

(c) At completion of the project, the Contractor to provide to the Owner written guarantee of one (1) year Workmanship warranty and a ten (10) year Manufacturer's warranty.

**9. NO WAIVER OF LEGAL RIGHTS**

(a) Upon completion of the work, the Owner will expeditiously make final inspection and notify the Contractor of acceptance. Such final acceptance, however, shall not preclude or stop the Owner from correcting any measurement, estimate, or certificate made before or after completion of the work, nor shall the Owner be precluded or be stopped from recovering from the Contractor or his Surety, or both, such overpayment as it may sustain by failure on the part of the Contractor to fulfill his obligations under the contract. A waiver on the part of the Owner of any breach of any part of the contract shall not be held to be a waiver of any other or subsequent breach.

(b) The Contractor, without prejudice to the Contract shall be liable to the terms of the Contract, shall be liable to the Owner for latent defects, fraud or such gross mistakes as may amount to fraud, and as regards the Owner's right under any warranty or guaranty.

**10. TERMINATION OF CONTRACTOR'S RESPONSIBILITY**

The termination of the contractor's responsibility shall occur whenever the improvement provided for by the Contract shall have been completely performed on the part of the Contractor and all parts of the work have been released from further obligations except as set forth in his bond and as provided in Section 8 above.

**SHOP DRAWINGS**

Shop Drawings for this project shall be submitted under the following conditions:

1. The Contractor shall submit working and detail drawings, well in advance of the work, to the Engineer for review.
2. The Contractor's drawings shall consist of shop detail, erection and other working plans showing dimensions, sizes and quality of material, details and other information necessary for the complete fabrication and erection of the pertinent work.
3. The Contractor shall submit three (3) sets of drawings to the Engineer.
4. Prior to the approval of the drawings, any work done or materials ordered for the work involved shall be at the Contractor's risk.
5. One (1) set of the drawings will be returned to the Contractor approved or marked with corrections to be made. After approval has been given, the Contractor shall supply the Engineer with two sets of the revised detail working drawings.
6. The Engineer's approval of the Contractor's working drawings will not relieve the Contractor from responsibility for errors in dimensions or for incorrect fabrication processes, or from responsibility to complete the contract work.

- - - END OF SECTION - - -

## BID ALTERNATES

### PART 1 - GENERAL

#### 1.1 RELATED DOCUMENTS

- A. All of the Contract Documents, including the General Conditions, Bidding Documents, Contract Forms, Conditions of the Contract and, and General Requirements, apply to the work of this Section.
- B. Carefully examine all the Contract Documents for requirements that affect the work of this Section. The exact scope of this Section cannot be determined without a thorough review of all specification sections and other Contract Documents.

#### 1.2 SUMMARY

- A. The Schedule of Alternates included in this Section lists all the Alternates that appear in the Contract Documents, and the Specification Sections, which are affected by each Alternate.
- B. For each of the alternates scheduled at the end of this Section, state the amount in the proposal to be added to or deducted from the Contract Sum for the work.
- C. Consult the individual Specification Sections for detailed requirements of each Alternate.

#### 1.3 GENERAL INSTRUCTIONS

- A. Each Bidder shall be held fully responsible for examining the scope of the Alternates generally defined herein and for recognizing any modifications to his work caused by any Alternate.
- B. The Bid Alternate Price shall be complete cost, including overhead, profit, bonds, insurance, transportation, and all other costs connected with, or incidental to the work described.
- C. Alternates listed below in the Schedule of Alternates are listed in no particular order. The Contract will be awarded on the basis of the Base Bid only or the Base Bid plus Alternate 1, Base Bid plus Alternate 2, in any order the City deems in its best interest. Contract award contingent upon available funding.

#### 1.4 ALTERNATES

- A. Definition: "Alternates" are alternate products, materials, equipment, systems, methods, units of work or major elements of the construction, which may, at the Authority's option and under the terms established by the Contract or Agreement, be selected for the work in lieu of the corresponding requirements of the Contract Documents.
- B. Alternate Requirements: A Schedule of Alternates is included at the end of this Section. Each alternate is defined using abbreviated language, recognizing that the Contract Documents define the requirements. Coordinate related work to ensure that work affected by each alternate is complete and properly interfaced with work of each selected alternate.
- C. Provide written proposals for each alternate on the Bid Form for Authority's consideration. Each proposal amount shall include the entire cost of the alternate portion of the work including overhead, profit, and other costs including cost of interfacing and coordinating the alternate with related and adjacent work.

1.5 SCHEDULE OF ALTERNATES

- A. Bid Alternate No. 1 – Install car sill and hoistway sills made of nickel-silver material.
1. Work: Furnish and Install these corrosion-resistant materials in lieu of standard stainless steel sills, as described in the Base Bid information for High/Hanover Parking Facility Elevator Improvement. No added days will be added to the Contract Time to perform this Bid Alternate.
  2. Refer to the following Specification Sections for the work of Bid Alternate No. 1:
    - a) Section 011000 – “Summary”
    - b) Section 013000 – “Administrative Requirements”
    - c) Section 016000 – “Product Requirements”
    - d) Section 017000 – “Execution & Closeout Requirements”
    - e) Section 024119 – “Selective Structure Demolition”
- B. Bid Alternate No. 2 – Cost to perform Base Bid work with extended or extra shifts to complete the project in 28 days. No change to Work or Specifications.



Contractor to furnish all labor and material required to complete the modernization of one (1) passenger elevator located at 34 Hanover Street Portsmouth, NH. The modernization work will be based on the following detail of work:

**SCHEDULE OF EXISTING EQUIPMENT**

	<b>EXISTING</b>	<b>PROPOSED</b>
A. ELEVATOR I.D #:	STATE# NHE-1967	Retain Existing
B. ELEVATOR TYPE:	Hydraulic	Retain Existing
C. CLASSIFICATION:	Passenger	Retain Existing
D. OPERATION:	Simplex	Retain Existing
E. FUNCTION:	General Public Use	Retain Existing
F. SPEED:	125 FPM	Retain Existing
G. CAPACITY:	2,500 LBS.	Retain Existing
H. PLATFORM:	82" x 54"	Retain Existing
I. TRAVEL:	36'	Retain Existing
J. STOPS:	4	Retain Existing
K. OPENINGS:	4 FRONT/REAR	Retain Existing
L. LANDINGS SERVED:	4	Retain Existing
M. ENTRANCE TYPE:	Single Speed Side Opening Power	Retain Existing
N. ENTRANCE SIZE:	42" x 84"	Retain Existing
O. MAIN LINE SERVICE:	208 Volts - 3 Phase - 60 cycle	Retain Existing
P. OEM:	Westinghouse	Retain Existing

**MAJOR HYDRAULIC PASSENGER ELEVATOR COMPONENTS**

**MACHINE ROOM EQUIPMENT:**

- 1. Elevator Control: Remove Existing and Install New Non-proprietary, Microprocessor Controls
- 2. Operation Mode: Simplex Selective Collective
- 3. Key Features:
  - a. Fire Service Operation
  - b. Independent Service Operation
  - c. Inspection Operation
  - d. Nudging Feature
- 4. Motor Control: Remove Existing and Install New Solid State Soft Start
- 5. Selector: Car-Top Reader Device with Stationary Hoistway Tape
- 6. Electrical Conduit: Remove Existing and Install New Conduit, Hoistway & Machine Room
- 7. Electrical Wiring: Remove Existing and Install New Copper Wiring in Machine Room, Hoistway and Car
- 8. Pump /Tank: Remove Existing and Install New Submersible Pump/Tank Unit
- 9. Pump Motor: Remove Existing/Install New Submersible 3 Phase AC Pump Motor
- 10. Valve Assembly: Remove Existing and Install New Adjustable Valve Unit
- 11. Muffler: Remove Existing and Install New Tank Mount Noise Isolation Muffler
- 12. Oil Line/Fittings: Remove Existing and Install New Oil Line in Machine Room

**HOIST WAY EQUIPMENT:**

- 13. Manual Shut-Off: Install New Machine Room Shut-Off Ball Valve
- 14. Rupture Valve: Install New Oil Line Rupture Valve
- 15. Jack Assembly: Retain Existing Jack Assembly, Replace Piston Packing
- 16. Piston Packing: Remove Existing and Install New Piston Packing
- 17. Hydraulic Fluid: Remove Existing Oil and Install New Petroleum Base Hydraulic Oil
- 18. Car Sling: Retain Existing

- 19. Platform: Retain Existing Platform Assembly
- 20. Sub Floor: Retain Existing Wood Sub Floor and Repair as Necessary
- 21. Toe Guard: Remove Existing and Install New Full Length, Formed Steel Toe Guard
- 22. Car Guide Shoes: Remove Existing and Install New Swivel Type Slide Guide Shoe Assemblies
- 23. Main Guide Rails: Retain Existing Guide Rails
- 24. Rail Brackets: Retain Existing Rail Brackets, Tighten Mounting Hardware
- 25. Buffers: Retain Existing Spring Type Buffers
- 26. Buffer Supports: Retain Existing and Scrape, Clean and Paint Buffer Support Steel
- 27. Limit Switches: Remove Existing-Install New Top/Bottom Limit Switches & Mtg Hdware
- 28. Limit Cams: Remove Existing-Install New Limit Cam Ass'y & Mounting Hardware
- 29. Stop Switch: Remove Existing and Install New Pit Stop Switch
- 30. Pit Ladder: Retain Existing Pit Ladder
- 31. Pit Service Platform: None Required

**LANDING ENTRANCES:**

- 32. Frames: Install New Entrance Frames, #4 Satin Stainless Steel
- 33. Door Panels: Install New Door Panels, #4 Satin Stainless Steel
- 34. Header & Struts: Remove Existing and Install New Formed Steel Headers and Struts
- 35. Sills: Remove Existing and Install New Extruded Aluminum Sills, Mill Finish
- 36. Gibs: Replace Gib Assemblies With New, Two (2) Per Panel
- 37. Fascia: Replace Hoistway Fascia and Mounting Hardware With New
- 38. Dust Covers: Replace Formed Sheet Steel Dust Covers With New
- 39. Handicap Plates: Install New Raised Character, Braille Plates

**CAR DOOR EQUIPMENT:**

- 40. Door Operator: Remove Existing and Install New Closed Loop Heavy Duty Door Operator(s)
- 41. Door Protection: Remove Existing and Install New Solid State Detector Screen System
- 42. Car Hangers/Track: Remove Existing and Install New Formed Steel Car Hangers and Tracks
- 43. Clutch: Remove Existing and Install New Door Clutch Assembly

**LANDING DOOR EQUIPMENT:**

- 44. Landing Hangers/Track: Remove Existing and Install New Formed Steel Landing Hanger and Track
- 45. Interlocks: Remove Existing and Install New Electromechanical Hoistway Door Interlocks
- 46. Door Closers: Remove Existing Closers and Install New Sill Mounted Spring Landing Door Closers

**CAB ENCLOSURE EQUIPMENT:** The Existing Cab Will Be Retained and Modernized as Follows:

- 47. Shell: Retain Existing Cab Shell
- 48. Car Doors: Remove Existing and Install New #4 Satin Stainless Steel, Car Door Reinforced, Drilled & Tapped
- 49. Car Front: Retain Existing Car Front, Modify for New Fixtures
- 50. Car Sill: Remove Existing and Install New Extruded Aluminum Sills, Mill Finish
- 51. Wall Panels: Retain Existing Wall Panels
- 52. Panel Binders: None Required
- 53. Reveals: None Required
- 54. Cab Base: Retain Existing Base
- 55. Cornice: Retain Existing Cornice
- 56. Ceiling: Retain Existing Ceiling; Vandal-proof ceiling lighting

- 57. Car Lighting: Retain Existing Lighting
- 58. Handrails: Retain Existing Rear Wall Handrail Add Handrail Side Walls  
Handrail Size and Shape: 2.0" Flat
- 59. Ventilation: New Two (2) Speed Exhaust Fan
- 60. Finished Floor: New Vinyl/Rubber Tile
- 61. Car Top Safety Rail: None Required

**CAR OPERATING FIXTURES:**

- 63. Cover Plate Material: Stainless Steel
- 64. Cover Plate Finish: #4 Satin Finish
- 65. Fixture Button Style: Vandal Resistant, ADA Compliant

Components Include:

- 66. Main Car Operating Panel
- 67. Car Position Indicator
- 68. Car Direction Indicator
- 69. ADA Compliant Auto Dial Phone
- 70. Battery Operated Emergency Lighting
- 71. Car Top Inspection Controls

**LANDING OPERATING FIXTURES:**

- 72. Cover Plate Material: Stainless Steel
- 73. Cover Plate Finish: #4 Satin Finish
- 74. Fixture Style: Vandal-Resistant With Flush Coverplate And Full Back Box,  
ADA Compliant

Components Include:

- 75. Hall Call Station
- 76. Digital Position Indicator
- 77. Phase I Firefighter's Service Key Switch

**Miscellaneous:**

- |                  |   |
|------------------|---|
| 78. Barricading: | Standard Sectional Barricades at Active Location  |
| 79. Cleaning:    | General Clean Down Prior to at Start of Project<br>Final Clean Down Upon Completion of Project. |
| 80. Painting:    | Machine Room Floor  |

**Contractor to Provide Electrical Work as Needed:**

1. Provide Insert Voltageev-3ph-60cy AC grounded power supply, for each elevator, through fused, lockable safety switches in the machine rooms. The service and disconnect switches to be sized based on the characteristics of new elevator hoist motors and variable frequency static drives. The disconnect switches must be located within 18" of the strike side of the machine room door. The existing line side feeds may be reused and extended if properly configured, sized and in suitable condition.
2. Provide 208ph-60cy AC grounded power supply through fused, lockable safety switch in the elevator machine room for power freight door equipment. The service and disconnect switch to be sized based on the characteristics of new equipment and located adjacent to new high voltage service disconnect.
3. Provide a dedicated, earth ground for high and low voltage elevator services.
4. Provide a 120vac 1ph 60cy 15amp branch circuit for each elevator with lockable disconnect for car lighting and accessories. Low voltage service switches to be located adjacent to the high voltage service switches.
5. Provide feed wires in pipe from the load side of the high and low voltage service, disconnect switches to the new elevator controls using properly sized copper conductors.
6. Provide 120vac grounded service with means of disconnect for machine room power ventilation equipment as required.
7. Provide feed wires in pipe from the load side of service, disconnect switch to the ventilation equipment using properly sized copper conductors.
8. Provide a 120vac 1ph 60cy 15amp AC grounded branch circuit with means of disconnect for elevator security cameras if they are being installed. Note: Others are to provide all wire and conduit associated with this feature.
9. Provide sufficient machine room lighting (min. 10 footcandles at the floor) with switch located inside, on the strike side of the machine room door. Light fixtures to be permanently fastened to the ceiling or support surface with protective guards over bulbs.
10. Remove any temporary or permanent, non-elevator electrical services and associated equipment from the elevator machine rooms.

11. Perform a detailed evaluation of the existing emergency power system. Modify, relocate or replace the generator, associated transfer switch gear and feed wires if necessary. The system must be capable of absorbing regenerative power during an overhauling load condition.
12. Provide a normally open signal that indicates loss of normal power from the emergency power transfer switch to the elevator machine rooms to facilitate automatic emergency power sequence feature. Provide an additional 10-20 second "pre-transfer" signal that indicates return to normal power from emergency generated power. Signal feeds to be furnished, piped and pulled from the transfer switch to a junction box adjacent to the new elevator controllers.
13. Install GFI type outlets in the elevator machine room and pit. Pit outlet should be mounted at least 24" off the pit floor and properly piped to avoid potential water damage.
14. Provide a telephone line to the elevator machine room for communication to the elevator cab enclosures.
15. When Emergency Battery Lowering is installed: Per the National Electrical Code 620-91 C this power source requires an isolated switch in the fused disconnect switch in the machine room that allows the disconnect switch to be placed in the "off" position without having the elevator move unexpectedly. This auxiliary dry contact switch is to be provided by others. The necessary operation of the disconnect switch auxiliary contact is that when the disconnect switch is in the normal power position, the auxiliary contact must be closed. The minimum rating of the auxiliary contact is 1 ampere @ 48 VDC, dry and isolated with a contact configuration of SPST. A sealed contact set or a contact set with generous wiping action is preferred to allow switch operations to clean the contacts. Please note (in States other than Massachusetts) when a shunt trip breaker is required a normally closed auxiliary contact must be installed on the shunt breaker to insure that the power provided by a battery lowering device is also disconnected per National Elevator Code 2.8.3.3.2.

**Alarm:**

1. Furnish and install smoke detector units in each lobby and in the elevator machine room as required by ANSI A17.1 2007 code.
2. Furnish and install a signal control module that automatically activates the machine room power vent in case of fire alarm condition if a mechanical vent system is installed.
3. Furnish and install requisite number of signal feeds from the smoke detector panel or zone modules to the elevator machine room to facilitate fire service recall function.



**HVAC:**

1. The elevator machine room temperature must be maintained between 50 and 90 degrees F with maximum 80% relative humidity, non-condensing. A passive and / or powered means of climate control may be used for this purpose. Estimated BTU output for elevator equipment will be provided for your use.
2. Provide hoistway and machine room ventilation to allow removal of smoke and hot gases. Hoistway may be vented directly to outside air or indirectly, through the machine room slab. The area of hoistway and machine room vents shall not be less than 3 % of the area of the hoistway nor less than 3 sq. ft., whichever is greater. Venting may be either passive or mechanical. If a mechanical system is installed, a normally closed damper actuated by a signal from the alarm panel will be required.

**General Builders Work:**

1. Provide machine room access door of pre-hung design, steel construction with 1.5 hr. fire rating. Door must be self-closing, self-locking "storeroom" operation.
2. Provide 2 hour fire rated machine room. Patch voids or cover existing walls, ceiling and exposed wood as necessary to establish the required rating.
3. Identify, remove and dispose of any hazardous material in the machine room and hoistway prior to commencement of work.
4. Waterproof new pit as necessary.

**SECTION 011000 - SUMMARY**

**PART 1 - GENERAL**

**1.1 SUMMARY OF WORK**

- A. Replace integral components of Elevator Car, including but not limited to operating systems, hoisting equipment, motor controls, and signal equipment allowing it to serve as the primary passenger elevator for the High/Hanover Parking Facility.
- B. New elevator components, equipment, and operating systems must be of same manufacture, as to provide seamless compatibility with other new parts. All new components must be compatible with existing equipment.
- C. Hoisting for removal of old equipment or installation of new, must be performed by Contractor. This includes coordination of hoist location and cordoning off safe area on the ground.
- D. Contractor to remove and dispose of all parts, materials, equipment as a result of the project, and dispose of them in a legal, regulated manner. Contractor is responsible for the proper disposal of any hazardous materials removed during the work associated with this project.
- E. Contractor is responsible for obtaining all permits required for project.
- F. Work performed must meet all local & state building codes and requirements.
- G. Contractor employees working or inspecting the elevator(s) associated with this work must be properly licensed with the State of New Hampshire.

**1.2 WORK RESTRICTIONS**

- A. Owner will occupy premises during construction. Clean up work areas and return to a useable condition at the end of each work period.
- B. During construction, Contractor will have limited use of area indicated as follows:
  - 1. All work will be done between 7:00a.m.and 5:00 p.m., Monday to Friday. Weekend work must be formally requested, authorized by Owner in advance of any work.
  - 2. All work shall create minimal disruptions, if any, to city employees working in the building during time of construction.
- C. Welding and torch cutting within building only allowed with prior Owner approval, and properly implemented exhaust and ventilation.
- D. Provide proper Federal, State, and local safety measures during installation of all elevator components and handling of material.

**1.3 WORK IN OTHER DIVISIONS AND BY OTHER CONTRACTORS**

- A. The Owner shall provide for coordination of the activities of the Owner's own forces and of each separate contractor with the Work of the Contractor, who shall cooperate with them. The Contractor shall participate with other separate contractors and the Owner in reviewing their construction schedules. The Contractor shall make any revisions to the construction schedule deemed necessary after a joint review and mutual agreement. The construction schedules shall then constitute the schedules to be used by the Contractor, separate contractors and the Owner until subsequently revised.
- B. If part of the Contractor's Work depends for proper execution or results upon construction or operations by the Owner or a separate contractor, the Contractor shall, prior to proceeding with that portion of the Work, promptly report to the Owner apparent discrepancies or defects in such construction that would render it unsuitable for such proper execution and results. Failure

of the Contractor to so report shall constitute an acknowledgment that the Owner's or separate contractor's completed or partially completed construction is fit and proper to receive the Contractor's Work, except as to defects not then reasonably discovered.

END OF SECTION 011000

**SECTION 013000 - ADMINISTRATIVE REQUIREMENTS**

**PART 1- GENERAL**

**A. PROJECT MANAGEMENT AND COORDINATION**

- A. Conduct preconstruction meeting onsite, prior to commencement of Project.
- B. Schedule and conduct progress meetings with Owner at Project site as needed, or as requested by Owner. Required attendance of each subcontractor or other entity concerned with current progress or involved with planning or coordination of future activities.

**B. SUBMITTAL PROCEDURES**

- A. Coordinate each submittal with fabrication, purchasing, testing, delivery, other submittals, and related activities that require sequential activity.
  - 1. No extension of the Contract Time will be authorized because of failure to transmit submittals enough in advance of the Work to permit processing.
  - 2. Identify deviations from the Contract Documents.
  - 3. Submit three (3) copies of each submittal.
- B. Include the following information on each submittal:
  - 1. Project name.
  - 2. Date.
  - 3. Name and address of Contractor.
  - 4. Name and address of subcontractor or supplier.
- C. Owner will review each action submittal, mark as appropriate to indicate action taken, and return copies less those retained. Compliance with specified requirements remains Contractor's responsibility.
- D. Construction Schedule Submittal Procedure:
  - 1. Submit schedule within 10 days after date established for Commencement of the Work.
  - 2. Distribute copies to Owner and parties required to comply with dates.

**PART 2 - PRODUCTS**

**2.1 ACTION SUBMITTALS**

- A. Product Data: Mark each copy to show applicable choices and options. Include the following:
  - 1. Manufacturer's written recommendations, product specifications, & installation instructions, indicating compliance with specified standards and requirements.
  - 2. Notation of coordination requirements.
  - 3. For equipment data, include rated capacities, dimensions, weights, required clearances, and furnished specialties and accessories.
- B. Samples: Submit Samples for review of kind, color, pattern, and texture and for a comparison of these characteristics between submittal and actual component as delivered and installed. Include name of manufacturer and product name on label.

**2.2 INFORMATION SUBMITTALS**

Product Certificates: Prepare written statements on manufacturer's letterhead certifying that product complies with requirements.

END OF SECTION 013000

## SECTION 016000 - PRODUCT REQUIREMENTS

### PART 1 - GENERAL

#### 1.1 SECTION REQUIREMENTS

- A. Provide products of same kind from a single source. The term "product" includes the terms "material," "equipment," "system," and similar terms.
- B. Product Substitutions: Substitutions include products and methods of construction differing from that required by the Contract Documents and proposed by Contractor after award of the Contract.
  - 1. Submit three (3) copies of each request for product substitution.
  - 2. Submit requests within 10 days after signing the Contract.
  - 3. Submit requests in time to permit processing of request and subsequent submittals, if any, sufficiently in advance of when materials are required in the Work. Do not submit unapproved substitutions on Shop Drawings or other submittals.
  - 4. Identify product to be replaced and provide complete documentation showing compliance of proposed substitution with applicable requirements. Include a full comparison with the specified product, a list of changes to other Work required to accommodate the substitution, and any proposed changes in the Contract Sum or the Contract Time should the substitution be accepted.
- C. Comparable Product Submittal:
  - 1. Submit three (3) copies of each request for approval of products as comparable to basis-of-design products. Submit requests in time to permit processing of request and subsequent submittals, if any, sufficiently in advance of when materials are required in the Work. Do not submit unapproved products on Shop Drawings or other submittals.
  - 2. Identify product to be replaced and provide complete documentation showing compliance of proposed product with applicable requirements. Include a full comparison with the specified product.
- D. Deliver, store, and handle products using means and methods that will prevent damage, deterioration, and loss, including theft. Comply with manufacturer's written instructions.
  - 1. Schedule delivery to minimize long-term storage at Project site and to prevent overcrowding of construction spaces.
  - 2. Deliver products to Project site in manufacturer's original sealed container or packaging, complete with labels and instructions for handling, storing, unpacking, protecting, and installing.
  - 3. Inspect products on delivery to ensure compliance with the Contract Documents and to ensure that products are undamaged and properly protected.
  - 4. Store materials in a manner that will not endanger Project structure.
  - 5. Store products that are subject to damage by the elements, under cover in a weathertight enclosure above ground, with ventilation adequate to prevent condensation.

## PRODUCTS

### 1.2 PRODUCT OPTIONS

- A. Provide products that comply with the Contract Documents, are undamaged, and are new at the time of installation.
- B. Provide products complete with accessories, trim, finish, and other devices and components needed for a complete installation and the intended use and effect.
- C. Unless otherwise indicated, Owner will select color, pattern, and texture of each product from manufacturer's full range of options that includes both standard and premium items.

PART 2 - EXECUTION (Not Applicable)

END OF SECTION 016000

**SECTION 017000 - EXECUTION AND CLOSEOUT REQUIREMENTS**

## PART 1 - GENERAL

## 1.1 CLOSEOUT SUBMITTALS

## A. Record Drawings:

1. Maintain a set of shop drawing prints of the as Record Drawings. Mark to show actual installation where installation varies from that shown originally.

2. Identify and date each Record Drawing; include the designation "PROJECT RECORD DRAWING" in a prominent location.

## B. Operation and Maintenance Data: Submit two (2) copies of manual. Organize data into three-ring binders with identification on front and spine of each binder, and envelopes for folded drawings. Include the following:

1. Manufacturer's operation and maintenance documentation.
2. Maintenance and service schedules.
3. Maintenance service contracts.
4. Emergency instructions.
5. Spare parts list.
6. Wiring diagrams.
7. Copies of warranties.

## PART 2 - PRODUCTS (Not Applicable)

## PART 3 - EXECUTION

## 3.1 EXAMINATION AND PREPARATION

A. Examine substrates and conditions for compliance with manufacturer's written requirements including, but not limited to, surfaces that are sound, level, plumb, smooth, clean, and free of deleterious substances; substrates within installation tolerances; and application conditions within environmental limits. Proceed with installation only after unsatisfactory conditions have been corrected.

B. Take field measurements as required to fit the Work properly. Where fabricated products are to be fitted to other construction, verify dimensions by field measurement before fabrication and, when possible, allow for fitting and trimming during installation.

## 3.2 CUTTING AND PATCHING

A. Do not cut structural members or operational elements without prior written approval of Owner.

- B. Fabricate and assemble structural steel in shop to greatest extent possible.
- C. Where existing services/systems are required to be removed, relocated, or abandoned, bypass such services/systems before cutting to prevent interruption to occupied areas.
- D. Patch with durable seams that are as invisible as possible. Provide materials and comply with installation requirements specified in other Sections.

### 3.3 INSTALLATION

- A. Comply with manufacturer's written instructions for installation. Anchor each product securely in place, accurately located and aligned with other portions of the Work. Clean exposed surfaces and protect from damage.
- B. Clean Project site and work areas daily, including common areas.

### 3.4 FINAL CLEANING

Complete the following cleaning operations before requesting inspection for certification of Final Acceptance:

- A. Remove labels that are not permanent.
- B. Clean exposed finishes to a dust-free condition, free of stains, films, and foreign substances.
- C. Vacuum carpeted surfaces and wax resilient flooring.
- D. Wipe surfaces of mechanical and electrical equipment. Remove excess lubrication.
- E. Clean plumbing & light fixtures.
- F. Clean Project site, yard, and grounds, in areas disturbed by construction activities. Sweep paved areas; remove stains, spills, and foreign deposits.

### 3.5 CLOSEOUT PROCEDURES

- A. Final Acceptance: Before requesting Final Acceptance inspection, complete the following:
  1. Prepare a list of items to be completed and corrected (punch list), the value of items on the list, and reasons why the Work is not complete.
  2. Advise Owner of pending insurance changeover requirements.
  3. Submit specific warranties, maintenance service agreements, and similar documents.
  4. Obtain and submit releases permitting Owner unrestricted use of the Work and access to services and utilities. Include occupancy permits, operating certificates, and similar releases.
  5. Submit Record Drawings, operation and maintenance manuals, and similar final record information.
  6. Deliver tools, spare parts, extra materials, and similar items.
  7. Make final changeover of permanent locks and deliver keys to Owner.
  8. Complete startup testing of systems.
  9. Remove temporary facilities and controls.



10. Submit changeover information related to Owner's occupancy, use, operation, and maintenance.
  11. Complete final cleaning requirements, including touchup painting.
  12. Touch up and otherwise repair and restore marred exposed finishes to eliminate visual defects.
- B. Submit a written request for inspection for Final Acceptance. On receipt of request, Owner will proceed with inspection or advise Contractor of unfulfilled requirements. Owner will prepare a certificate of Final Acceptance after inspection or will advise Contractor of items that must be completed or corrected before certificate will be issued.
- C. Submit request for re-inspection when the Work identified in previous inspections as incomplete is completed or corrected. On receipt of request, Owner will proceed with inspection or advise Contractor of unfulfilled requirements that must be completed or corrected before final invoice will be processed.

### 3.6 DEMONSTRATION AND TRAINING

Engage qualified instructors to instruct Owner's personnel to adjust, operate, and maintain systems, subsystems, and equipment not part of a system. Include a detailed review of the following: Include instruction for basis of system design and operational requirements, review of documentation, emergency procedures, operations, adjustments, troubleshooting, maintenance, and repairs.

END OF SECTION 017000

**SECTION 024119 - SELECTIVE STRUCTURE DEMOLITION**

PART 1 - GENERAL

1.1 SECTION REQUIREMENTS

- A. Comply with EPA regulations and hauling and disposal regulations of authorities having jurisdiction.
- B. Owner will occupy portions of building immediately adjacent to selective demolition area. Conduct selective demolition so Owner's operations will not be disrupted.

PART 2 - PRODUCTS (Not Applicable)

PART 3 - EXECUTION

3.1 DEMOLITION

- A. Maintain services/systems indicated to remain and protect them against damage during selective demolition operations. Before proceeding with demolition, provide temporary services/systems that bypass area of selective demolition and that maintain continuity of services/systems to other parts of the building.
- B. Locate, identify, shut off, disconnect, and cap off utility services and mechanical/electrical systems serving areas to be selectively demolished. Owner to be notified and assist in coordination of such actions.
- C. Provide temporary barricades and other protection required to prevent injury to people and damage to adjacent buildings and facilities to remain.
- D. Provide and maintain shoring, bracing, and structural supports as required to preserve stability and prevent movement, settlement, or collapse of construction and finishes to remain or construction being demolished.
- E. Provide temporary weather protection to prevent water leakage and damage to structure and interior areas.
- F. Protect walls, ceilings, floors, and other existing finish work that are to remain. Erect and maintain dustproof partitions. Cover and protect furniture, furnishings, and equipment that have not been removed.
- G. Neatly cut openings and holes plumb, square, and true to dimensions required. Use cutting methods least likely to damage construction to remain or adjoining construction.
- H. Promptly remove demolished materials from Owner's property and legally dispose of them. Do not burn demolished materials. This includes any hazardous materials requiring disposal, encountered during this project.
- I. Welding and torch cutting within building only allowed with prior Owner approval, and properly implemented exhaust and ventilation.
- J. Provide proper Federal, State, and local safety measures and work space requirements during installation of all elevator components and handling of material.

END OF SECTION 024119